



		Action
1.	<p>Attendees</p> <p>Susan Deery, Patricia Stevenson, Monica Sweeney, Adele McCormick, Cathy MacKinnon, Elizabeth Lloyd Kelly, Kirstie Chalmers</p> <p>Apologies</p> <p>Jim McClafferty, Kelly Campbell, Morna Sands</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 6 October 2022.</p> <p>Matters arising</p> <ul style="list-style-type: none"> Standby policy is at draft stage. ACTION: To go out for wider consultation rather than back to the HR Sub Group at this stage. 	MSa
3.	<p>Coronavirus and Wellbeing</p> <ul style="list-style-type: none"> Drop in coronavirus numbers across Scotland; our numbers are not too bad SCRA advice and approach remains unchanged for now. MSw - has agile working had an impact on absence levels? SD We have seen a drop in short term absence, but LTA remains fairly constant. People might not take the full day off sick - rather they may do some work during the day as they are able to but take some time to rest etc when they need to. Short term absence is typically 1.7% approx. LTA still sitting above target but appropriate management plans in place. Health and wellbeing remain a first principle for the organisation. Recent activities on menopause, bereavement support and financial wellbeing. Information has been added to Connect recently – a 1 pager on tools and support for financial wellbeing is being developed by Morna. We will highlight this again to staff. ACTION: draw attention to financial wellbeing information on Connect Recent workshop run by NHS Forth Valley on Saving Energy in the Home. ACTION: Share information on Connect. It was included in our People Plan to have a Wellbeing strategy, to articulate our approach. ACTION: Morna will bring to HR Sub in due course. 	<p>KC</p> <p>MSw</p> <p>MSa</p>
4.	<p>Revised Agile Working Policy and FAQs</p> <ul style="list-style-type: none"> Still embedding phase across Localities, and will need to adapt to team changes. Benefit of people being together for team cohesion. Still being asked what the minimum number is - it is about what works for most of us. Can be a tricky conversation. We need to make sure there's enough people in the office. May become more of an impact with cost of living increases. Question asked in team brief - if people can choose to work from home more if travel costs high. Not a blanket answer, we have to deliver a service and get the balance right. Everyone should be aware that they could be called to come into the office. Aim to provide as much notice as possible. MSw - have you noticed any impact on productivity of working from home? ELK – difficult to say from her time in Glasgow. When in the office 5 days a week, you could see who 	

