

		Action
1.	<p>Attendees</p> <p>Susan Deery, Morna Sands, Monica Sweeney, Jim McClafferty, Kelly Campbell, Adele McCormick, Cathy MacKinnon, Kirstie Chalmers</p> <p>Apologies</p> <p>Lynne Hobbs, Elizabeth Lloyd Kelly, Patricia Stevenson</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 December 2022</p> <p>Matters arising</p> <ul style="list-style-type: none"> Standby policy remains at draft stage. Group discussed the issue of there being limited VH licences and therefore only those who have licences can provide standby cover. ACTION: Explore if there is going to be an increase in licences or if they can be shared rather than specific to one person ACTION: To go out for wider consultation rather than back to the HR Sub Group at this stage. Wellbeing strategy to be developed to articulate our approach to wellbeing. ACTION: to be brought to HR Sub in due course Agile working query regarding if the FAQs address if someone is struggling, can they be asked to come in was answered – yes this is within policy/FAQ. Learning plan – look at bringing this to life. ACTION: to be carried over to next meeting Flexible retirement information and workforce planning linking into this. ACTION: guidance note on flexible retirement for Connect and information pack to support WFP process to be pulled together Policies to review this year at HR Sub to be circulated. Also tie into the flexi scheme review, looking at an exercise to understand how much flex is being written off as we need to ensure people are not working over 48hrs per week on a regular basis so monitoring this would be helpful. ACTION: schedule to be circulated to the group Flexible working applications and who makes the decision. ACTION: carry over action - HR and Unison to discuss further and clarify 	<p><i>SD</i></p> <p><i>MSa</i></p> <p><i>MSa</i></p> <p><i>PS</i></p> <p><i>PS</i></p> <p><i>HR</i></p> <p><i>HR/Unison</i></p>
3.	<p>Coronavirus and Wellbeing</p> <ul style="list-style-type: none"> The group agreed to amend this agenda item to “wellbeing” going forward. MSa provided an update on the recent wellbeing events. Andy's Man Club held a webinar on suicide prevention for staff and managers which was powerful. This is being promoted within locality wellbeing groups along with the Women's Wellbeing Club – they are happy to come in to deliver talks with individual localities. There was also a bereavement webinar delivered around Time to Talk Day which was also powerful. Time to Talk was successful, localities and HO took an individual approach. Mental Health Awareness Week is in May and the Mental Wealth Group are looking at another challenge similar to the Big Team Challenge which has had great interest previously. KCa suggested walking bingo which has been popular in Fife recently, it's fun 	

	<p>and engaging and gets people out walking.</p> <ul style="list-style-type: none"> • The Disability Sub Group are looking at supporting staff who have/are either directly or indirectly impacted with cancer. • There will be an endometriosis webinar held next week to help raise awareness. • Overall the staff survey results in relation to wellbeing were positive but there were several comments on the current financial situation and workload. • Wellbeing days can now be requested through iTrent and should be used by end June. Note – this day is pro rata for part-time staff. 	
4.	<p>Revised Agile Working Policy and FAQs</p> <ul style="list-style-type: none"> • It was noted that some re-focus is required with staff around their bespoke individual agreements as short notice office cover has been an issue recently. A reminder of the finer detail of the policy will help this. Ensure this is kept under review. • It would be helpful to understand productivity levels since the policy was introduced – we want to ensure it's working as an organisation before taking this off the agenda. It was noted by managers that they have not seen a drop off in productivity and that it may be difficult to measure this. 	
5.	<p>King's Coronation and St. Andrew's Day</p> <ul style="list-style-type: none"> • For noting – the King's Coronation public holiday will be on 8th May and St. Andrew's Day is 4th December. • It was noted that LDG have moved from having 13 fixed public holidays to 8 fixed and 5 floating for 2023. This provides more flexibility for staff and the locality. • MSA noted a typo section 2.2 of the Leave and Associated Allowances policy which it was agreed would be corrected. 	
6.	<p>Consideration for posts under S6.10 Recruitment & Selection Policy</p> <ul style="list-style-type: none"> • The group discussed the scenario of there being a staff member who has been acting up to a role for over 12 months, but not officially seconded, and whether or not they should then be considered to be extended/made permanent under s6.10. The group agreed that this feels fair as they have still been carrying out the role for the required period. ACTION: MSw to discuss this with the Unison branch to ensure there are no issues then will feedback offline • It was asked if s6.10 was on hold at the moment due to vacancy management. It was clarified that the permanent filling of vacancies has been put on hold for now. There will be a communication coming to managers today to advise that from 1st April the localities will have control of their budget again but are being asked to bear with EMT with reducing current levels of fixed term contracts. The budget is going to the Board for sign off next week. • The group agreed to remove Appendix 1 from the R&S Policy when the Recovery Team is disbanded from 1st April. ACTION: Remove this from the policy and update Connect • It was agreed in December that the concept of 2 people doing a like for like job wishing to transfer to opposite localities could do so by mutual agreement. This is not a vacancy so not relevant to s6.10. The question of what happens when there are 3 people in this scenario but the 3rd is not like for like and whether that person would be at a detriment. The group didn't believe they would be as there is no filling of a vacancy. ACTION: Wording to be pulled together then Unison to run past the branch for comment 	<p>HR</p> <p>MSa/MSw</p>
7.	<p>Probationary Policy – Update</p> <ul style="list-style-type: none"> • There has been a slight update to the policy following the Cyber Security audit last year. HR do not hold completed Induction Checklist sign-off sheets so it has been agreed with the auditors that the policy is updated to be clear that when managers are signing of the 6 month probationary period, in doing so they are confirming they have concluded the induction checklist. Induction Checklists can be retained locally. The HR Sub group agreed this. ACTION: Make amendment to the policy and send out to managers 	<p>KC</p>

