



Revised Conditions of Service General Section (applicable to all Categories of Employees)

Committee Personnel

Date of meeting 14 February 2020

Date of report 29 January 2020

Report by Assistant Chief Executive

1. Object of report

To recommend approval of the revised Conditions of Service General Section (applicable to all Categories of Employees, which will now be subject to consultation with the recognised Trade Unions.

2. Background

- 2.1 SPT staff terms and conditions mirror, where practical, the recognised Local Government APT &C arrangements, and the equivalent Chief Officials terms and conditions for 4 senior staff.
- 2.2 SPT however continues to review the conditions of service to ensure that these are in line with the latest employment legislation and good practice, enabling good operational delivery, and reflect the small number of locally agreed arrangements
- 2.2 The Conditions of Service General Section (applicable to all Categories of Employees) were last reviewed in November 2015, and since this time many of SPT employment policies have been updated.
- 2.2 SPT's recognised Trades Unions will be consulted on all changes to the conditions of service prior to implementation.

3. Outline of proposals

- 3.1 As part of SPT's review of the conditions of service, the Conditions of Service General Section (applicable to all Categories of Employees) have been updated to reflect employment legislation and good practice, remove out of date conditions and sections which have been superseded by the introduction of policies and guidance documents.
- 3.2 A summary of the recommended changes is attached at Appendix 1 with the full draft Conditions of Service General Section (applicable to all Categories of Employees) attached at Appendix 2.

3.3 In addition, the Chief Officials terms and conditions require to be formally assessed against the proposed changes and formally consulted upon.

4. Conclusions

SPT's Conditions of Service General Section (applicable to all Categories of Employees) now reflect the latest employment legislation and good practice and are attached at Appendix 2 for information. Trade Unions, Unite and Unison will be consulted prior to adoption of the revised conditions of service. These changes will also be assessed against the Chief Officials terms and condition to fully understand the implications, prior to a formal consultation with those affected staff prior to adoption.

5. Committee action

The committee is recommended to approve

- the attached Conditions of Service General Section (applicable to all Categories of Employees), subject to consultation with the recognised Trade Unions, and
- An assessment is made against the Chief Officials terms and conditions and conclude a consultation prior to formal adoption.

6. Consequences

Policy consequences	<i>Conditions of Service updated to reflect legislative changes and best practice.</i>
Legal consequences	<i>Conditions of Service comply with legislation.</i>
Financial consequences	<i>None.</i>
Personnel consequences	<i>HR to initiate consultation with Employee Representatives</i>
Equalities consequences	<i>None envisaged.</i>
Risk consequences	<i>Not updating Conditions of Service may result in non-compliance with legislation and best practice.</i>

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Title Assistant Chief Executive

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For further information, please contact *Valerie Davidson, Assistant Chief Executive*, on 0141 333 3298.

APPENDIX 1

Summary of Changes to General Terms and Conditions

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
G1		Recruitment, Promotion And Transfers		
G1.1		Advertising, Canvassing Etc	Sub-Title removed	Included within the Code of Conduct.
G1.1	G1	Vacancies	E-Recruitment System/Legislative Changes/Update/Review	Paragraphs 2 and 3 removed no longer applicable due to implementation of E-Recruitment portal and legislative changes.
G1.1	G1	Relatives of Members of SPT and Canvassing of Members of SPT	Retitled Recruitment – Update/Review	Reworded per SPT's Code of Conduct
G1.1	G1	Expenses Of Candidates For Interview	Update/Review	Travelling and subsistence expenses reasonably incurred by a candidate invited to attend for interview may be reimbursed if requested prior to the interview.
G2		Training And Education	Title removed	Section was removed in a previous revision
G2.1		Employee Development Policy	Sub-Title removed	Section was removed in a previous revision – refer to Employee Development Policy
G3	G2	Leave	Renumbered G2	
G3.1	G2.1	Reduction Of Holiday Entitlement In Cases Of Prolonged Sickness	Changes to legislative requirements and update/review	10 years' service replaced with 5 years' service Holiday entitlement not utilised due to sickness absence must be taken within 18 months of the year in which the illness began Absence Straddling Two Leave Years removed – superseded by (b) above.
G3.2		Sickness During Leave	Section removed – duplicated in Sickness Absence Policy and Guidance	Included in Sickness Absence Policy and Guidance and on List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
G3.3		Maternity	Maternity – See intranet removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents
G3.4		Adoption	Adoption – See intranet removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents
G3.5	G2.2	Maternity Support Leave	Renumbered G2.2 and retitled Support Leave (Maternity and Adoption) – Update/Review	Changed to Support Leave (Maternity or Adoption). Updated to include the qualifying criteria 26 weeks continuous service, pro rated for part-time employees, expectant mother or adopter and birth or placement.
G3.6	G2.3	Special Leave, Various Types	Update/Review	<p>Community Emergency Services – Employees must notify SPT at the time of the appointment.</p> <p>Examinations – scope widened to examinations to obtain qualifications to aid the advancement of career and not restricted to local government service Leave with pay will be 1 day per exam.</p> <p>Extended Leave – applications to be submitted to Departmental Manager rather than HR Manager for approval</p> <p>Jury and Witness Service – Paragraph 3 - wording updated loss of earnings to Payroll Department, amount deducted in next pay, no financial loss or gain</p> <p>Leave for Overseas Visits – remove – Extended leave applies.</p> <p>Leave for Special Purposes – remove.</p> <p>Weddings (including Marriage of Employee) – remove – annual leave applies.</p> <p>Extreme Weather – included in Extreme Weather Guidelines</p>

