

Minute

Human Resources Sub-committee

Tuesday, 31 August 2021, 14:15.

Microsoft Teams.



Present

Councillors W Leslie Manson, Alexander G Cowie, Robin W Crichton, Steven B Heddle, John T Richards, Gwenda M Shearer, James W Stockan and Duncan A Tullock.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Gareth Waterson, Interim Executive Director of Finance, Regulatory, Marine and Transportation Services.
- James Wylie, Executive Director of Education, Leisure and Housing.
- Stephen Brown, Chief Officer/Executive Director, Orkney Health and Care.
- Gavin Mitchell, Head of Legal Services.
- Andrew Groundwater, Head of HR and Performance.

Observing

- Hazel Flett, Senior Committees Officer.
- Lorraine Stout, Press Officer.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor W Leslie Manson.

1. Form of Voting

The Sub-committee resolved that, should a vote be required in respect of the matters to be considered at this meeting, notwithstanding Standing Order 21.4, the form of voting should be by calling the roll (recorded vote).

2. Maternity and Paternity Policy

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 HR and Performance, the Sub-committee:

Noted:

2.1. That the Council's policy in respect of Maternity and Paternity provisions was last reviewed in April 2015.

2.2. The revised Maternity and Paternity Policy, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing, which had been amended to ensure it was fully compliant and up to date with relevant employment law, statutory provisions and existing terms and conditions of employment.

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

2.3. That the revised Maternity and Paternity Policy, attached as Appendix 1 to this Minute, be approved.

3. Policy on Overtime and Time off in Lieu (TOIL)

After consideration of a report by the Executive Director of Education, Leisure and Housing, together with an Equality Impact Assessment, copies of which had been circulated, and after hearing a report from the Head of HR and Performance, the Sub-committee:

Noted:

3.1. That current overtime and time off in lieu (TOIL) provisions applicable to Council employees were governed by Scottish Joint Council agreements, however the specific terms were subject to local agreement and contained within the overarching local Single Status Terms and Conditions agreement and included in employees' contracts of employment.

3.2. That it was considered beneficial to have a specific policy document to clearly describe both employees' entitlements and also the principles and procedures that should be adhered to in terms of approval of overtime or TOIL by managers.

3.3. That, at this stage, should the proposed new policy, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing, be approved, it would be temporary in nature until 31 March 2023, pending consideration of a wider review of terms and conditions of employment.

3.4. That the proposed new policy included a recommendation to raise the threshold for which overtime could be claimed by employees from Single Status spinal column point 40 (£30,585) and below to Single Status spinal column point 50 (£38,195) and below.

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

3.5. That the Overtime and Time Off in Lieu (TOIL) Policy and Procedures, attached as Appendix 2 to this Minute, be approved on a temporary basis until 31 March 2023.

4. Conclusion of Meeting

At 14:44 the Chair declared the meeting concluded.

Signed: W Leslie Manson.