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| HIGH LIFE HIGHLAND  REPORT TO BOARD OF DIRECTORS  15 June 2017 | AGENDA ITEM REPORT No HLH /17 |

## **HUMAN RESOURCES - Report by Chief Executive**

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| **Summary**  The purpose of this report is to update Directors on Human Resources activity for January to March 2017 including a quarterly report on absence, disciplinary and grievance issues.  It is recommended that Directors:   1. note and comment on the content of the quarterly HR report including the update on the staffing establishment; and 2. homologate the decision of the Chief Executive who, using the emergency powers within HLH Scheme of Delegation and in consultation with the Chair and Vice chair, updated HLH’s guidance on staff standing for local election between this and the previous Board meeting. |

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| **1.** | **Business Plan Contribution** |
| 1.1 | This report supports the highlighted Business Outcomes from the High Life Highland (HLH) Business Plan:   1. To advance sustainable growth and financial sustainability 2. **Deliver the Service Delivery Contract with THC** 3. **Improving staff satisfaction** 4. **Improving customer satisfaction** 5. **A positive company image** 6. Services designed around customers and through market opportunities 7. Sustain a good health and safety performance 8. A trusted partner |
| **2.** | **Background** |
| 2.1 | The quarterly Human Resources (HR) report is a summary of HR activity in the preceding quarter. It gives an update on current staff numbers and any change from previous reports. There is also an outline of the absence levels; activity relating to any disciplinary, grievance and harassment issues; and an employee relations update. |
| **3.**  3.1  3.1.1  3.1.2 | **Human Resources Report: January to March 2017**  Staff Establishment Numbers  The report to Directors covering the previous quarter (Oct – Dec) gave a total establishment figure of 506.5 FTE  The change to the establishment during Quarter 4 (January to March 2017) has been an overall decrease of 1.15 FTE. The changes can be summarised as:- |
|  | |  |  | | --- | --- | |  |  | | |  |  | | --- | --- | | **Change** | **FTE** | | Commercial Manager | +1 | | Re-organisation of LSU Library Assistants | -1.06 | | Re-organisation of Nairn Library Assistants | -0.28 | | Assistant Conservator (temporary) | 0.5 | | Documentation Conservator (temporary) | +1 | | Project Conservator (temporary) | +1 | | Re-organisation of TRACC Leisure Assistants | -0.19 | | Assistant Youth Worker (unq) | +0.28 | | Clerical Assistant - High Life | +1 | | Head of Resources | -1 | | Inverness Castle Development Project Manager | +0.6 | | ICT Systems Administrator (deleted vacant post) | -1 | | Physical Activity Co-ordinator (deleted vacant post) | -1 | | Accountant (deleted vacant post) | -1 | | Hydrotherapy Pool Manager (deleted vacant post) | -1 | |  |  | | **Total Change over quarter 4** | **-1.15** | |  |  | |  |   The staffing establishment as at the end of Quarter 4 is therefore 505.3 FTE (599.6 FTE inclusive of Inverness leisure). |
| 3.2  3.2.1  3.2.2  3.2.3  3.2.4  3.3.  3.3.1  3.4  3.4.1  3.5  3.5.1 | Absence Levels  The absence figures for Quarter 4 (January to March 2017) were as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **% Absence Rates** | **Quarter 1**  **Apr - Jun** | **Quarter 2**  **Jul - Sep** | **Quarter 3**  **Oct - Dec** | **Quarter 4**  **Jan - Mar** | | **2014/15** | 2.91%  (1.80 days/FTE) | 2.72%  (1.79 days/FTE | 2.83%  (1.72 days/FTE) | 3.40%  (2.10 days/FTE) | | **2015/16** | 2.48%  (1.51 days/FTE) | 2.78%  (1.83 days/FTE) | 3.4%  (2.1 days/FTE) | 3.82%  (2.48 days/FTE) | | **2016/17** | 3.23%  (2.07 days/FTE) | 2.77%  (1.83 days/FTE) | 2.36%  (1.53 days/FTE) | 4.09%  (2.66 days/FTE) | | *(2016/17 inclusive of IL)* | *3.59%*  *(2.30 days/FTE)* | 3.09%  (2.04 days/FTE) | 3.02%  (1.96 days/FTE) | 3.83%  (2.49 days/FTE) |   Quarter 4 has shown an increase in the absence rate of 1.73% from the previous quarter to 4.09%.  Of the 4.09% headline figure, 2.58% was due to long term absence (10 consecutive work days or more).  Individual line managers with the support of HR, identify which cases require support and assistance and which require measures such as referral to occupational health or counselling.  Discipline  There were six issues considered under the charity’s disciplinary processes in Q4 2016/17 of which four remain ongoing  Grievance  There were three grievances raised during Q4 2016/17 all of which are concluded.  Harassment  There were no harassment issues raised during Q4 in 2016/17. |
