

## Minute

### Human Resources Sub-committee

Thursday, 1 February 2018, 14:15.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

Councillors W Leslie Manson, Robin W Crichton, Steven B Heddle, John T Richards, Gwenda M Shearer, Graham L Sinclair and James W Stockan.

### Clerk

- Hazel Flett, Senior Committees Officer.

### In Attendance

- Gillian Morrison, Executive Director of Corporate Services.
- Gareth Waterson, Head of Finance.
- Andrew Groundwater, Head of HR and Performance
- Gavin Mitchell, Head of Legal Services.
- James Wylie, Head of Education and Improvement.

### Apology

- Councillor Duncan A Tullock.

### Declarations of Interest

- No declarations of interest were intimated.

### Chair

- Councillor W Leslie Manson.

## 1. Disclosure of Exempt Information

The Sub-committee noted the proposal that the public be excluded from the meeting for consideration of Item 3, as the business to be discussed involved the potential disclosure of exempt information of the class described in the relevant paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## 2. Review of Sleep-In Payments

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, and after hearing a report from the Head of HR and Performance, the Sub-committee:

Noted:

**2.1.** That, in some circumstances, the balance of hours between contracted shift hours and that spent undertaking sleep-in duties, could lead to employees receiving an average rate of pay that was below the National Minimum Wage.

**2.2.** That other employers, faced with the same issue, had taken steps to increase their sleep-in payments.

**2.3.** That, in 2018 to 2019, the Scottish Government intended to extend its guarantee of the Living Wage as a minimum hourly rate of pay for all care workers, to include any hours undertaken on sleep-in duty.

**2.4.** That the Executive Director of Corporate Services would arrange for services to monitor sleep-in duties in order to evaluate the financial and organisational impacts of implementing the Living Wage rate for sleep-in duties.

On the motion of Councillor Robin W Crichton, seconded by Councillor James W Stockan, the Sub-committee resolved to **recommend to the Council:**

**2.5.** That the payment for undertaking a sleep-in duty be increased from £35.06 to £65.00 per night, backdated to 1 April 2017.

### **3. Early Learning and Childcare Delivery Plan**

On the motion of Councillor W Leslie Manson, seconded by Councillor James W Stockan, the Sub-committee resolved that the public be excluded from the meeting for this item, as the business to be considered involved the disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Head of Education and Improvement, the Sub-committee:

Noted:

**3.1.** That, on 13 September 2017, the Education, Leisure and Housing Committee recommended that the Early Learning and Childcare Delivery Plan be approved for submission to the Scottish Government.

**3.2.** That the Early Learning and Childcare Delivery Plan outlined the additional staff required each year as the service expanded to provide 1,140 hours of early learning and childcare by 2020.

**3.3.** That the costs of the service expansion and year on year phasing would be supported by additional revenue funding from the Scottish Government.

The Sub-committee resolved to **recommend to the Council:**

**3.4.** That, subject to confirmation of additional funding from the Scottish Government, staffing requirements within the Early Learning and Childcare service be established, consolidated or extended.

**3.5.** That, due to the uncertainty regarding additional ongoing funding for the expansion of early learning and childcare to 1,140 hours, recruitment to the posts, referred to at paragraph 3.4 above, should only commence following confirmation from the Head of Finance that budget provision was in place.

**The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.**

#### **4. Conclusion of Meeting**

At 14:50 the Chair declared the meeting concluded.

Signed: L Manson.