



Good Work Plan Report

Committee Personnel

Date of meeting 14 February 2020

Date of report 29 January 2020

Report by Assistant Chief Executive

1. Object of report

To advise members of SPT's implementation of the recommendations set out in the Good Work Plan 2018.

2. Background

2.1 "Good work: the Taylor review of modern work practices" by Matthew Taylor was published in July 2017. The report made more than 53 recommendations setting out an ambition that all work in the UK economy should be fair and decent with realistic scope for development and fulfilment. The vast majority of the recommendations were accepted by the UK Government in early 2018.

2.2 "The Good Work Plan" setting out how the recommendations will be implemented was published by the Department for Business, Energy and Industrial Strategy in December 2018.

2.2 Four of the recommendations are due for implementation in April 2020.

3. Recommendations to be Implemented in April 2020

3.1 The four recommendations to be implemented in April 2020 relate to:

- Employee information and consultation
- Key terms for agency workers
- Statements of basic terms
- Protecting agency workers

3.2 A summary of the recommendations to be implemented in April 2020 and SPT's responses is attached at Appendix 1.

4. Conclusions

SPT will continue to monitor the implementation of the Good Work Plan recommendations to ensure that any recommendations placed upon us as an employer are implemented.

We will also ensure that our policies and procedures are reviewed and updated, in consultation with our recognised Trade Unions, to ensure compliance with legislation and best practice.

5. Committee action

The committee is recommended to note the contents of this report.

6. Consequences

Policy consequences	<i>Policies will be reviewed and updated to ensure compliance with legislation and best practice.</i>
Legal consequences	<i>Statement of basic terms will be reviewed and updated to ensure compliance with legislation and best practice.</i>
Financial consequences	<i>None directly.</i>
Personnel consequences	<i>None directly.</i>
Equalities consequences	<i>SPT will promote fair and decent work for all employees and agency workers.</i>
Risk consequences	<i>Not updating the Statement of basic terms may result in non-compliance with legislation and best practice.</i>

Name Valerie Davidson

Title **Assistant Chief Executive**

Name Gordon MacLennan

Title **Chief Executive**

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APPENDIX 1

Good Work Plan Recommendation	Summary	SPT's Response
Statement of Basic Terms	<p>Employers currently have two months in which to provide the written particulars to their employees but this will change to become a “day-one” right instead. This will ensure that both parties are clear about the main contractual terms from the outset of the relationship.</p> <p>Additional details will need to be included in the documentation, such as details of any paid leave (like maternity or paternity leave), the duration and conditions of any probationary period and information about entitlements to any benefits.</p> <p>Implementation - April 2020</p>	<p>SPT has reviewed, and updated the written statement of particulars of employment for all groups of staff APT&C, RPI and Station Staff to ensure compliance with this recommendation.</p>
Protecting Agency Workers	<p>After 12 weeks of service, an agency worker is entitled to receive the same level of pay as a permanent worker, unless the agency worker opts out of this right and instead elects to receive a guaranteed level of pay between their temporary assignments.</p> <p>Implementation - April 2020</p>	<p>SPT comply with the Agency Worker Regulations 2010. Agency workers engaged by SPT through an agency receive the same rate of pay for the role as a permanent worker.</p>

<p>Information and Consultation Arrangements</p>	<p>Information and consultation arrangements give employees the right to be involved in workplace discussions about an agreed list of topics, such as redundancy proposals.</p> <p>Currently, support from at least 10% of the workforce is needed for a successful request but from April 2020 this will be reduced to 2% (the 15 employee minimum threshold will remain).</p> <p>Implementation - April 2020</p>	<p>SPT recognise Unison and Unite. Information and consultation arrangements are in place with SPT.</p>
<p>Key Terms for Agency Workers</p>	<p>Employment businesses will be required to provide every agency worker with a document known as a “key facts page”.</p> <p>This will need to include certain details, such as the type of contract they are employed under, the minimum rate of pay they will receive and details of any fees that might be taken. This will help agency workers better understand their basic terms, which can be especially difficult where intermediary umbrella companies are involved.</p> <p>Implementation - April 2020</p>	<p>The responsibility for providing the agency worker with the “key facts page” lies with the appropriate Agency. SPT will ensure the Agency provides the agency worker with a “key facts page” at the start of their agency engagement with SPT.</p>