

Attendance: M Sands / E Taylor / J McClafferty / M Sweeney / A McCormick /
E Denham / K Chalmers

1. **Apologies** : Susan Deery and Fergus Dougall.

2. **Minute of Previous Meeting and Matters Arising**

The group agreed the minutes of the previous meeting held on 6 June 2019 as being accurate.

Flexible Working / Smarter Working

- Smarter working projects in Glasgow and Kilmarnock are ongoing in relation to property changes. Morna involved in the Kilmarnock project, Patricia in Glasgow, and Kirstie with the HO Boardroom Project. Health and Safety have been asked to be involved in ensuring compliance/best practice.
- Kirstie continuing to research guidelines in relation to smart working and will bring her findings to the group.
- Marny Jackson has set up a meeting on the Wednesday 31 July 2019 for both the management groups in Glasgow and Kilmarnock, Business Managers, Patricia Stevenson, Morna Sands, Alison Melrose and Kirstie Chalmers with the Scottish Futures Trust. Shona Adam from the Scottish Futures Trust will be sharing best practice in the pros and cons of smarter working practices.
- Adele asked when the guidelines would be available. Morna said it may be available at the October HR Sub Meeting (not next HR Sub but one thereafter).

Workforce Plan

- The equalities group will be involved in reviewing the equalities and LGBT issues in policy development. HR have had an initial meeting with some of the Sub Group representatives from the Equalities Network who will be the forum used moving forward to seek a view on any equalities issues when reviewing our policies.

Flexi-time and Compensatory Time Off

- Outstanding issues surrounding this topic on how much flexi time can be taken in a flex period on full time and part time working patterns. **ACTION:** Item to be tabled again at future HR Sub meeting.

Supervision Framework – Action from Audit and Risk Committee

- **ACTION:** To table this item at future HR Sub for further updates. Susan to clarify if a template is being used and to bring response back to the meeting.
- **ACTION:** Susan to circulate a revised version of Supervision Framework to incorporate the recommendation that the Framework include an annual wellbeing review for each individual.
- Part of the proposal is an annual wellbeing review by all manager with staff as part of Supervision. Since the last HR Sub there have been two sessions with managers run by CELCIS and SCRA in relation to recognising and supporting vicarious trauma and a third session is to be held shortly. Morna sought feedback from Jim and Eileen who have attended training remarking that feedback to date has been positive. Both felt this was very well received by managers.
- **ACTION:** HR to invite Monica Sweeney to the third training session.
- Monica asked what the Wellbeing Review entailed. Morna explained that it is an annual conversation to discuss an individual's health and wellbeing and will include a discussion about any impact of vicarious trauma and appropriate supports. Likely to include a dialogue about resilience - how employee is feeling in relation to the a difficult piece of work past, present or future.
- Eileen reinforced that there is an expectation in relation to the vicarious trauma training, for managers to bring this training to their locality and share with staff so staff can recognise when they are being impacted by a case and provide them with some tools to deal with it.
- Monica asked how the Wellbeing Review will be communicated to staff.
ACTION: Patricia Stevenson to provide a response.

Dignity at Work

- Adele received a comment from a branch member who said that they were happy with the document. There is another branch meeting on Tuesday 6th August 2019 where Adele and Monica will ask for further comments.
- **ACTION:** Morna to liaise with Susan on her return from leave for an update on the circulation of the revised policy so Unison have the most update to date version when presenting at the branch meeting.

Dignity at Work Action Points to be Carried Forward:

- Historic claims: **ACTION:** As agreed at 6 July HR Sub, 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.

Carry Over Leave 2019/20

Discussed as an agenda item and signed off for publication.

Public Holiday Cover

- **ACTION:** Communication from HR to clarify double time applies to part time workers working on a public holiday.
- **ACTION:** To engage with managers on how to take this forward. To be discussed further.

Publication of Facility Time

- **ACTION:** UNISON and SCRA are continuing to encourage representatives to record their Facilities Time and will enforce recording time at the next branch meeting in August.

