

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

1. **Apologies** : Monica Sweeney
2. **Minute of Previous Meeting and Matters Arising**

The group agreed the minutes of previous meeting held on 26 March 2019 as being accurate.

Flexible Working Policy

- Jim raised the issue of the need for criteria and parameters around home working, the principles around the policy and managers expectations. **ACTION:** Kirsty to research principles around flexible/SMART working, including home working and to draft a guidance for managers. Kirsty to circulate her findings offline.

Charity for Civil Servants

- Tricia Falconer visited Hamilton and Glasgow which were both well attended. Susan suggested that when localities organise fund raising events to consider raising funds for this charity organisation.

Holiday Pay

- Susan and Monica Sweeney will continue this discussion off-line. Susan stated that she plans to keep the process as it is.

Workforce Plan

- Susan confirmed the document has now been published and it has been LGBT Charter marked.
- In relation to seeking LGBT Youth accreditation, Patricia Stevenson will pick up the Grievance, Disciplinary and Maternity policies and meet up with LGBT sub group for the first round of the policies review. **ACTION:** Susan informed the group that some changes will be expected to come to HR Sub for consideration or approval.

Flexi-time and Compensatory Time Off

- Outstanding issues surrounding this topic. **ACTION:** Item to be tabled again at next 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 to the next HR Sub in June for further updates. Susan to clarify if a template is being used and to bring response back to the meeting.

3. Dignity at Work

- Susan gave an overview of the policy recommending that when individuals raise a grievance the Dignity at Work policy will be used in conjunction with the Disciplinary Policy and appropriate action to be considered.
- If a grievance is raised under the Dignity at Work policy we have to ensure that it does not coincide with the Disciplinary policy as these should be distinctly independent.
- Fergus mentioned that there tends to be confusion in members' minds that raising a disciplinary can highlight grievance issues and these are two separate matters. Morna advised when embarking on an investigation you need to identify which policy you are investigating under at the outset. During the initial assessment if the individual wants to make a grievance then clarification needs to be determined which policy they are using at the beginning of the process. If raising a disciplinary and it results in a grievance the Grievance policy can be used if the outcome calls for it.
- A formal grievance stays on record for 6 years. A disciplinary warning stays on record for 6 – 12 months. When any disciplinary warning falls off an employee's record then we can rely on memory of previous warnings should another dispute arise. A previous warning can be referred to in future if related to a new investigated matter.
- 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 of the complaint but we would still need to allow people to raise historical complaints out with the 3 months. **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.

4. **Disability Leave Policy for noting only**

ACTION: Amendment sent offline and Connect updated.

5. **Long Service Awards**

Morna informed the group of the Long Service Awards scheme SCRA has had running since 2007. The scheme awards staff with £200 worth of gift vouchers for 20 years. This has been extended to also include those reaching 40 years of continuous service, and will be a further £200 gift voucher.

6. **AOB**

- Carry Over Leave 2019/20 – **ACTION:** For all managers to encourage staff to use leave in 2019 with no carry forward/deficit.
- Eileen mentioned the issue she currently has in her team with public holiday cover. She has insisted that people take their turn on standby as it is always the same people who volunteer. Jim suggested a devised rota which has worked well for his team. **ACTION:** To put on the agenda for the September LRM network for discussion and some collective thinking on how best to approach the matter. Adele to mention at the Unison Branch meeting.

7. **Date of Next Meeting**

Thursday 6 June 2019