

Agenda Item 5

Executive Board Meeting
5 March 2014

Memo No 2/14

HR UPDATE

Purpose

1. To provide the Board with an update on the strategic HR issues relevant to the business.

Pay 2014-15

2. Treasury Pay Guidance is expected in March 2014.

Review of Operational Pay

3. A Working Group has been set up to review operational pay policy and how it is being applied across the FC.

4. So far the group has determined that there are some operational activities that could not be delivered using overtime, on-call volunteers or by using rostered contracts. On that basis it was agreed that there was a continued need for operational posts which contractually required staff to work flexibly, work longer hours and carry out on-call duties.

5. The Group is now looking at how current operational pay policy is being applied to determine the scale of any issue before meeting again to consider next steps.

Pension auto-enrolment

6. The final stages of the auto-enrolment project have been completed. The FC registered compliance with the Pension Regulator in December 2013.

Valuation of Principle Civil Service Pension Scheme (PCSPS)

7. The Cabinet Office has advised that the ongoing valuation of the PCSPS will be completed early 2014.

Facility Time

8. The new Facility Time arrangements are scheduled to be launched in April 2014 introducing an agreement that takes into account the principles of the Cabinet Office Central Framework (see Appendix 1).

PMS/Competencies

9. The Civil Service Competency Framework was introduced into our recruitment process from 1 February 2014. PMS training continues to be rolled out in preparation for the launch of the new system on the 1 April 2014.

Health and Safety

10. The Fatal Accident Inquiry into the death of Mr John MacKinnon in an overhead powerline accident on Skye took place on the 19 and 20 November 2013. Five members of FC staff were cited as witnesses. This was a difficult time for all staff involved.

11. The Sheriff's Determination has now been published. The Determination was comprehensive and fair. The main areas of concern raised in the Determination had already been identified in the accident investigation. These include:

- Pre-commencement meetings and Contract Management

The FC has revised its guidance on pre-commencement meetings and on contract management. This work will be launched with supporting seminars in April – September 2014. The seminars will be aimed at FC staff, customers and contractors.

- Goalposts

The FC has already revised its guidance on goalpost management. In light of the Sheriff's Determination this guidance will be reviewed to ensure that it is absolutely clear on when and why goalposts are required and who has the responsibility for erecting, inspecting, maintaining and removing the goalposts. Also FISA 804 was published in September 2013. The FISA Electricity Working Group will review it in light of the Determination. As part of this review the H&S Team will look at the emergency procedures – what to do if your vehicle hits an overhead electric power line and other ways of disseminating this advice.

12. Terms of reference have been produced for the project group working on the procurement exercise for lone working systems. These have been agreed with the Countries.

EB Paper – HR Update

Impact on Resources

13. An increase in employer pension contributions will have a considerable impact on the FC's finances.

Risk Assessment

14. None.

Communications

15. Communications plans are underway for the new PMS and Competency Framework as outlined above.

Recommendations

16. The Board is asked to note the contents of this paper.

Jean Lindsay
Director, Central Services
February 2014

Key principles of the Cabinet Office's Central Facility Time Framework

- reporting and benchmarking accurately the level of facility time;
- trade union representatives to spend at least 50% of their time delivering a Civil Service job;
- reasonable paid time off for statutory duties and reasonable unpaid time off for trade union activities; and
- facility time costs should not exceed 0.1% of paybill.

Baseline Reporting as at 31 January 2014

Country/Area		Original Baseline	2013/14 Bus Plan Baseline	January	Difference +/-
England	FC	263.66	224.50	228.90	+ 4.40
	FE	954.73	785.10	768.44	- 16.66
Scotland	FC	157.03	134.20	140.38	+ 6.18
	FE	845.82	837.30	820.22	- 17.08
FR		250.00	164.00	187.30	+ 23.30
Silvan House		329.01	253.30	217.50	- 35.80
Total		2800.25	2398.40	2362.74	- 35.66