

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 Chambers, 2 High Street, Perth on Thursday 16 February 2017 at 10.00am.

Present: Representing Perth and Kinross Council:

Councillors A Grant, and M Roberts; G Boland (on behalf of the Senior Depute Chief Executive, ECS); and S MacKenzie (on behalf of the Depute Chief Executive, Environment).

Present: Representing Trade Unions:

F Fraser, S Hope, G Mackie, and T Maric (UNISON);
S Robertson, A Thomas and L McLaren (Unite the Union);
G Ramsay and T Todd (Unite the Union (formerly UCATT)).

In Attendance: K Donaldson (Corporate Human Resources Manager); K Ridley and J Somerville (all Corporate and Democratic Services); and C Jolly (The Environment Service).

Apologies: Councillors I Miller and A Munro; and A Taylor (on behalf of the Depute Chief Executive, HCC).

G Mackie, Convener, 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 November 2016 was submitted and approved.

3. **MATTERS ARISING**

(i) **Voluntary Severance Scheme (VSS) (Item 3(iv) refers)**

The Corporate Human Resources Manager updated the Consultative Committee on the latest position in terms of the Council's VSS prior to final outcomes to be reported to the special Council meeting in February 2017. She reported that 39 employee applications had been approved, 32 applications remained pending, 27 had been declined (largely on the grounds of affordability); and 3 employees had withdrawn their applications from the process.

In response to a question from G Ramsay regarding unsuccessful applicants, the Corporate Human Resources Manager confirmed that information outlining alternative options was made available to employees.

(ii) Flexible Working (Item 6 (ii) refers)

In response to a question, the Corporate Human Resources Manager confirmed that the trial to test changes to fixed elements remained at the pilot stage and that the full evaluation would not take place until the end of March 2017.

(iii) Budget Meeting (Item 6) (iv) refers)

The Corporate Human Resources Manager referred to reference at the last meeting to full-time trade union officials being invited to meet with the Chief Executive as part of the budget process. She confirmed that this meeting had taken place on 2 February 2017. She also advised that relevant papers were now due to be considered by Council and were due to be issued that day. JCC members would be sent a link to those papers as soon as this was available.

4. TRANSFORMATION PROGRAMME

C Jolly, Team Leader, provided a general update on the Council's current Transformation Programme to the Consultative Committee. He referred to delivering changes in a climate of rising demand and revenue budget constraint.

C Jolly noted that major part of the Council's Transformation Strategy was being delivered through a programme of transformation reviews and that the programme currently comprised of 33 reviews, which were developing new ways of working, supported by efficient processes and systems, and new technologies that sustain high quality service delivery. He added that a framework for Phase 4 of the programme was currently under development and that this would in due course assist in targets being met.

In response to a question, C Jolly reported that the Tay Cities deal was not a direct part of the Council's Transformation programme but was a bid to secure a City Deal led by a strategic partnership of the Leaders and Chief Executives of the four local authorities that deliver services across the Tay Cities region.

T Maric raised an issue regarding communication with employees and the need to keep staff informed of potential changes to ways of working and the Corporate Human Resources Manager advised that the Tay Cities initiative was at a formative stage and suggested that an appropriate representative be invited to a future meeting of the Consultative Committee to provide an overview and update.

Resolved: -

The JCC noted the position.

5. HEALTH AND WELLBEING

The Corporate Human Resources Manager updated the Consultative Committee on sickness levels, reasons, and trends for the period 1 April – 30 September 2016.

She reported a slight increase from the previous period to 4.4 days lost per full-time employee in the JCC staff group. The Corporate Human Resources Manager added that mental health, musculoskeletal and stomach/kidney remained as main three reasons for medium to long term sickness absence and that this was no different from any other employers in the public or private sectors.

The Corporate Human Resources Manager reported that at the last meeting of the Consultative Committee, S Hope, Unison and H Meldrum, GMB had noted interest in being involved in joint work with Human Resources on mental health and that this would now be progressed.

In terms of the development of a policy framework, the Corporate Human Resources Manager reported that there had also been Trade Union involvement with this work from the early stages and that the hope was for a completion date after the summer of 2017.

Resolved: -

The JCC noted the update.

6. ANY OTHER COMPETENT BUSINESS

(i) Disclosure Scotland Audit

The Corporate Human Resources Manager reported that following an audit Perth and Kinross Council had been the first local authority to have been found 'fully compliant' and that checks on employment were being applied as they should.

(ii) Employee Induction Packs

S Hope reported that there had now been a general discussion amongst Trade Union representatives and that information to be included in Induction Packs would be forwarded to Human Resources later that week.

(iii) Employee Records

The Corporate Human Resources Manager reported that beginning in April 2017, Corporate and Democratic Services would pilot a scheme designed to allow managers access to electronic personnel files. She added that this was in-line with the self-service approach.

(iv) Job Family

The Corporate Human Resources Manager referred to previous Trade Union involvement from Grant Mackie and Colin Coupar in initial discussion relevant to the 'Job Family' initiative and reported that continued Trade Union involvement would be most welcome and that JCC members would also shortly be invited to a meeting to provide an understanding of the concept and the give some background. Grant Mackie suggested that the Job Family was a very good idea and encouraged members to become involved.

(v) Scottish Apprenticeship Week 2017

The Corporate Human Resources Manager reported that the 2017 Scottish Apprenticeship Week would take place from 4-10 March and that this would provide the opportunity for the Council to showcase its work with apprentices, with the opportunity for managers, parents and the employees to celebrate. She added that there would be a feature in the Courier, a stand at Pullar House and a visit from Murdo Fraser MSP.

(vi) Employees JCC Constitution

The Corporate Human Resources Manager noted that the recent merger of UCATT and Unite the Union meant that the overall membership of the JCC now required to be examined. She added that this would also give an opportunity to review the constitution more generally. The Corporate Human Resources Manager therefore gave notice, as required in terms of the current Constitution, of a proposed variation or modification to the Constitution. She added that the review of the Constitution would be facilitated by Corporate and Democratic Services and J Somerville confirmed that, on behalf of the joint secretaries, she would liaise with members by email regarding any proposed changes to the JCC constitution.

7. VALDICTORY

On behalf of the Council and the Employees JCC, Karen Donaldson paid tribute to the long and dedicated service of Grant Mackie, UNISON. She recounted Mr Mackie's very significant and dedicated support for the JCC as a long serving Convener and to his skills in developing positive working relationships and in the promotion of fairness and justice in the workplace. Members joined Karen in wishing Grant well in his forthcoming retirement.

8. DATE OF NEXT MEETING

Thursday 28 September 2017.

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