	<p>was doing what, can't do that at home. We hear this about all levels. Have to think about how we make this more visible, how do we show what people are doing.</p> <ul style="list-style-type: none"> MSw – deal with any concerns in supervision rather than under the agile working policy? ELK – would be under an individual support plan. Should continue to be an option to say 'we need you to be in the office more often' but need to be clear on why ie. 'so we can work through x'. Needs to be on an individual basis rather than a blunt instrument for all. SD – do the FAQs address that if someone is struggling, we can ask them to come in? <p>ACTION – to check FAQs.</p>	HR
5.	<p>Compassionate Leave</p> <ul style="list-style-type: none"> MSw raised. When people are looking after someone with a long term illness, or where people are in a crisis in their personal lives, how should we manage this? SD – we have a number of supports in place. Dependent care leave; compassionate leave (but usually end of life), etc. Managers on occasion use some discretion. Where longer term e.g. if elderly parents, there may be other options – holidays, unpaid time away from work, etc. Sometimes sickness absence may be appropriate. We are supportive but it needs to be a balance.. We plan to deconstruct the Leave and Associated Allowances Policy, to make it clearer and we could see if there's something else we could include on leave of absence for personal reasons. It is very individual but we can try to provide some more clarity around compassionate leave. But we do need to be clear that this is an employment relationship . <p>ACTION: discuss how we can support employees dealing with difficult personal circumstances which require time away from work, as part of review of Leave and Associated Allowances Policy.</p>	HR / Unison
6.	<p>Learning Plan 2023/24</p> <ul style="list-style-type: none"> Learning Plan for this year - being refreshed ahead of developing plan for 23/24. Keen to seek views from group if there's any information to share or anything for us to think about for next year's Plan. Want to offer more skills based training and be able to offer some of the core things we have done in the past as an online offering eg. time management. SD – need to look at how to bring the Learning Plan to life, make sure staff are accessing it and how to make it part of daily life. Include in supervision. ACTION: consider how we discuss with managers, to raise the profile of it more Can we record individual learning plans in iTrent? PS confirmed that there is the facility on iTrent. Additionally, where there is a programme of training for a whole group eg. Support, Reporters etc, we can apply a record to that to take some of the administration away. SD – ACTION: request to feed into the plans, think about discussions of the last year and the things we want to include. People sometimes need to see options to then trigger other ideas. 	ALL /PS ALL
7.	<p>Transfer Scheme</p> <ul style="list-style-type: none"> Question discussed: if two permanent people on the same grade request to swap Locality, should this be considered under the Transfer Scheme? Note - there is not a vacancy to fill. Transfer Scheme applies when there's a vacancy. These are two permanent people swapping location - there is no additional opportunity for which to consider temporary staff, and therefore no detrimental impact. This situation is not addressed within the current wording of the policy. ACTION: Morna to add a clause in the Transfer Policy to cover this scenario. In light of time frame to next HR Subgroup in the new year, this can be sent round the group for comment off line so we can move the decision forward. 	MSa
8.	<p>AOB</p> <ul style="list-style-type: none"> Retirement planning: <ul style="list-style-type: none"> ELK raised question: what do we do for people when they are approaching retirement age? Information and tools for both employees and managers. 	

	<ul style="list-style-type: none"> ○ PS advised that she has been looking at this recently. It might be helpful to develop something that sits on Connect that is supplemented by a webinar or recorded session. We need to be clear that we cannot provide retirement advice ourselves. Also something to support managers to have those conversations and discuss options. ○ The HR team deals with it on an individual basis when it comes up. We do offer pre-retirement courses to staff who are leaving SCRA. An FAQ on Connect would also be useful and easy to access, particularly around flexible retirement. ACTION: guidance note on flexible retirement and other useful retirement planning information for Connect to be developed by the HR Team ○ Also need to consider workforce planning – we can look at age profile and length of service. Can't assume someone is planning to retire, but could give a sense of when that may be happening e.g. if large group of people reaching a certain age. This also links to what's included in the Learning Plan. ACTION: develop data pack for Teams to support workforce planning process ● Policies for year ahead: <ul style="list-style-type: none"> ○ Compassionate leave, special leave already mentioned. ○ Staff Code of Conduct, Performance Appraisal / Supervision policies will be carried over to next year. ACTION: request that Assistant HR Officers build a timeline of when all policies are due to be reviewed. ○ Discussion about Flexible Working Hours Scheme review to link to Agile Working Policy. Agreement that does need looking at, to bring up to date with the ways we now work. ACTION: review both policies in conjunction ○ AM expressed concern that some people do lose a lot of flexi because of the number of hours they are working. SD advised that we are very generous in terms of the number of hours we can already carry over, and we should look differently at how to address this. ● Flexible working applications and who makes decision: <ul style="list-style-type: none"> ○ Discussion about who is involved, in what way and at what stage in flexible working applications. ○ Often there is a personal element to the request which is confidential; but also a resourcing element, which is relevant to the LMT. ○ ACTION : HR and Unison to discuss further. Also look at the make up of the LMT involved in those decisions / discussions. ● MSw asked that Lynn Hobbs be included on the invite for HR Sub Group meeting going forward. ● MSw raised a question about LRM secondment extensions to KTP and VH. MSw and SD discussing offline. 	<p>PS</p> <p>PS</p> <p>AHROs</p> <p>HR/ Unison</p> <p>HR / Unison</p> <p>HR</p> <p>SD / Sw</p>
9.	<p>Date of next meeting</p> <p>TBC – decision to keep at 6 week intervals.</p>	<p>HR</p>