3. Draft Induction Guidelines and Briefing Sheet

- Pauline Proudfoot and Kirstie Chalmers have been working on the new induction and eLearning package. They have updated the induction guidelines and developed a briefing sheet.
- Kirsty gave a high level overview of the intention of the procedure and the documentation involved.
- One of the suggested processes from Pauline Proudfoot is to send a standard welcome email to the new member of staff.
- Eileen voiced her frustration on new staff are not able to gain IT access to general systems or CMS in the first few days because of a significant delay from SCOTS. If new members are asked to complete the induction course via eLearning then access must be prompt and ready for the employee within their first or second day of work.
- **ACTION:** HR to meet with IT to understand where the delay lies, where the limitations are and how we can improve the speed of access. Meeting scheduled for 21 August.
- **ACTION:** Induction rollout date will be end of July 2019.

4. Falkirk Council Pension Fund – LGPS Scheme Changes

- Morna discussed that Falkirk Council have alerted us of legislative changes to the LGPS came into effect in June 2019. These changes are updated on LGPS website. In addition, SCRA wish to highlight changes to staff – of which there are 5. Morna lead discussion through 5 changes.
- Further clarity is required for one of the five changes which states:

“One of the conditions for paying a pension to a surviving partner has been relaxed. Previously, at the time of his/her death, a member had to have been legally free to marry/form a civil partnership for a period of at least 2 years. Now, the member only needs to have been free to marry/form a civil partnership at the time of his/her death. Other conditions however continue to apply (e.g. the member and partner must have been living

together as a married couple/civil partners for at least 2 years and have been financially interdependent or the partner dependant on the member)."

The group agreed to obtain examples from Falkirk Council to explain the wording and to include examples in the communication to all staff.

- Monica queried whether you had to be married or living as a couple to be eligible *"(e.g. the member and partner must have been living together as a married couple/civil partners for at least 2 years and have been financially interdependent or the partner dependent on the member)."* Monica would like this section to be further clarified by Falkirk Council as it was difficult to understand.
- **ACTION:** Morna to get further clarification from Falkirk Council and to obtain examples before communicating on Connect. Morna to issue examples to the group for review.
- Eileen read the bullet point that you would be free to enter into marriage/civil partnership should your estranged spouse/civil partner be deceased. So this provision does not just apply to divorced couples. Should there be a point on being a widow and bereavement? Morna highlighted the 4th LGPS change as significant. Which relates to the impact of reducing hours due to ill health prior to ultimately requiring to apply for Ill Health Retirement.
- Morna emphasised that SCRA can't provide employees with financial advice, nor can Falkirk Council Pensions. Any questions from pension scheme members can however be directed to Falkirk Council.

5. Carry Over Leave 2020

- This item was discussed in the previous HR Sub Group about the communication intending to go out to staff around using their 2019 leave in the year that it falls. Also reinforcing that carrying forward of up to 5 days or pro-rated equivalent will not typically be authorised due to the new upcoming Digital System, unless exceptional circumstances.
- Monica's only concern is if there was a pushback on the rollout date. Morna responded that it should not affect leave for 2019 but could possibly effect leave in the first quarter of 2020 but at this time she isn't aware of any delay.
- **ACTION:** Morna to speak to Susan and Tom Philliben as the Organisational Readiness Leads to highlight that should there be a delay with the roll out of training and the system going live into 2020 then consideration should be given asap to any impact on annual leave next year in terms of restrictions.

6. Recruitment & Selection Action Points

- The group agreed on the accuracy of the minutes.
- One of the main themes was an action point to create an information leaflet/flyer to insert into the recruitment pack to make all candidates aware of the protective characteristics that we seek to support and that they can contact us before applying or during a recruitment process to request assistance or seek a reasonable adjustments. **ACTION:** Morna to kick start and conclude.

- The other main theme is the Internal Transfer Scheme where the group agreed to some changes and for Morna to produce a one page insertion into the policy to clarify the process. **ACTION:** Morna to produce.
- Hoping to launch the policy asap, and to develop and launch the eLearning package to support the policy in the next couple of months. Kirstie and Morna have started this work using a new eLearning design tool.

7. **AOB**

Assistant Reporter

- Morna provided an update and notified the group that the Assistant Reporter vacancies in SE discussed at the last HR Sub were advertised internally only with a shorter timeline with a view to advertising externally thereafter if necessary. The locality managed to recruit internally.

Flu Jag

- On behalf of Alison Melrose, Health & Safety Officer, Morna informed the group that last year and in 2017 we did a flu jag for members of staff, with a 40%-50% uptake in 2018. We intend to run a scheme this year with a communication to go on Connect very soon.
- Boots will be the sole provider.

8. **Date of Next Meeting**

Wednesday 28 August 2019.