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
G3.7	G2.4	Time Off For Trade Union Duties, Activities And Training	Update/Review	<p>Introduction – includes the requirement to complete the Time Off for Trade Union Duties form on a monthly basis.</p> <p>Trade Union Representative – paragraph reworded from “A Trade Union representative is a person elected and confirmed in appointment by a Trade Union recognised within the constitution of the Joint Negotiating Committee, to represent some or all of the union’s members at the workplace.” to read “A Trade Union representative is a person elected and confirmed in appointment by a recognised Trade Union to represent some or all of the union’s members at the workplace”</p> <p>Trade Union Duties – paragraph 2 reworded from “to enable him to carry out” to read “to enable him/her to carry out”</p> <p>Trade Union Activities – paragraph 3 reworded from “subject to the exigencies of the service” to read “subject to the demands of the service”</p> <p>Procedure for Requesting Time Off – for consistency - requests to be submitted to their Line Manager rather than Supervisor.</p> <p>Application Form – to be removed from document and published on the intranet.</p>
G3.8		Time Off To Care For A Dependant	Time Off to Care for a Dependant – section removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT’s Policies and Guidance Documents
G3.9		Parental Leave	Parental Leave – section removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT’s Policies and Guidance Documents
G4	G3	Absence	Renumbered G3	

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
G4.1	G3.1	Resuming Work After Term Sickness	Update/Review	<p>New Title – Resuming Work After Long Term Sickness. Paragraph reworded from “It is a requirement of SPT that all employees must be seen by SPT’s Occupational Health provider before being allowed to resume work after long term sickness.</p> <p>Long term sickness is defined as 13 consecutive weeks or more absence from work through illness. Should you wish to arrange a medical examination for any employee under your jurisdiction who comes into this category, or if you have any reason to doubt the advisability of any employee under your control carrying out any of the activities for which they are employed due to any medical/physical reason then you should contact a member of the Human Resources Department who will advise. To accord with the Occupational Health provider’s availability and other pre-arranged medical appointments as much advance notification as possible should be given.”</p> <p>To read – “It is a requirement of SPT that all employees must be seen by SPT’s Occupational Health provider before being allowed to resume work after a period of 13 weeks or more sickness absence.”</p>
G4.2		Sickness Absence Policy	Sickness Absence Policy – See intranet removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT’s Policies and Guidance Documents
G4.3	G3.2	Sick Pay Scheme – General Rules	Update/Review	<p>Section 1 - References to Incapacity Benefit in 1 a) and b) replaced with ESA (Employment and Support Allowance). Section c) this is a preserved matter.</p> <p>Section 5 – removed included in Sickness Absence Policy and Guidance and on List of Policies and Guidance Documents in Appendix A with link to SPT’s Policies and Guidance Documents</p> <p>Section 6 – renumbered as Section 5</p>
G5	G4	Employment Policies And Procedures	Renumbered G4	
G5.1		Equal Opportunities	Equal Opportunities – See intranet removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT’s Policies and Guidance Documents Policies and Guidance Documents

