

**PERTH AND KINROSS COUNCIL  
STRATEGIC POLICY AND RESOURCES COMMITTEE  
EMPLOYEES JOINT CONSULTATIVE COMMITTEE**

Minute of meeting of the Employees Joint Consultative Committee, held in the Council Chamber, 2 High Street, Perth on Thursday 30 May 2019 at 10.00am.

**Present:               Representing Perth and Kinross Council:**

Councillors A Ahern (on behalf of Councillor McCall), H Anderson; B Brawn (on behalf of Councillor M Lyle) and S McCole (all Perth and Kinross Council); K Robertson (on behalf of Executive Director (Education and Children Services)).

**Present:               Representing Trade Unions:**

S Hope, M Dickson, T Maric and B Nichol (all UNISON) and S Robertson (Unite the Union).

**In Attendance:** K Donaldson (Corporate Human Resources Manager), P Johnstone, S Kinnear, and L Brown (all Corporate and Democratic Services); E McMullen and S Maclean (both Health and Social Care Partnership).

**Apologies:** Councillors Lyle and McCall (both Perth and Kinross Council; M Dickson (Unison); H Meldrum (GMB); and S Robertson (Unite the Union).

S Hope in the Chair

**1.       DECLARATIONS OF INTEREST**

There were no declarations of interest in terms of the Councillors' Code of Conduct.

**2.       MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Employees Joint Consultative Committee of 28 February 2019 was submitted and approved as a correct record.

**3.       MATTERS ARISING**

**(i)     Health and Wellbeing (Item 5 refers)**

P Johnstone advised that the Strategic Policy and Resources Committee had approved the Health and Wellbeing Framework for all Council employees at its meeting on 17 April 2019.

In response to a question from S Duff regarding what training will be provided to managers K Donaldson advised that the Council

recognised the need to ensure that everyone understood the new arrangements. There was a detailed timeline for implementation of the new Framework. P Johnstone added that it will be for each Service's Senior Management team to advise what will work best in their area. It will not be a case of "one size fits all".

**(ii) Ethical Care Standard (Item 6 refers)**

E McMullan advised that contracts with the independent sector care providers had been running in Perth and Kinross since 2010 and in 2016 a contract strategy for care at home was approved to recommission Care at Home Services. The requirement for fair working practices was included as a contract condition to form part of the tender assessment process and ongoing contract monitoring.

Since the contracts were awarded in 2017 a number of changes have been made to ensure that organisations comply with the principles of Fair Working Practices and Ethical Care. E McMullan advised that progress and developments include:

- An annual increase in the care at home rate to ensure providers are paying the living wage to their staff.
- Providers are paid for the hours they work and not just for the time spent with clients.
- An extreme rural rate has been introduced as an aid to recruitment and to reflect additional travel time.
- Key aspects of the Ethical Care Charter are now monitored through provider performance returns.

A survey of providers was undertaken in December 2018 and in May 2019 meetings were held with individual care at home providers to discuss the key findings of the survey.

The majority of providers are providing guaranteed hours contracts which are negotiated after a probationary period of employment. Zero hours contracts continue to be used in some cases where staff opt to retain flexibility. E McMullan advised that it was proposed to explore this area further with providers. None of the providers who had been spoken to had introduced an occupational sick pay scheme. Should this be progressed there would be a need to look again at the hourly rates for care. All providers had comprehensive training and induction programmes in place.

Social work teams undertake individual assessments with clients to develop outcome focussed care plans which then determine the length of time to be allocated for each visit. Approximately 38% of the visits made by HART and Care at Home are 15 minutes in duration. Further work is planned to look at what care is being delivered, when short visits are appropriate and where technology can be used as an alternative.

Contract Officers and Quality Management Officers work closely with providers to agree and implement action plans where issues and improvements have been identified and as part of the contract monitoring cycle feedback is received from service users and their families.

All HART employees are on permanent contracts with the majority being on 20 or 30 hour contracts, and utilising a 16 week rolling rota. They are paid travel time and sick pay and are paid above the foundation living wage.

In concluding E McMullan advised that future aims for care at home included plans to move to a more flexible model of care that allows people to be involved in the planning of their visits with providers to meet their agreed outcomes. A Flexible Working Steering Group is now investigating how partnership working with social work teams, HART and care at home providers can deliver a more flexible and person centred approach.

There is a pilot exercise in Kinross using Total Mobile which uses technology to aid scheduling of visits.

There have been some recruitment challenges for social care officers which required targeted recruitment marketing campaigns, making better use of social media, case studies and promotional videos. 38 staff had been recruited in the previous 9 months. Tailored induction provided to reflect some staff are new to care and others may have experience with other providers.

They are now looking at career progression to senior carer roles whereby staff can take on additional responsibilities. Private providers have access to all e-learning and training provided for council social care staff.

The Committee noted the position.

**(iii) EMPLOYEE JOINT CONSULTATIVE COMMITTEE (EJCC)  
CONSTITUTION (Item 7 refers)**

K Donaldson advised of a proposal to review the current structures of the EJCC, the Corporate Health, Safety and Wellbeing Committee and the Joint Negotiating Committee for Teaching Staff with a view to modernising approaches, rationalising capacity and avoiding duplication of effort. This would also include a review of the membership of the EJCC to ensure representation reflects the current council structure.

**4. APPOINTMENT OF CONVENER AND VICE CONVENER**

The Committee unanimously agreed that S Hope be appointed Convener of the Employee Joint Consultative Committee and Councillor Lyle be appointed Vice Convener for the next 12 months.

**5. EQUALLY SAFE – ERADICATING GENDER VIOLENCE IN THE WORKPLACE**

S Kinnear, Human Resources gave a presentation to the Committee on Eradicating Gender Violence in the Workplace. A copy of the presentation is attached as Appendix 1 to the minute.

**6. ANY OTHER COMPETENT BUSINESS**

**(i) Review of Occupational Health Contract**

K Donaldson referred to the current Occupational Health Contract which is due to expire and advised that input from the Trade Unions is being sought regarding the specification for the new contract.

(Post meeting note – S Hope, Unison has been involved in developing the specification and will be involved in the procurement process.)

**(ii) Introduction of new Employee Benefits**

K Donaldson advised it is proposed to introduce an Annual Leave Purchase Scheme later in the year. The scheme will allow employees to apply to purchase additional annual leave. If the request is granted the money will be deducted from the employee's salary in equal instalments over a 12 month period, commencing in January 2020. K Donaldson also advised of a car leasing scheme which will provide employees with the opportunity to lease low emission cars at very beneficial rates.

**(iii) Employment Equalities Initiatives**

S Hope requested a presentation from D McPhee on the range of employment equalities initiatives which were underway in the Council.

**7. DATE OF NEXT MEETING**

26 September 2019 at 10.00am.