

Paper 4

Draft Staff Consultative Forum Minutes

19 February 2024



For information

Draft minutes of Health & Safety Meeting

Held 19 February 2024

In Attendance:

David Cameron
Russell Jones (Board Member)
Charlotte Milburn
Derek Ross (Board Member)

Kate Christie
Pip Mackie
Mariaan Pita

Apologies:

Sarah Fletcher
James Lee
Adam Streeter-Smith

Richard Hardy (Prospect)
Nasim Mehrabi

Item 1

Welcome and apologies:

1. David Cameron welcomed everyone.
2. Apologies were received from the above.

Item 2

Review of minutes of 14 September 2023 meeting and matters arising

3. Minutes were agreed and action points were reviewed.



Item 3

Miscarriage Policy (Paper 1)

4. Kate Christie (KC) introduced the Supporting Staff Through Pregnancy Loss Policy (for SharePoint purposes and ease of locating it has been termed 'Miscarriage Policy'). The policy was developed as it was recognised that the Leave Policy did not explicitly cover pregnancy loss under compassionate leave. The policy in its current format has been through the internal staff Equality Group and the external Equality Advice Panel for initial oversight and comment. The policy sets out the support that may be available from colleagues and other support services. Feedback had already been received from a staff rep about more localised support being available and this will be included in the policy. KC asked the SCF for feedback.
5. The following points were raised:
 - a) Clarification if 'ordinary termination' was covered under paragraph 10. KC advised that it was, and the wording would be amended to reflect this.
 - b) The section covering the rights of partners and parents was welcomed.
 - c) Clarification was sought if the rights of partners/parents also applied to instances of stillbirth and TFMR, as well as miscarriage and ordinary termination (para 25). KC advised that they were, and this should already be covered under para 23.
 - d) A request to either remove the reference to partner (from para 11) or include a generic statement that applies to all situations. This would be looked into.
6. DC thanked everyone for the feedback and the policy was adopted.

Item 4

Absence Management Policy (Paper 2)

7. KC introduced the paper and advised that the previous policy had become dated and didn't include reference to gender reassignment. The policy had been assessed and amended by the CNPA lawyers to ensure that it remained legally compliant, not only around gender reassignment but in general terms as well. The policy would be introduced from today going forward and would be saved onto Eolas. However, given the size of the policy, it would continue to evolve and be amended as required. KC asked the SCF for feedback:
 - a) There was no feedback provided.
8. DC thanked everyone and the policy was adopted.



Item 5

Best Companies: Staff Survey Results (Paper 3)

9. KC introduced the paper. The Best Companies staff survey had been carried out in October 2023, 84 surveys were returned out of 103 (82% response rate) and was an improvement on last response rate of 77%. The CNPA have now scored 1 star, which is also an improvement on previous surveys. Charts had been shared which showed the overall position and comparisons with previous surveys.
10. KC advised that there was a lot of information shared in the survey results. No comparison data to other organisations (that also scored 1 star) had been included. However, it was recognised that this would be helpful. It was advised that each Directorate would be provided with their own results to discuss and that drop in sessions would also be held across the organisation. This would enable the highlights/shadows to be discussed and identified by staff for further discussion. On average the results were good and positive information could be identified from the results. It was hoped that the highlights / shadows would be identified along with the proposed actions by next SCF meet in June. The Resources Committee would also be consulted on the proposed actions.
11. Feedback was provided as follows:
 - a) A query if cross comparison between teams were possible. KC responded that information would be shared on a Directorate basis.
 - b) Clarification as to why Best Companies was selected to run this survey, recognising that there had been many new members of staff recently join the organisation. DC advised that the company had been selected due to the breadth of coverage and number of organisations that participate. It had originally started as part of the Sunday Times survey and CNPA had been participating since 2012. The surveys broadly cover the same information, which allows for the comparison of organisational data across the years. Best Companies is a national process, independently run and guarantees anonymity. The benchmarking data is very beneficial, and the survey is also used by LLTNPA and a number of other public sector partners.
12. DC thanked everyone for their input and feedback.



Item 6

Verbal Update: 2024/2025 Pay Award

13. DC advised that CNPA were currently waiting for Scottish Government to issue specific pay policy guidance and was aware that the pay award date of 1 April was rapidly approaching. At present there was no clarity of understanding of the pay policy timetable and therefore it may be required to have an additional SCF meeting specifically to discuss the award once further information was available.
14. It was queried how the pay award settlement in this current year compared to the public sector average. DC advised that a number of public organisations had not yet settled. However, other pay awards may wish to be assessed for the forthcoming year as some organisations had agreed a 2-year settlement.

