



SCOTTISH
FIRE AND RESCUE SERVICE

Working together for a safer Scotland

PUBLIC MEETING – STAFF GOVERNANCE COMMITTEE

WEDNESDAY 14 JUNE 2017 AT 1515 HRS

**SCOTTISH FIRE & RESCUE SERVICE
BRAIDWOOD SUITE, SFRS HEADQUARTERS,
WESTBURN DRIVE, CAMBUSLANG, G72 7NA**

PRESENT:

Bill McQueen (Chair) (BMcQ)
Kirsty Darwent (KD)

Sid Patten (SP)
Pat Watters (PW)

IN ATTENDANCE:

Diane Vincent (DV)	Director of People and Organisational Development
Paul Stewart (PS)	DACO, Head of Training and Employee Development
Liz Barnes (LB)	Head of Human Resource and Organisational Development
Fiona McOmish (FMcO)	HROD Manager
Jim Hymas (JH)	LSO City of Glasgow
Mary Corry (MC)	Health, Safety and Wellbeing Business Manager
Marion Lang (ML)	Corporate Admin Team Leader / Business Support Team
Debbie Haddow (DH)	Business Support Team/Minutes

1 WELCOME

1.1 The Chair opened the meeting and welcomed those present. He expressed the Committee's concern about the Grenfell House Tower block fire: the thoughts of members were for the firefighters and families involved and affected.

2 APOLOGIES

2.1 Anne Buchanan, Board Member
Robin Iffla, Board Member
Rab Middlemiss, Business Support Team
Karen Lockhart, Head of Health, Safety and Wellbeing
Peter Heath, DACO West Service Delivery Area

3 DECLARATION OF INTERESTS

3.1 None

4 MINUTES OF PREVIOUS MEETING: 7 MARCH 2017

4.1 The minutes were approved as an accurate record.

4.2 **The minutes of the public meeting held on 7 March 2017 were approved as a true record of the meeting.**

4.3 **Matters Arising**

- 4.3.1 SP requested an update on the discussions with contractors in regards to paying the living wage. BMcQ advised that a small number of contractors used by SFRS do not pay the living wage. Consideration was being given to go out to tender for the services provided by these contractors with an appropriate level of weighting being placed on paying the living wage. SFRS had lifted 7 employees out of detriment from 1 April 2017 and had also secured the Living Wage Accreditation. DV was requested to provide a report at the end of the year to update the Committee on the situation.

ACTION: DV

5 **ACTION LOG**

- 5.1 The Committee considered the action log:
- 5.1.1 **Item 8.5.5 – Draft HSW Annual Report 2015/16 (06/12/17)** - PS noted that a presentation/report re RDS Training was scheduled to be given to the SLT Business Brief (3 July 2017). It was indicated that the Service Delivery Committee would oversee this issue going forward. It was agreed to close this action.
- 5.1.2 **Item 8.2.5 – Cultural Audit Action Plan (06/12/17)** - DV stated that the presentation will be provided to the Committee in private session where the decision would be made whether it should be resubmitted to a future Strategy Day.
- 5.2 **The Committee noted the updated action log.**

6 **UPDATE: WORKING TOGETHER FRAMEWORK**

- 6.1 *Update from Employee Partnership Forum (EPF)*
- 6.1.1 BMcQ advised the Employee Partnership Forum held a meeting on 2 June 2017 and highlighted the following key points:
- Updates on policy progress and forward plan
 - Discussion re facility time for Trade Union representatives
 - Update on the Working Together Framework
 - Update on the Cultural Audit
 - Trade Union's commented on the contents of the minutes re job evaluation appeals
 - Following the Justice Committee, TU's raised issues re the SFRS Common Duty System (5 Group Duty System) and Control staffing
 - Changes to FOA representation
 - Soft Facilities Management provision
- 6.2 *Working Together Framework*
- 6.2.1 FMcO provided a verbal update informing the Committee on progress against the action plan and highlighted the key issues:
- Working with Trade Unions to finalise recognition arrangements for the period of June to December 2017. Communications would be issued to the relevant line manager along with a guidance document to provide clarity and support.
 - Work had been undertaken to integrate and promote partnership working through the LCMS and change management modules.
 - A Working in Partnership summary report had been recreated which would be included in the induction/promotion packs to assist in promoting and embedding the new arrangements within the Service. A programme of regular meetings between DACO and Heads of Service was being produced to improve communications. In line with the Trade Union Act, a recording and monitoring report of TU representative facility time would be produced for the Committee on a 6 monthly basis.

- 6.2.2 SP commented on the communication strategy referred to in the Working Together Framework Action Plan (completed item 2.1). FMcO noted that this document was produced at the start of the working together framework and was now fully embedded into working practices. FMcO to provide an analysis on the status of the current position against the initial communication strategy.

ACTION: FMcO

7 SFRS STAFF GOVERNANCE MATTERS

7.1 HR-OD Update

7.1.1 HR-OD Policy Update and Forward Plan

- 7.1.2 FMcO referred the Committee to the report which provided an outline on the progress of new policies and the scheduled 2-yearly policy reviews. She noted that the Forward Plan, subject to ongoing review, contained indicative timescales and the proposed governance routes for approval.

- 7.1.3 BMcQ indicated that there were a number of policies which would be beneficial for the Committee to have sight of, eg Flexi Time, Drug & Alcohol, Job Evaluation, Dismissal, Discipline, Flexible Working policies. KD stated that the Whistleblowing policy should be taken to the Board. DV noted that the governance route for the Dignity & Integrity policy would be the SGC and all policies harmonising uniformed T&Cs would be the RANSC.

- 7.1.4 SP asked for clarification on whether there were criteria to determine the governance route for reviewing the policies. DV noted that it had previously been agreed by the SFRS Board that for any novel/contentious or financial/contractual issues, the governance route would be the RANSC or SGC, and particularly sensitive issues would in the first instance at least go to the Board. Any routine review or straightforward harmonisation would have been routed to the Senior Management Team, however this would now go to the Staff Governance Board (a committee of executive staff).

- 7.1.5 The Committee also commented on the large volume of work created by the 2 yearly policy review programme. FMcO stated that this timescale was appropriate and manageable, at this time, for HROD and the relevant Trade Unions as it allowed issues to be addressed timeously.

8 FORWARD PLANNING

8.1 Committee Forward Plan Review

- 8.1.1 DV informed the Committee that the forward plan would be reviewed following the completion of the Annual Operating Plan.

8.2 Items for Consideration at Future Board Meetings

- 8.2.1 No additional items not already on the draft Plan were noted.

9 ANY OTHER COMPETENT BUSINESS

- 9.1 None

10 DATE OF NEXT MEETING

- 10.1 The next meeting is scheduled to take place on Wednesday 13 September 2017 at 1300 hrs at Braidwood Suite, SFRS Headquarters, Westburn Drive, Cambuslang, G72 7NA.

- 10.2 There being no further matters to discuss, the public meeting closed at 1545 hrs

THE FOLLOWING ITEMS WERE CONSIDERED BY THE COMMITTEE IN PRIVATE SESSION

11 MINUTES OF PREVIOUS MEETING (PRIVATE SESSION) – 9 MARCH 2017

12 POD PROGRESS AND PERFORMANCE REPORT QUARTER 4 2016/2017

13 CULTURAL DEVELOPMENT ACTION PLAN WORKSHOP