



		Action
1.	<p>Attendees</p> <p>Susan Deery, Morna Sands, Monica Sweeney, Jim McClafferty, Gillian Henderson, Anne Marie McGinley and Eden Denham</p> <p>Apologies</p> <p>Adele McCormick, Patricia Stevenson, Kelly Campbell</p>	
2.	<p>Minute of Previous Meeting and Matters Arising</p> <p>Notes of meeting</p> <p>The group agreed accuracy of the minutes of the previous meeting held on 8 September 2021.</p> <p>Matters arising</p> <ul style="list-style-type: none">• Support Administrator Consultation Sessions – second set. 8 sessions in total planned for support staff, LSM's and LRMs. ACTION: Susan to share offline the current and draft job description.	SD
3.	<p>Coronavirus and Wellbeing</p> <ul style="list-style-type: none">• Scottish Government advice on face coverings can be removed at 1m in workplace environment. ACTION: Susan to do a communication and guidance will be updated.• Wellbeing brochure has been launched and available online.• Managers to encourage staff to attend Neil Hunter's 'Keeping the Promise' staff consultation sessions.• Staff must keep rooms ventilated especially during winter period.• CSAS - Redaction tool not working has been frustrating to staff. Reporter functions were not working..• SOM Training received positively and trainers commended for their knowledge and enthusiasm.• The newly resourced CSAS Helpdesk was welcomed as not being able to help with issues on the day is causing frustration for staff. .• LD&G willing to release staff to support recovery even if it comes at a cost within the locality. HR happy to support backfilling positions in localities.• The group is encouraged to use the feedback reporting loop to keep senior management aware of issues and they know how to respond.• IT have focused development on the HIP, non disclosure and RAVHI issues.• Managers to encourage staff to complete the Staff Survey to provide feedback.• Unison has arranged a series of member meetings which Lawrie MacDonald has agreed to attend on the 1st and 2nd November at 12:30pm to answer directly any questions on IT issues.• Wellbeing voucher and extra day off was very well received by the Information &	SD

	Research Team.	
4.	<p>Revised Agile Working Policy and FAQs</p> <ul style="list-style-type: none"> Agile Working Policy was launched on Connect with FAQs – no direct feedback received as yet. First pilot training course held on 26th October 2021 which was a 2 hour intensive session. Susan keen to get feedback from attendees. Continues to be positively received in LD&G. People are reassured of the flexibility and see the benefits of the policy for their individual needs. HO staff have not been able to reap the benefits as of yet until renovation work has been completed. HO staff will be able to put this policy in practice in January 2022 by which time phase 1 of the building work will be complete. Glasgow seem receptive to the policy but highlighting to staff that if they are working from home then staff could expect to be called in at any point. Unison's impression is that the policy is being very well received. Managers and staff have been able to find a balance that suits the member of staff and the organisation. A discussion took place on a specific working from home request which the group agreed did not fall under the Agile Working Policy ACTION: Might be helpful to produce a policy statement on requests to work abroad or on another holiday residence within the UK. 	<i>HR</i>
	<p>Queen's Jubilee</p> <ul style="list-style-type: none"> To note that there is intended to be an additional public holiday Friday 3rd June 2022 (to be confirmed) for the Queen's Jubilee. 	
6.	<p>Feedback on Whistleblowing Policy</p> <ul style="list-style-type: none"> Unison to provide feedback to Susan offline. Clearer wording on the length of the protection for a whistleblower ACTION: Susan to incorporate this to the policy, circulate amended version offline and take to the Board in December 2021. 	<i>SD</i>
7.	<p>Standby Allowance</p> <ul style="list-style-type: none"> Susan tabled an exceptional offering for staff working on standby directly involved in COP26 work, recognising the weekend working. The proposal to cover this exceptional period would be £70 Standby Allowance, which did not include the first hour + additional guaranteed 1 hour overtime payment plus actual hours worked. This was approved by the group. 	
8.	<p>AOB</p> <p>None</p>	
9.	<p>Date of next meeting</p> <p>8th December 2022.</p>	