

**Sporta Scotland Joint Finance & HR Group Meeting
Broadwood Stadium, North Lanarkshire. 15th March 2017**

Present:

<u>FINANCE</u>			
<i>Nicola Lynch</i>	<i>North Lanarkshire Leisure</i>	<i>Fiona Naylor</i>	<i>Renfrewshire Leisure</i>
<i>Ian Wotherspoon</i>	<i>Live Active Leisure</i>	<i>Louise Leonard</i>	<i>High Life Highland</i>
<i>Iain Stevens</i>	<i>Angus Alive</i>	<i>Lorraine Russell</i>	<i>East Ayrshire Leisure</i>
<i>Linda Ross</i>	<i>Live Borders</i>	<i>Jackie Biggart</i>	<i>East Ayrshire Leisure</i>
<i>Ellen Atkinson</i>	<i>South Lanarkshire Leisure & Culture</i>	<i>Fiona McGuigan</i>	<i>West Dunbartonshire Leisure</i>
<i>Paul Barton</i>	<i>South Lanarkshire Leisure & Culture</i>	<i>Margaret McClusky</i>	<i>West Dunbartonshire Leisure</i>
<i>Kevin Johnston</i>	<i>Edinburgh Leisure</i>	<i>Gordon McAllister</i>	<i>Active Stirling</i>
<i>Jen McCartney</i>	<i>Enjoy Leisure</i>		
<u>HR</u>			
<i>Maureen McFarlane</i>	<i>South Lanarkshire Leisure & Culture</i>	<i>Lana Turnbull</i>	<i>Fife Sports & Leisure Trust</i>
<i>Lynne Basch</i>	<i>South Lanarkshire Leisure & Culture</i>	<i>Jane McFarlane</i>	<i>Active Stirling</i>
<i>Eric Stafford</i>	<i>West Lothian Leisure</i>	<i>Diane Gaffney</i>	<i>Live Active Leisure</i>
<i>Julie Burn</i>	<i>North Lanarkshire Leisure</i>	<i>Russell Bishop</i>	<i>North Lanarkshire Leisure</i>
<i>Holly Brown</i>	<i>Edinburgh Leisure</i>	<i>Annemarie Garczewski</i>	<i>Renfrewshire Leisure</i>
<i>Shona McAulay</i>	<i>East Ayrshire Leisure</i>	<i>Natalie Stewart</i>	<i>Renfrewshire Leisure</i>

Apologies: Morven McLeod (High Life Highland), Nicki Scorgie (Sport Aberdeen), Donald Mackie (Sport Aberdeen)

Discussion Summary	Action Point
Welcome	
KC welcomed the group and round the table introductions were given. The background to bringing together the two groups was to facilitate discussions around issues that have arisen in the two respective groups.	
Apprenticeship Levy	
KC summarised a recent discussion with Skills Development Scotland around the introduction of the Apprenticeship Levy. The apprenticeship scheme will continue to be 'business as usual' in Scotland, with no immediate changes resulting from the introduction of the levy. A £10million workforce development fund will be introduced in August 2017, though the criteria for applying have not yet been outlined. There was discussion around the exact implications for Scottish organisations subject to the Apprenticeship Levy, with a request for further clarity from Skills Development Scotland. Members agreed that the levy will put an extra pressure on budgets, with most including it as a cost pressure. It will be the equivalent of a couple of	Revisit the apprenticeship levy in a year to assess implications KC to request clarification

<p>posts for most trusts. Most members will treat the levy as a cost pressure in the budget.</p> <p>Most members currently employ apprentices within their organisations.</p> <p>There was discussion around Class 1 National Insurance as this does not have to be paid for apprentices under the age of 25, though they need to be specifically identified.</p>	
<p>National Living Wage</p>	
<p>A network query was previously circulated enquiring whether trusts are paying the national living wage. The results showed that some trusts are linked to their council in this area and so have no choice, while others are more flexible in deciding.</p> <p>The yearly increase on the bottom end of the scale for the Scottish Living Wage erodes the differences between posts.</p> <p>It was suggested that a long-term pay and rewards strategy is needed to fully implement the national living wage. However, there is a lack of money to pay for this long-term solution.</p> <p>Both West Lothian Leisure and South Lanarkshire Leisure & Culture commented that their respective local authorities have agreed to fund the living wage element of salaries.</p> <p>The payment of the living wage, particularly when coupled with pay awards, makes it very difficult for trusts to compete with the private sector and budget gyms.</p> <p>Some trusts are looking to carry out job evaluations or looking to change job responsibilities to reflect the change in salary. It was agreed that there will need to be some degree of revamping wages and structures to accommodate the living wage.</p> <p>Stirling, Renfrewshire and Perth & Kinross councils are accredited living wage employers, thus putting pressure on the respective trusts. The accreditation obliges organisations to do business with partners who pay the living wage.</p> <p>There is also an issue of suppliers increasing prices due to committing to the living wage.</p> <p>There should be some thought leadership on the issue of the living wage to share learning and information</p>	<p>Look at learning from across the UK and different sectors around implementing the living wage</p>
<p>Update and Actions from Previous Meeting</p>	
<p>The minutes from the previous meeting were agreed and updates were provided on the action points, all of which are completed or in progress.</p>	