| 3.6  3.6.1  3.6.2  3.6.3  3.6.4 | Employee relations  The Company has engaged with the three Trade Unions that have members within the organisation, namely Unison, Unite and GMB. The Company deals with the TUs formally through the Joint Consultation Forum (JCF) which meets quarterly, the last meeting was held on 15 March 2017.  The main discussion areas at this meeting were – company developments and potential transfer of new businesses; the Job Evaluation process: On Call Policy; the new Wick facility staffing arrangements and HLH’s volunteering policy.  In addition, the Trade Unions are represented on the staff Health and Safety Committee.  Management also meet with the TUs to discuss individual issues as and when required. |
| ***4.***  *4.1*  *4.2*  *4.3*  *4.3.1*  *4.3.2*  *4.3.3*  *4.3.4*  *4.3.5* | **Policies update**  *The following three policies have been reviewed with no changes:*   * *Acting-up Payments* * *Time off for Trade Union duties* * *Job Evaluation*   The Data Protection policy and guidance was reviewed and minor updates made. It should be noted however that a substantial review of HLH’s Data Protection Policy and processes will be required due to the introduction of the General Data Protection Regulation (GDPR) in May 2018. This will replace the existing Data Protection Act. Revised documentation will be brought back to the HLH Board for consideration in due course.  Staff Code of Conduct and Special Leave Policies and Guidance  As a result of Local Government Elections this year, the Chief Executive reviewed the Staff Code of Conduct and Special Leave Policies and Guidance, with particular reference to employees standing for election in the Highland Council area.  Following consultation with and advice from both The Highland Council and the Electoral Commission it became clear that although HLH’s policies and guidance notes covered those standing in other local authority areas, they were not fit for purpose for an employee standing in The Highland Council area.  In summary, the advice received from the Returning Officer for the election, [the Council’s Chief Executive] and from the Electoral Commission’s Guidance for Candidates Standing for Election, is that the proximity of the relationship between The Highland Council and HLH, means that employees can stand for election but cannot be elected and continue to be employed by HLH.  As the issue arose between Board meetings and required immediate resolution, the Chief Executive, under the emergency powers within HLH Scheme of Delegation, consulted the Chair and Vice Chair before initiating the changes.  The following statement was added to the Staff Code of Conduct Policy (Para. 3.11 Political Neutrality) and Special Leave Guidance (Para. 2 Public Duties):  ***“Standing for Election to a Council (other than The Highland Council)***  *Any member of staff who wishes to stand for election to a Council other than The Highland Council may do so and if elected is not required to resign from their post in order to take up their duties (see Special Leave Guidance), however political neutrality is expected through their post with HLH.*  ***Standing for Election to The Highland Council***  *Any member of staff who wishes to stand for election to The Highland Council is not required to resign from their post in order to stand. However, the proximity of the relationship between The Highland Council and High Life Highland is such than an employee of HLH who stands for election would be required to resign from their post immediately if successful in being elected.*  *Staff who stand for election will require either to take annual leave or unpaid leave of absence to conduct any election campaign.”* |
| **5**  5.1  5.2  5.3 | **Implications**  Resource Implications – there are no new resource implications arising from the recommendations of this report.  Legal Implications – there are no new legal implications arising from the recommendations of this report.  Risk Implications – there are no new risks arising from the recommendations of this report. |
| **Recommendation**  It is recommended that Directors:   1. note and comment on the content of the quarterly HR report including the update on the staffing establishment; and 2. homologate the decision of the Chief Executive who, using the emergency powers within HLH Scheme of Delegation and in consultation with the Chair and Vice chair, updated HLH’s guidance on staff standing for local election between this and the previous Board meeting. | |

Designation: Chief Executive

Date: 1 June 2017