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
G5.3		Health And Safety	Health and Safety – Statement of Safety Policy – See intranet removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents – available in Health & Safety Subway Document Management System
G5.4		Smoking At Work	Smoking at Work – See intranet removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents
G5.5		Policy On Alcohol And Drugs – Non-Safety Critical Posts	Policy on Alcohol and Drugs – Non-Safety Critical Posts – See intranet removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents
G5.6		Job Share Scheme	Job Share Scheme – See intranet removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents
G5.7	G4.1	Joint Consultative Committee Constitution	Renumbered G4.1 and retitled ICE Agreement - Update/Review	Section to be updated from Joint Consultative Committee Consultation to ICE Agreement
G5.8	G4.2	Health Assessment Night Shift Employees	Renumbered to G4.2	
G5.9		Managing Workplace Stress	Managing Workplace Stress – See intranet removed Replaced by Health and Wellbeing Policy, Issue 01, 03/08/2017	Reference to Health and Wellbeing Policy Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents
G5.10		Flexible Working Procedure	Flexible Working Procedure – See intranet removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents
G6	G5	Retirement Provisions/Death In Service	Renumbered G5	
G6.1		Retirement Policy	Retirement Policy – section removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents
G6.2	G5.1	Pension (Summary Of Main Provisions)	Renumbered G5.1 and retitled Pension	Reference to SPT's Employers Policy Statement added

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
G6.3		Policy Statement Regarding The LGPS	Policy Statement Regarding the LGPS – section removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents
G6.4	G5.2	Group Life Assurance Scheme	Update/Review	Statement updated to reflect the current scheme and the removal of default retirement age of 65 years. Updated to read Scottish Joint Council for Local Government Employees.
G6.5		Early Retirement/Severance	Early Retirement/Severance – See intranet – section removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents
G6.6		Flexible Retirement Policy	Flexible Retirement – See intranet – section removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents
G7	G6	Remuneration	Renumbered G6	
G7.1		Expenses Policy	Expenses Policy – See intranet - section removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT's Policies and Guidance Documents
G7.2	G6.1	First Aid Allowance	Renumbered to G6.1	
G7.3	G6.2	Processing Of Wages/Salaries		Paragraphs 5 and 6 – Financial Officer (Payroll) replaced with Payroll team
G8	G7	Other Conditions Of Service	Renumbered G7	
G8.1	G7.1	Employee Travel Pass Scheme	Renumbered G7.1	Section a) Subway Smartcard – paragraph 2, reference to £5 administrative charge removed. Section c) Annual Rail Season Ticket – on leaving SPT wording (i.e. without discount being applied after the date of termination of employment) removed. Section d) Bus Multimodal Ticket replaced by First Bus Pass and Zonecard.
G8.2	G7.2	Other Remunerative Employment	Renumbered G7.2 and retitled Acceptance of Other Employment – Update/Review	Updated to reflect Code of Conduct.

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
G8.3	G7.3	Trade Union Membership	Renumbered G7.3	
G8.4	G7.4	Protective Clothing & Equipment	Renumbered G7.4 – Update/Review	References to Director/Supervisor changed to Line Manager for consistency. Words “displaying the SPT logo” added to end of paragraph 4. Cost of lost or damaged items removed as this is not implemented.
G8.5		Data Protection Information Notice	Data Protection Information Notice - section removed	Data Protection Policy included in List of Policies and Guidance Documents in Appendix A with link to SPT’s Policies and Guidance Documents
G8.5	G7.5	Recorded Telephone Lines	Renumbered G7.5	
G8.6		Policy On Disclosure Information	Policy on Disclosure Information - section removed	Included in List of Policies and Guidance Documents in Appendix A with link to SPT’s Policies and Guidance Documents
G8.7		Computer Security Policy	Computer Security Policy - section removed	Digital Assets Acceptance Use Procedures included in List of Policies and Guidance Documents in Appendix A with link to SPT’s Policies and Guidance Documents
G8.8		Internet Policy	Internet Security Policy - section removed	Digital Assets Acceptance Use Procedures included in List of Policies and Guidance Documents in Appendix A with link to SPT’s Policies and Guidance Documents
G8.9		Email Policy	Email Policy - section removed	Digital Assets Acceptance Use Procedures included in List of Policies and Guidance Documents in Appendix A with link to SPT’s Policies and Guidance Documents
	Appendix A	List Of Policies And Guidance Documents	Remove references and blank pages	List of Policies and Guidance Documents in Appendix A with link to SPT’s Policies and Guidance Documents
		Conditions of Service : General Section	Ease of Reference	Indexed Section Numbers added, Page Numbers added and Last Updated date revised.