

**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 22 November 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); K Robertson (on behalf of Executive Director (Education and Children Services)).

Present: Representing Trade Unions:

S Hope, F Fraser and T Maric (all UNISON) and H Meldrum (GMB).

In Attendance: K Donaldson (Corporate Human Resources Manager); S Flanigan, G Reeves and Z Robertson (all Housing & Environment); P Johnstone, S Munro, K Ridley and L Brown (all Corporate and Democratic Services).

Apologies: Councillor M Lyle (Perth and Kinross Council); M Dickson, 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 27 September 2018 was submitted and approved as a correct record subject to the inclusion of the word "contingency" before the word plan in paragraph 8 of Item 5.

3. MATTERS ARISING

(i) Brexit Workforce Implications – (Item 5 refers)

Z Robertson reported that the Commissioning Team within the Health & Social Care Partnership are regularly monitoring any Brexit impact on commissioned services following a recent survey. Brexit will have a very limited impact on our Care At Home provision with only one provider employing a number of EU nationals. Independent care home providers are reporting relatively low numbers of staff from the EU, with

larger organisations appearing to be more at risk. However, these organisations are supporting staff and providing guidance in line with Scottish Care and Scottish Government's updates. The Council is also working in partnership with Perth College UHI on the setting up of a new Health and Social Care Academy.

In response to a question from members on staff turnover, Z Robertson confirmed that retention levels are monitored. She advised that the Council is a signatory of the Ethical Care Charter and ensured people complied with the Charter.

K Donaldson advised that as an organisation the Council was striving to influence the overall supply of people in to social care. Indeed this was a reason why the Council had increased the number of modern apprentices. There had also been local and national campaigns regarding jobs in early learning and childcare raising the profile of social care although this might result in some people moving from adult care into jobs in early learning and childcare.

K Robertson advised that no major workforce implications had been identified within schools. Tayside Contracts had also advised they had no Brexit workforce implications.

The Committee noted the position.

(ii) Job Families - (Item 3(i) refers)

K Ridley provided an update on progress with the implementation of Job Families. He advised that the Community and Operational Job Family had been implemented in October 2018 and that the Regulatory, Technical and Property Job Family would be implemented in January 2019. The final job family profile for Senior Leadership jobs was nearing completion.

4. JOINT SECRETARY FOR TRADE UNIONS

The Committee was advised that no nominations had been received as yet 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.

The Committee agreed to defer the appointment of a Joint Secretary for the Trade Union side to the next meeting.

5. EMPLOYEE ENGAGEMENT SURVEY – SEPTEMBER 2018 FULL COUNCIL SUMMARY

There was submitted a paper (G/18/169) summarising the council-wide results of the employee engagement survey undertaken in September 2018.

G Reeves advised that the response rate had increased slightly on that of the previous year although there had been a slight dip in some topic areas.

During discussion some members noted that the response rate had been less than 50% and asked what could be done to encourage greater participation. In responding S Flanigan advised that participation in the survey was voluntary. The survey was only one of a number of mechanisms used to engage with employees and was regarded as a means of encouraging staff to share ideas and make suggestions for improvement. Employee engagement officers were actively speaking to teams whose response rate had been low to see what could be done to encourage greater engagement in future.

K Donaldson added that the true value of the survey was at team level with every member of the team being involved in the discussion of their team results whether they had participated in the survey or not.

In responding to further comments made regarding responses received in relation to leadership, skills and employee mental health and wellbeing, K Donaldson advised that a number of programmes were currently in development. These included an induction programme for both new and existing managers, a health and wellbeing strategy which would place particular emphasis on mental health and financial wellbeing, and a talent strategy to attract people in to the organisation and retain and develop the talent within the current workforce. K Donaldson further advised that councillors will receive a copy of the annual workforce report once published. It was noted that the report would also be shared with the Trade Unions.

The Committee noted the council-wide summary results of the Employee Engagement Survey undertaken in September 2018.

6. EMPLOYEE WELLBEING – ENHANCING CAPACITY AND IMPROVING PERFORMANCE

There was submitted a report by the Corporate Human Resources Manager G/18/170 providing an update on the Sickness Absence Statutory Performance Indicator (SPI) for 2017/18 and Employee Health and Wellbeing.

S Munro reported that the mid-year results for 2018 had shown a slight improvement in sickness rates although there was still an overall deterioration when compared to 2016/17. Mental health issues, other and musculoskeletal were the top three reasons given for sickness absence with mental health accounting for 27% of all sickness absence.

During discussion of the report and in response to questions S Munro advised that a holistic approach to health and wellbeing was being developed to replace the existing maximising attendance policy and the health and attendance policy for teachers.

The Committee:

- (i) Noted the Statutory Performance Indicator (SPI) results for 2017/18.
- (ii) Noted that the service management teams will continue to promote a culture of employee wellbeing, maintain a focus on proactively managing sickness absence, and seeking advice from Human Resources and Occupational Health where appropriate.

7. EMPLOYEE EQUALITIES

The Committee heard a presentation from S Munro on equalities and diversity in employment. The speaker advised that high level data for the period 2017/18 was being shared on the equal pay audit and the workforce profile. A fuller report would be shared with the members of the Committee once available. A copy of the presentation slides are attached as Appendix 1 to the minute of meeting.

8. TIMETABLE OF MEETINGS

It was noted that the Employees Joint Negotiating Committee would meet at 10am on the following dates in 2019:

28 February
23 May
26 September
28 November

9. OTHER COMPETENT BUSINESS

(i) Council Budget

K Donaldson advised that an invitation would be extended to full time union officers to meet with the Chief Executive and the Head of Finance on the Council Budget.

10. DATE OF NEXT MEETING

28 February 2019 at 10.00am.