<p>It was agreed to circulate the HR survey from last year to ask for input on modifications before the 2017 report and to look to encourage a higher response rate.</p> <p>It was agreed that KC would continue to facilitate the meetings, with no Chair required for the group. It was also suggested to increase the meetings to twice per year to enable better continuity between discussions, and to look at a forum for information sharing.</p> <p>KC updated the group that the UK HR group has been continuing to meet.</p>	<p>KC to circulate 2016 HR survey</p> <p>Next meeting to be scheduled for autumn, perhaps to coincide with finance group</p> <p>KC to investigate forum</p> <p>KC to share information from UK HR group</p>
<p>Disclosure Scotland Update</p>	
<p>Gareth Wilks updated the group on the PVG scheme, which is now 6 years old. He explained that it was being reviewed with workshops organised on a range of dates. He stated that the workshops are now full, but encouraged members to add their names to the waiting list in order to gauge interest for additional workshops.</p> <p>He asked Sporta members to engage in the forthcoming review of the PVG scheme, identifying positive and negative aspects and gaps in the scheme.</p> <p>The consultation will go live and a link will be e-mailed to counter-signatories and it will be available on the Scottish Government website.</p> <p>There was discussion around the definition of regulated work within leisure and an opportunity for members to feed in real life examples through the consultation.</p> <p>Members were also asked to notify Disclosure Scotland when members of staff enrolled in the PVG scheme leave employment, by e-mailing the name, date of birth and PVG number to Disclosure Scotland. A list of posts for each organisation can also be provided by Disclosure Scotland. Gareth Wilks reiterated that he is happy to work in more detail with individual organisations.</p> <p>Organisations can request a list of staff registered with the scheme by contacting Disclosure Scotland.</p> <p>Gareth commented that Disclosure Scotland are currently looking to enable the PVG application to be completed online, within the next 12 months.</p>	<p>GW to circulate consultation link</p> <p>KC to share presentation and handouts</p>
<p>AOB</p>	
<p>- <u>Self-employed staff</u></p> <p>Concerns were raised around querying the status of self-employed staff and the potential of challenges from unions / HMRC.</p> <p>There were variations in the status of sports coaches as employed/self-employed between organisations.</p> <p>Substitution is an issue as self-employed instructors are required to cancel classes themselves or find a suitable substitute, ensuring that the</p>	

appropriate level of disclosure is provided for the substitute. Contract monitoring is important.

There was agreement that staff cannot be both employed and self-employed at the same time.

Edinburgh Leisure commented that all swim teachers are now employed, enabling better flexibility on the resourcing and planning of classes. They also do not employ any casual workers – everyone is either employed or self-employed.

Distancing self-employed staff from HR enables the organisation to stop using instructors for any breach of policy.

There was a question around the minimum level of insurance policy for self-employed instructors. South Lanarkshire Leisure & Culture currently stipulate a £2million policy, though are considering raising this to £5million. Instructors must provide evidence of the policy and there are quarterly checks.

- Shared Services

In North Lanarkshire there is an ALEO review being led by the council to look at sharing support services between the 23 ALEOs where possible.

- Tender Process

The group agreed that there is a risk of another council following the Stirling example and looking to go to tender. However, culture and leisure is a less appealing offer for private operators.

There was discussion around the need to develop a plan B if another organisation is prepared to bid for a contract for less/zero subsidy and not be caught out. The feeling among members was that the idea of tender is currently unpalatable to most councils in Scotland at the moment.

- Coding of staff with multiple jobs

Renfrewshire uses a separate code for different posts, but the software must offer multi-post.

There was a split in trusts that have in-house vs external payroll.

East Ayrshire Leisure noted that their induction process consists of making employees aware of the working hours directive, particularly in cases where staff members have another job or are working within a trust as a secondary job. Voluntary working hours should also be declared.

- SROI

There was interest in trusts that have used SROI and how effective they found it as a tool. Fife Sports and Leisure Trust carried out an SROI on a Health and Physical Activity project and used the results to access external funding.

North Lanarkshire Leisure carried it out in 2010 and although it had no impact on council funding, it resulted in increased NHS funding.

- Timesheets

There was discussion around automated time sheets with some trusts working towards this. West Lothian Leisure use software from a company called Software for People, which is working well though it doesn't integrate with the HR software.

- Reward and Recognition Schemes

The group discussed the use of reward and recognition schemes for staff and it was agreed that it would be useful to share details of what various trusts are doing in this regard.

Next meeting: September

KC to collect and collate info on schemes

Meeting closed at 3pm