

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

Minute of meeting of the Employees Joint Consultative Committee, held in Room 414, Fourth Floor, Council Building, 2 High Street, Perth on Thursday 27 September 2018 at 10.00am.

Present: Representing Perth and Kinross Council:

Councillors H Anderson; D Illingworth (on behalf of Councillor M Lyle), R McCall and S McCole (all Perth and Kinross Council); G Boland (on behalf of Executive Director (Education and Children Services)).

Present: Representing Trade Unions:

S Hope, (UNISON); H Meldrum (GMB) and T Todd (Unite the Union).

In Attendance: K Donaldson (Corporate Human Resources Manager); K Ridley, P Johnstone and L Brown (all Corporate and Democratic Services).

Apologies: Councillor M Lyle (Perth and Kinross Council); M Dickson, F Fraser, T Maric and B Nichol (all UNISON); 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 24 May 2018 was submitted and approved.

3. MATTERS ARISING

(i) Job Families and Job Matching

K Ridley reported that the Professional and Business Support Job Family had now been implemented. Consultation continued with the Working Groups on the three remaining job families; Community & Operational, Regulatory, Technical & Property and Senior Leadership. Once the finalised generic role profiles have been signed off by Senior Management Teams, employees will be advised in writing and issued with their new role profiles. It was anticipated the implementation

process for the remaining job families will be concluded by the end of 2018.

The Committee agreed an update be provided to the next meeting.

4. JOINT SECRETARIES

(i) Management Side

The Committee was advised that Gillian Taylor, Head of Democratic Services and a Joint Secretary to the Committee was to retire from Perth and Kinross Council on 30 November 2018 and as a consequence would be resigning as Joint Secretary with effect from 30 September 2018.

The Committee agreed Christina Flynn, Democratic Services Manager, be appointed Joint Secretary for the Management side, with effect from 1 October 2018.

(ii) Trade Union Side

The Committee was advised that nominations were being sought from the Trade Unions to fill a vacancy for a Joint Secretary for the Trade Union side following the retirement of Lindsay McLaren from the Committee.

Following a request from the Trade Unions the Committee agreed to defer the appointment of a Joint Secretary for the Trade Union side to the next meeting.

5. UPDATE ON BREXIT WORKFORCE IMPLICATIONS

There was submitted a briefing paper by the Human Resource Manager (G/18/133) which provided the Committee with an update on Brexit workforce implications.

K Ridley reported that over the previous 12 months Human Resources had undertaken some preparatory work to understand the implications of Brexit on the workforce in terms of service delivery. He advised that the Council has 90 known non UK EU/EEA nationals currently in posts many of whom are aged under 40. The Council wrote to 700 employees whose nationality was not held on their employee record. 300 responses were received and the information gathered was updated on Resource- Link. In relation to the 400 outstanding responses K Ridley advised that staff in Human Resources would endeavour to gather the outstanding information from employees' personal files which is a very labour intensive process and may not provide all the information which is required.

Data gathered to date indicated that the EU/EEA nationals were dispersed throughout Perth and Kinross Council services with no vulnerability identified

in key areas other than teaching where there could be an impact on hard to fill posts. K Ridley advised that Human Resources would continue to monitor the position closely when collecting details of employees' nationality.

An awareness programme had been set up to support the Council's EU/EEA employees with a number of half hourly sessions provided by Gurjeet Singh from the Ethnic Minorities Law Centre in April 2018. Further sessions will be offered over the coming weeks.

At the present time European Social Funding supports Skills Development Scotland which in turn provides funding for the Modern Apprenticeship training scheme. Although this could present a risk in terms of funding to the Council's Modern Apprenticeship scheme K Ridley advised that funding received had been reducing over the last 5 years and the Council was managing that.

K Ridley referred to the findings of a 2017 survey which had estimated that migrant workers represented at least 10.4% of the independent home care sector commissioned by the Council. He advised that as a consequence Brexit is likely to have a greater impact on that sector as the proportion of EU nationals is significantly greater than those working directly for the Council.

Councillor Anderson suggested that the 400 employees who had yet to respond might be fearful of providing this information. H Meldrum concurred and suggested managers should be making every effort to instil confidence in those employees who had yet to respond. K Donaldson invited the trade unions to also give this reassurance should any trade union members raise issues with them.

Councillor McCole enquired if any plans had been put in place to mitigate risk to the Council should the staff situation in the social care sector become acute post-Brexit.

In responding, K Donaldson advised that the Council was working with home care providers to give them access to HR support. She acknowledged the difficulties in recruiting to posts in the social care sector and the need to look at new ways of increasing the pool of people who saw a role in that sector as an attractive career.

The Committee agreed that a further report be submitted to the next meeting.

6. UPDATE ON REVIEW OF CORPORATE FLEXTIME SCHEME

There was submitted a briefing paper by Human Resources Manager (G/18/134) providing an update on the review of the Council's Corporate Flexitime Scheme.

K Donaldson advised that HR staff had supported a pilot which had involved around 100 employees in Housing and Environment. Consultation had taken place with the Trade Unions in August on the proposed changes and their

response had been generally positive. The Council's Executive Officer Team had now approved the changes to the Corporate Flexitime Scheme as follows:

- Removal of core hours
- Change for 13x 4 weekly accounting period to 12 x calendar monthly accounting periods
- Maximum of 2 flexi days per calendar month, no change to the maximum of 20 flexi days per year
- No changes to existing bandwidth of 0.700-21.00 hours, Monday to Friday.
- No changes to the existing 11 hours debit/18 hours credit carry forward
- No change to the requirement for an employee to work at least 3 hours (equivalent to the existing core time hours) unless a flexi day is booked in advance. This will be prorated for part time/non-standard working pattern.
- Where the minimum hours are worked these must be within normal office hours or with prior line manager agreement, at a time there is a business requirement to work e.g. to represent the Council at an evening meeting.
- There will no longer be facility to book a half day flexi – time off can be accommodated with prior line manager agreement within revised arrangements.
- A 30 minute lunch break will be automatically deducted after the employee has worked six hours, if they have not already taken a break. This can be manually adjusted through normal approval process.

The Committee noted the changes to the Corporate Flexitime Scheme as detailed in report G/18/134 with a target implementation date of 1 January 2019.

7. OTHER COMPETENT BUSINESS

(i) Health and Social Care – Joint Working Agreement

S Hope reported that a report would be submitted to the Council's Strategic Policy and Resources Committee on 28 November 2018 and to NHS Tayside Board on 4 December 2018.

K Donaldson expressed her thanks for the support the Trade Unions had given to the development of the Joint Working Agreement.

(ii) Valedictory – Tommy Todd

The Convener thanked Tommy Todd for the effort and support he had given to the Joint Consultative Committee since 1996 and wished him all the best for a long and happy retirement.

K Donaldson echoed the Convener's comments.

8. DATE OF NEXT MEETING

22 November 2018 at 10.00am