

**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 410 (Committee Room), 2 High Street, Perth on Thursday 24 May 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, T Maric and M Dickson (UNISON); S Robertson, L McLaren and T Todd (Unite the Union).

In Attendance: K Donaldson (Corporate Human Resources Manager); S Flannigan (Environment Service); K Molley and P Steel (both Corporate and Democratic Services).

Apologies: Councillor M Lyle (Perth and Kinross Council) and H Meldrum (GMB)

S Hope in the Chair

1. APPOINTMENT OF CONVENER AND VICE-CONVENER

Nominations were sought for the appointment of Convener and Vice-Convener.

F Fraser seconded by T Maric nominated S Hope for the Office of Convener.

There being no other nominations S Hope was duly appointed Convener until February 2019.

Councillor R McCall seconded by Councillor D Illingworth nominated Councillor M Lyle for the Office of Vice-Convener.

There being no other nominations Councillor M Lyle was duly appointed Vice Convener until February 2019.

2. APPOINTMENT OF JOINT SECRETARY

Nominations were sought for the appointment of Joint Secretary for the Trade Union side.

S Hope seconded by F Fraser nominated L McLaren.

There being no other nominations L McLaren was duly appointed Joint Secretary for the Trade Union side.

3. DECLARATIONS OF INTEREST

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

4. MINUTE OF THE PREVIOUS MEETING

The minute of meeting of the Employees Joint Consultative Committee of 30 November 2017 was submitted and approved.

5. MATTERS ARISING

(i) Council Construction Charter

K Donaldson reported that P Steel had been involved in trying to incorporate the Council construction charter into the procurement strategy. G Ramsay was happy with the changes that had been made. In moving forward, K Donaldson emphasised the importance of meeting the requirements of the Council Construction Charter.

(ii) Job Families and Job Matching

K Donaldson reported that drafts proposals of job families are nearly at the stage of completion. Once this occurs, draft proposals will be sent out to unions for comments and feedback.

(iii) Voluntary Severance Scheme (VSS)

K Donaldson reported that 39 people had asked to go through the voluntary Severance Scheme (VSS). This will be monitored until the end of March 2019 in terms of service delivery to view the financial implications. K Donaldson suggested at looking into other options instead of using the Voluntary Severance Scheme (e.g flexible retirement and changes to working hours).

(iv) Early Years Expansion

K Robertson provided a handout of the report on Early Years Expansion which was agreed at the Life Long Learning Committee on 16 May 2018 (18/156) expanding funded Early Learning and Childcare (ELC) from 600 to 1140 hours by 2020. In terms of learning and teaching, it is necessary to engage and get staff involved as much as possible to see what their preferences are on the change of hours.

6. CORPORATE WORKFORCE PLAN

There was a presentation by K Donaldson on the Corporate Workforce Plan for Perth & Kinross Council 2018-2021. K Donaldson reported that the Council has now approved the Corporate Workforce Plan which is a vital tool for shaping the future workforce. Trade unions had been involved in a focus group when developing the plan. K Donaldson suggested in moving forward it is important to look at future skill requirements and take a sustainable approach.

In response to a query from L McLaren on reference to salary levels for HGV Drivers, K Donaldson reported that grades are determined through the Job evaluation scheme.

Resolved:-

The Corporate Workforce Plan be noted.

7. TRADE UNION ACT 2017 – FACILITY TIME OFF REPORTING REQUIREMENT

There was a report submitted (G/18/62) by Human Resources Manager providing information about the requirement for time spent on Trade Unions activities by Council employees to be recorded and reported on each year, as laid out in the Trade Union (Facility Time Publications Requirements) Regulations 2017.

T Todd expressed his concern of his service not having access to my MyView to enter any short time absences for trade union activities from work. P Steel emphasised that in moving forward access to the system should be made electronically so all employees can use MyView to record any absences. In response to a query from L McLaren on ensuring accuracy of timings of absences, P steel mentioned that it is possible to go online and edit the time later if you are unable to enter the details at the current time to show a correct record of absence.

K Donaldson highlighted that it is important to look at the system over the current year and analyse how well it is working.

Resolved:

The report on Trade Union Act 2017 – Facility Time off Reporting Requirement be noted.

8. FIXED TERM CONTRACTS

There was a report submitted (G/18/63) by Human Resources Manager, updating the Employees Joint Consultative Committee on changes to the Council's approach to fixed term contracts by introducing the option to recruit to a fixed term vacancy on a permanent basis where there is a clear business case and; (2) this approach will support the organisation in preparing for an

emerging future, ensuring we have a resilient, adaptable workforce and providing a return on the investment in skills and talent.

K Donaldson reported that the change in focus in the Customer and Business Support Review means it is now possible to review the higher than normal number of fixed term contracts which are in place. Having a permanent contract helps support the financial wellbeing of staff and removes uncertainty which can help reduce turnover. K Donaldson added that it would be worth looking at market testing roles where there is high turnover.

In response to a query from S Hope on competition across Scotland increasing despite single status, K Donaldson reported that each Council sets their own grades and has their own structure put in place under the evaluation scheme so similar jobs across different councils may be paid differently. K Donaldson explained the council uses benchmarking to compare ourselves with other local authorities to ensure grades are competitive.

Resolved:

The report on Fixed Term Contracts be noted.

9. ETHICAL CARE CHARTER

The Ethical Care Charter was submitted by UNISON focusing on home care and how well residents are being looked after in their own home. K Donaldson reported that the new framework agreements for the commissioning of homecare address most aspects of the charter. The Service continues to commission 15 minute visits and work is in progress to minimise this where possible. Care plans are outcomes focussed but visits are still commissioned on a task and time basis. The aim is to move to a different way of commissioning those visits and there will be a workshop later this year with care providers and social work teams to explore how we can move towards a system that allows providers and service users agree how their assessed needs can be met, improving the use of technology and minimising 15 minute visits.

Resolved:

The Ethical Care Charter be noted.

10. MAXIMISING ATTENDANCE POLICY

A verbal update was given by P Steel on the maximising attendance policy. P Steel reported that a meeting was being held with relevant officers to re-examine our approach to wellbeing and the Maximising Attendance Policy and ensuring that they reflect the General Data Protection Regulations. In moving forward, it is important to see what the current issues are and how the new framework can be implemented to reduce any problems.

S Robertson emphasised that it is necessary to review the new data regulations over the summer period and assess how we are using data and what we do with it.

Resolved:

The update on Maximising Attendance Policy, be noted.

11. OTHER COMPETENT BUSINESS

There were no other items of business to be considered.

12. DATE OF NEXT MEETING

27 September 2018 at 10.00am

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