

**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 27 May 2021 at 10.00am.

**Present: Representing Perth and Kinross Council:**

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

**Present: Representing Trade Unions:**

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

**In Attendance:** P Johnstone, C Flynn, C Judge, S Kinnear, S Lawson, E Sturgeon, S Nicoll and K Molley (all Corporate and Democratic Services); K Robertson (Education and Children's Services); and C Paton (Health and Social Care Partnership).

**Apologies:** Councillors M Lyle and R McCall (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.

**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 25 February 2021**

The minute of meeting of the Employees Joint Consultative Committee of 25 February 2021 was submitted and approved as a correct record subject to:

- Typo under item 8 – Settled Status Update
- AOCB – \*(i) K Robertson, Education and Children's Services, advised the committee lateral flow testing for COVID-19 are underway in schools across Perth and Kinross. Overall, there

has been a positive uptake and ECS continue to monitor this through the portal.

#### **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 of the EJCC and CHS&WCC. She advised the committee that the Short Life Working Group had recently met, and a draft constitution of the new committee will be sent to all members of both groups for feedback and comments. She added that a report would then be taken to SP&R for approval. If approved at SP&R, the first date of the merged committee will be held at the end of September 2021.

C Flynn added that committees are usually held on Mondays or Wednesdays and suggested moving the EJCC to one of these days. She asked members to get in touch if they had any concerns with this change in day.

The committee noted the position.

#### **6. CORPORATE WORKFORCE PLAN 2021-23**

There was a report submitted by Human Resources (G/21/49) outlining the Corporate Workforce Plan 2021-23.

P Johnstone advised that the Corporate Workforce Plan will go to the Strategic Policy and Resources committee for consideration in the beginning of June 2021. This is a three-year plan which will include all departments and allow management to still engage with employees. C Judge advised that meetings are held regularly to mitigate the risk.

A Fleming raised concerns regarding delay in Council updates and PPE equipment to employees working out at local area depots. He added that more could be done to involve these employees. P Johnstone added that the Corporate Workforce Plan covers all employees across Perth and Kinross. If staff have any health and safety concerns they should raise with management or use the new Health and safety hotline ([Covid-19 Health and Safety Hotline \(sharepoint.com\)](https://sharepoint.com))

Councillor McCole requested that the HSE report for North Forr Crieff be brought to a future meeting of the Corporate Health, Safety and Wellbeing Consultative Committee for further discussion.

Councillor McCole raised concerns about employees who don't have access to IT equipment and may miss out on Council updates. P Johnstone advised that all HR information is published on the PKC external website, including Covid information for employees. Councillor A Jarvis suggested that memos

be sent to all employees. P Johnstone advised that work is currently being undertaken in conjunction with Services to review communication methods to be more inclusive.

**Resolved:**

Contents of G/21/49, be noted.

**7. WORKFORCE REMOBILISATION BRONZE GROUP**

There was a report submitted by C Judge, Human Resources (G/21/45) highlighting the work undertaken by the Workforce Remobilisation Bronze Group in ensuring staff required to work from buildings could do so safely. This Group was formed in May 2020, during the first lockdown. The Scottish Government introduced a roadmap and guidance on a phased approach of employees returning to work in buildings. C Judge added that communication is essential, and the Bronze Group have adapted a flexible approach, to see how services can be delivered effectively under a new working environment.

S Nicoll, Property Services added that appropriate signage was introduced to ensure that employees were entering and exiting council buildings through different doors. Every second desk was removed to create necessary social distancing. Hand sanitiser was added to every workstation and it was recommended that windows remain open to allow thorough ventilation.

In response to a question from Councillor McCole regarding delivery of services through hybrid, C Judge advised that the focus is on mobilisation of services, and it is important to analyse business needs in different local areas.

**Resolved:**

Contents of G/21/45, be noted.

**8. COVID-19 RELATED EMPLOYER SUPPORTED VOLUNTEERING – ADDENDUM TO POLICY APRIL 2021**

There was a report submitted by Human Resources (G/21/46) which highlighted the Covid-19 related Employed Supported Volunteering from April 2021 – December 2021.

**Resolved:**

Contents of Report G/21/46, be noted

**9. SECONDMENT REFRESHED GUIDANCE**

There was a briefing note submitted by S Lawson, Human Resources (G/21/14) highlighting the Secondment Refreshed Guidance.

S Hope raised concerns about employees approaching their Trade Union reps regarding when they will be made permanent. P Johnstone advised that once

the refreshed guidance has been signed off in June 2021, a review will be carried out and an update will be brought back to the next EJCC.

Councillor S McCole also raised concerns about figures rolling over into another year, with posts having not been filled.

P Johnstone advised that HR oversee secondments across the Council, and support Services with the contractual arrangements using a tripartite agreement with the external employer. In the main, internal secondments are used to provide promotion or development opportunities covering long term sickness absence, maternity cover and projects. These arrangements and any other backfilling arrangement are not permanent arrangements. This guidance will help clarify and manage expectations.

Councillor McCole asked that further information pertaining to the number of current secondments and duration be shared at a future meeting.

N Taylor will be invited to a future meeting of the EJCC to provide an update on PKC Operations and Fleet Permanent Workforce.

**Resolved:**

Contents of Report G/21/14), be noted.

**10. MASS VACCINATION PROGRAMME**

There was a verbal update by E Sturgeon, HR Manager on the Mass Vaccination Programme throughout Perth and Kinross. He advised that the centres have been running successfully with 80% of volunteers working shifts and 400,000 doses of the vaccine have currently been provided.

In response to a question from Councillor Rebbeck regarding ALEO staff and if they have been involved in the running of the centres, E Sturgeon advised that staff across all the ALEO's have been involved in the process from the beginning.

Members thanked staff for their work and contributions to the running of the three vaccination centres across Perth and Kinross.

The Committee noted the position.

**11. DESIGNATION OF PUBLIC HOLIDAYS 2022 AND 2023**

There was a report submitted by Human Resources (G/21/47) detailing Public Holidays in 2022 and 2023.

**Resolved:**

Contents of report G/21/47, be noted.

**12. SCOTTISH GOVERNMENT £500 THANK YOU BONUS PAYMENT TO SOCIAL CARE WORKERS**

There was a report provided by E Sturgeon, HR Manager (G/21/48) on the £500 bonus from the Scottish Government to all Social Care Workers.

Members shared support for this additional bonus and thanked Social Care workers for all their work and efforts throughout the pandemic.

The Committee noted the position.

**13. EMPLOYEE SURVEY**

P Johnstone, Human Resources, provided a verbal update on the annual Employee Survey which was sent to all employees across the council in the middle of May 2021. Organisational Development have also been involved in the process. This survey is currently still live but once the deadline has been met, results are analysed, and the necessary action will be taken towards any areas that may cause concern.

An update will be brought back to a future meeting of the EJCC.

**14. ANY OTHER COMPETENT BUSINESS**

As committee agendas can be quite lengthy, C Paton, Health and Social Care Partnership, suggested having a comfort break throughout future committee meetings.

**15. DATE OF NEXT MEETING**

27 September 2021