Item 7

Discussion: Health and Safety Update

15. KC advised that the H & S Committee meet quarterly. Members are KC (Chair), Pip Mackie (PM) (HR rep), Mark Pocock and Beccy Stanton (Facilities team), Colin Simpson (Visitor Services rep), Alan Smith (Ranger's rep) and Emma Stewart (Peatland rep). There had recently been an audit on H&S which had highlighted some scope for improvement, including SMT to receive a copy of the meeting minutes (these already go to the Audit Committee), and ELMS training records to be shared with SMT.
16. Feedback was very positive from staff who had completed the ELMS training, and it was better and more efficient than having to attend courses in person. However, the audit highlighted that some staff had not undertaken the training and a cultural shift was needed.
17. DC clarified that the H&S Committee were responsible for coordinating the discharging of the H&S responsibilities across the organisation. However, H&S was kept as a standing item on the SCF agenda as an alternative route for staff to raise



any issues they may have. It was also another forum for disseminating H&S information to staff.

18.Thanks were expressed to PM for the background improvement work done on the ELMS courses.

Item 8

Discussion: Equalities

19.KC advised that an in-person event was to be held for member of the Equality Advisory Panel. The event was to be held in Pitlochry with 14 of 17 members attending.

20.KC advised that February was LGBT history month. As such a coffee and cake event was planned in the Board Room for Thursday 29 February at 3pm. It was a chance for staff to meet, chat and find out what the CNPA had been doing over the last 18 months towards LGBT Youth Scotland accreditation.

Item 9

AOB

21.A query as to why staff don't seem to be notified of internal recruitment opportunities for roles at SNH/SEPA/FLS if they are part of our internal recruitment round. KC clarified that FLS were not part of the internal recruitment group. This issue had previously been raised with colleagues at both SEPA and NatureScot (previously SNH) and we were advised they would address the issue. It was recognised that at the present time, there was not a huge amount of recruitment taking place at these organisations. However, the issue would be flagged again.

The meeting concluded at 3pm.



Ref	Action	Responsible	Due Date
09.12.19 Para 6	<p>Amend Terms & Conditions: Any staff dealing with payroll to be consulted regarding having a specific confidentiality clause inserted into their contract.</p> <p>05.10.20: Ongoing 06.12.21: Ongoing 27.06.22: Ongoing 07.11.22: Ongoing 25.01.23: Ongoing 20.03.23: Update: Wording has now been provided by lawyers and discussions are ongoing. 19.06.23: Still in discussion 19.02.24: Complete – clause in contract regarding confidentiality and the Code of Conduct covers this.</p>	KC	June 20
06.12.21 Para 19	<p>Electric Car Salary Sacrifice Scheme Future updates to be brought back to SCF</p> <p>27.06.22: Finance team looking into and any proposal will be brought to MT 07.11.22: Still progressing 25.01.23: Ongoing 20.03.23: Update: Support had been received from NatureScot who had recently launched a similar scheme. Any proposals would go to MT then be brought back to SCF 19.06.23: still progressing 19.02.24: Craig Lewis from the finance team will come to SMT to give an update.</p>	KC	June 22
27.06.22	Staff Induction Process		



Para 12a	Feedback from staff survey on induction process to be presented at SCF 25.01.23: Ongoing 20.03.23: Ongoing 19.06.23: Ongoing 19.02.24: Marked as complete – if any changes are to be made, this can be fed back through the OD Strategy	PM	Sep 22
23.03.23 Para 25	Pigeonholes Current system to be looked at and revised if necessary. 19.06.23: Ongoing 19.02.24: Complete	KC	June 23
14.09.23 Para 5b	Gender Diversity Policy Policy to be reviewed in 12-18 months time Guidance briefing issued to staff inc. there being no hierarchy amongst the protected characteristics,	KC	Mar 25 Dec 23
Para 5c	The Dignity at Work policy to be reviewed and brought back to SCF for discussion		Mar 24
Para 5e	Addition to Handbook re organisational culture and event organisation. 19.02.24: The guidance briefing was issued to staff. Currently updating Equal Opportunities and Dignity at Work Policies were in the process of being reviewed.		
14.09.23 Para 9f	Hybrid Working Policy Right to Disconnect policy to be referenced in the links to other policies section 19.02.24: Complete	KC	Oct 23



19.02.24 Para 21	Internal Recruitment Policy Internal recruitment opportunities not being circulated to be raised with SEPA / NatureScot	KC	Jun 24
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