

Attendance: S Deery / E Taylor / J McClafferty / M Sands / F Dougall / A McCormick
/ E Denham / K Chalmers / M Sweeney

1. **Apologies** : None
2. **Minute of Previous Meeting and Matters Arising**

The group agreed the minutes of previous meeting held on 24 April 2019 as being accurate.

Flexible Working Policy

- Susan and Kirstie met up with Property to talk about smarter working by potentially changing the setup of offices and to start to consider smarter working as part of that process. **ACTION:** Kirsty to research principles around flexible/SMART working, including home working and to draft a guidance for managers. Kirsty to bring back to a future meeting.
- Ongoing projects in Glasgow and Kilmarnock with advice from Scottish Futures Trust and considering Scottish Government advices.
- Principles of smarter working include maximising our technology and how we deliver our services, as well as more efficient use of our property. Requires a shift in culture from traditional working by taking less ownership of certain working areas, and moving to a more flexible model. E.g. including zones for meetings or quiet areas for working.
- Fergus questioned how the 'quiet working areas' would work as a number of quieter places in offices are extremely limited. Susan responded that Glasgow have considered not having manager rooms to give that space for the project.

Charity for Civil Servants

- HR held a bake sale to raise some funds on 21 May 2019 and all proceeds were given to the charity.

Holiday Pay

- Continue with current process.

Workforce Plan

- To consider equalities and LGBT issues in all our policy development. **ACTION:** Susan informed the group that some changes will be expected when we engage with our colleagues and other networks.

Flexi-time and Compensatory Time Off

- Outstanding issues surrounding this topic. **ACTION:** Item to be tabled again at future HR Sub meeting.
- The item on Flexi Leave and Compensatory Time Off was discussed at the January 2019 session suggesting an amendment to the wording to section 3.8 '*3.8 An employee is eligible to request 14 hours flexi leave per accounting period, pro-rated for part-time staff*'. Morna wanted it to be noted as it had been approved by the group but was omitted in previous minutes. Policy has been amended and updated on Connect.

Supervision Framework – Action from Audit and Risk Committee

- **ACTION:** To table this item a future HR Sub for further updates. Susan to clarify if a template is being used and to bring response back to the meeting.
- Susan informed the group that there was a discussion in the last EMT on the proposal on Trauma Enforced Training for managers. It is proposed that as part of the proposal that every year managers completing a supervision will take an annual wellbeing review of the individual. Discussing cases and workload and assessing whether further intervention is required on the individual. Susan would like to capture this proposal into the Supervision Framework. **ACTION:** Susan to send current piece of work offline.
- The proposal is not to make it mandatory but for managers to have conversations with the individual and make assessments on whether it becomes mandatory and interventions required. This will not only be focused on Reporters, case trauma will be experienced by everyone across the organisation.

Dignity at Work

- Susan was hoping to take the Dignity at Work policy to the Equalities Network given the impact of the protective characteristics and potential discrimination that arises with Dignity at Work. Feedback was received in terms of aligning it more to the legislation and including some of the processes. **ACTION:** Susan to continue working on the document and to send it to the group offline.
- Susan to take it back to Equalities Network for further consultation.

Dignity at Work Action Points to be Carried Forward:

- Historic claims: the policy encourages staff to raise historic complaints within a 3 month period as the passage of time can make it very difficult to process an accurate investigation. Jim questioned if this is a reasonable timeframe. The group agreed that it is dependent on individual cases and the severity and circumstances of the complaint. Historical complaints out with the 3 months may be considered in exceptional circumstances. **ACTION:** HR to reword section '*9.3 Concerns should be raised at or around the time of an incident occurring and normally within 3 months of the (latest) incident. In exceptional circumstances any historic concerns will be treated seriously and may be investigated under this policy.*'
- **ACTION:** To alert managers to review the policy.
- **ACTION:** Adele to inform UNISON group of policy.

- **ACTION:** Susan suggested that once policy has been agreed to then look into appropriate training for managers, consult the LRMLSM network to generate discussions and questions. Hoping to conclude in June 2019.

Carry Over Leave 2019/20

- Fergus stated that information received from UNISON is that a number of organisations have a carryover of leave of up to a year. Fergus discovered that as part of an NDPB government group most organisations do not carryover up to a year, unless under special circumstances, but some organisations can go up to 3 months.
- Concerns from Unison that there is a cut off at the end of the year. Susan clarified that staff are not expected to lose leave, merely to encourage staff to take their leave within the leave year.
- Jim enquired if this a one off arrangement due to the Digital Rollout or is this more of a permanent plan. Susan clarified that it's about enforcing the current policy and encouraging staff to take their leave in the year that it is accrued.
- **ACTION:** To commit to the message to be communicated to staff that leave has to be taken before January unless in exceptional circumstances.

Public Holiday Cover

- Adele voiced that there were concerns that there are difficulties in finding cover during public holidays. Adele was looking for clarification on how this is going to be addressed without people feeling that they are being forced when it is not mandatory in the policy.
- Eileen made a comment that one of the issues raised in Glasgow was an equality issue where part time workers believed they were not going to get paid double time. **ACTION:** Communication from HR to clarify double time applies to part time workers working on a public holiday.
- Monica expressed that the monetary value is becoming an issue as the amount has not changed for a number of years and it no longer makes it financially appealing for people to volunteer.
- **ACTION:** To engage with managers on how to take this forward. To be discussed further.

Publication of Facility Time

- This report was published in 1 July 2018 for the first time. Susan pulled together the same information and compared the figures for 2018 and 2019 and spoke to the group about the figures.
- There was a slight increase in facility time but no obvious increase in cost associated with that. Part of the cost is due to the salary differences 2018 to 2019.
- The group agreed to publish the report on SCRA and Public Servants website
- **ACTION:** UNISON and SCRA to continue to encourage people to record their time off better.

7. AOB

Assistant Reporter

- There is a vacancy for an Assistant Reporter, temporary basis in South East Locality. The Locality has been through competitive exercises this year already and one just a month ago on a permanent basis which resulted in 2 internal candidates of which they appointed to both posts. They now have a further Assistant Reporter post on a temporary basis and they have requested to advertise internal and external at the same time to potentially save time as they believe it is unlikely, in this particular set of circumstances, that they will get any internal interest. The aim being to reduce timeline for filling vacancy and reducing impact of gap on team.
- Susan clarified that this is an exception and is not a normal request.
- Fergus, voiced that he would prefer that this be advertised internally primarily. Monica and Adele both agreed.
- Morna wanted to clarify in the internal advert that if the pool of candidates was not enough to have a robust competitive process then the vacancy may then be advertised externally and internal candidates applications put on hold until total internal and external response available for shortlisting.
- **ACTION:** Morna to update next meeting on response to advert.

8. Date of Next Meeting

Wednesday 17 July 2019.

Susan apologised in advance due to annual leave.