

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

Minute of meeting of the Employees Joint Consultative Committee, held virtually via Microsoft Teams on Thursday 25 February 2020 at 10.00am.

Present: Representing Perth and Kinross Council:

Councillors C Ahern (substituting for M Lyle), R McCall and S McCole (all Perth and Kinross Council).

Present: Representing Trade Unions:

S Hope (UNISON)
S Robertson (Unite the Union)
V Leonard (GMB)

In Attendance: P Johnstone, C Flynn, C Judge, E Sturgeon and K Molley (all Corporate and Democratic Services); K Robertson (Education and Children's Services); M Butterworth, C Guild and G Reeves (Communities); and C Paton (Health and Social Care Partnership).

Apologies: Councillors M Lyle and J Rebbeck (Perth and Kinross Council); and L Roberts

S Hope in the Chair.

1. WELCOME AND APOLOGIES

S Hope welcomed all present to the meeting and apologies were noted above.

S Hope paid tribute to the late Councillor Henry Anderson who had died at the end of 2020 due to COVID-19.

2. DECLARATIONS OF INTEREST

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

3. MINUTE OF MEETING OF THE EMPLOYEES JOINT CONSULTATIVE COMMITTEE OF 26 NOVEMBER 2020

The minute of meeting of the Employees Joint Consultative Committee of 26 November 2020 was submitted and approved as a correct record.

4. MATTERS ARISING

There were no matters arising.

5. MERGING OF THE CONSTITUTIONS

C Flynn, Democratic Services Manager, provided a verbal update on the current situation of the merging of the constitutions. She advised the committee that officers are working on a draft constitution and agenda of the new committee. A meeting of the Short Life Working Group would be arranged in due course for members comments and feedback.

The committee noted the position.

6. UPDATE ON WELLBEING

G Reeves, Change Management, provided a slide-based presentation on Employee Wellbeing, which highlighted the National Wellbeing Champions Network, Wellbeing initiatives from February 2020 to date and the Health and Wellbeing Plan – June 2021. G Reeves added that monthly newsletters are uploaded to the wellbeing page on ERIC. Wellbeing messages are frequently uploaded too at the request of EOT to help boost morale. Listening services are in place to support individuals throughout this difficult time via Coaching PAM Occupational Health and external services e.g. Mindspace and Breathing Space. It is important to maintain wellbeing and achieve the best work life balance.

S Munro and P Johnstone, Human Resources, added that the Council has a DASH system for undertaking and reporting requirements following a there are display screen equipment (DSE) assessment and system for recording violence and aggression incidents. Work is also being carried out the Alcohol and Drug Policy and an update will be brought to a future meeting of the Corporate Health, Safety and Wellbeing Consultative Committee.

S Robertson expressed enthusiasm that support is being provided to all employees and S Hope added that we need to assess how we are meeting the needs of different groups of staff.

7. HOMEWORKING/REMOTE WORKING

S Lawson, Human Resources, provided an update on the current situation of homeworking and the plans of this for the future, post pandemic. Currently, no travel is allowed, and social distancing is still enforced with employees encouraged to work from home if possible, by the Scottish Government. In Perth and Kinross Council, DSE assessments are being carried out to make sure employees are comfortable and content with working from home and have the right equipment and technology to do so. HR continue to work on developing the policy and plans are underway for many employees working from home in some form in the longer-term.

Councillor S McCole emphasized the importance of creating flexibility around job profiles to ensure that people are still able to seek employment with Perth and Kinross Council in the future, due to this remote working. It is also vital to analyse how this way of working will change due to the easing of restrictions.

8. SETTLED STATUS

S Munro provided a verbal update on Settled Status. 7,700 people in Perth and Kinross have applied for settled status from 30 different nationalities. Brexit has shown very little change with having 121 individuals who are non-UK/EU nationals in the service. Line managers are encouraged to have conversations with employees regarding Ethical status.

In response to a question from S Robertson regarding comms alerts and if these are issued in English and other languages, S Munro advised that this is the case. Many languages are covered to help individuals understand and feel comfortable with the process of settled status. C Guild, Communities, added that before the pandemic occurred, open surgeries were held regularly to provide the public with information.

9. CORPORATE WORKFORCE PLAN

There was a briefing note submitted by Human Resources (G/21/14) highlighting the Corporate Workforce Plan.

Members thanked Human Resources for the work undertaken on the plan and emphasized the importance of engaging with Trade Unions. C Judge, Human Resources, advised that an update on the Corporate Workforce Plan would be brought back to a future committee.

10. ESSENTIAL SERVICES LIST

There was submitted a report by E Sturgeon, HR Manager (G/21/15) providing the committee with an understanding of the principles behind the Essential Services List. This document is split into two sections, highlighting the role of the re-tasking team and how the council applies the process. He added that it is important to show how re-tasking works and how we prioritise gaps in essential services.

The Committee noted the position.

11. MASS VACCINATION PROGRAMME UPDATE

E Sturgeon provided a verbal update on the mass vaccination programme and shared a report that was subsequently issued. He advised that a great number of Council employees had volunteered to support the running of the community vaccination centres, through an admin role, managers or marshalling the public in and out the centres safely. Three community vaccination centres have been set up in Perth, Blairgowrie and Kinross. Staff worked efficiently to set up the centres as soon as possible. In just over a month, Dewars centre in Perth had reached a milestone of 5,000 vaccinations to the public.

In response to a question from S Hope regarding if all staff who had volunteered would receive a shift to work at a vaccination centre, E Sturgeon

advised that staff hadn't been rotated as quickly as planned due to fluctuations in supplies of the vaccine. He added that more vaccine was due to be delivered over the next couple of weeks which would give the opportunity for more staff to work, if we required to work at full capacity.

Councillor S McCole congratulated Council employees for all their hard work regarding the setting up and supporting the delivery of vaccinations at the three centres in Perth and Kinross.

12. COVID RESPONDERS

E Surgeon provided a verbal update on the current number of Covid Responders in Perth and Kinross Council. 250 employees agreed to be Covid Responders with 17 employees being re-tasked in front line HSCP and a further 39 employees being re-tasked to areas such as the crematorium, contact tracing and business grants.

13. ANY OTHER COMPETENT BUSINESS

- (i) K Robertson, Education and Children's Services, advised the committee that staff vaccinations and lateral flow testing for COVID-19 are underway in schools across Perth and Kinross. Consent forms and systems were set up for issuing tests and staff from Tayside Contracts have been included in this process. Overall, there have very positive responses and ECS continue to monitor recording of results. P Johnstone added that work is underway to start testing staff in Early Year settings.
- (ii) In relation to this, P Johnstone advised that other staff across Perth and Kinross council are receiving PCR testing and lateral flow testing for Care at Home staff. The correct PPE has also been supplied. C Paton, Health and Social Care Partnership, added that this process has been successful.

14. DATE OF NEXT MEETING

27 May 2021