

Departmental Whitley Council

Summary of Meeting held on 9th September 2013

Auto Enrolment Pension

The Civil Service rules are that all staff at the National Archives will be auto enrolled with affect from 1st November 2013, all staff members that are on payroll. The legislation requires that those over the age 22 and earning above the threshold will be automatically enrolled to a pension scheme.

Pay

A formal pay offer of 1% increase for 2013-14 was made to Trade Union Side on 7th June following pay discussions. The offer was implemented in July 2013.

Policies

Attendance Management Policy has now been finalised and published on Narnia.

Capability Policy: HR Manager is looking into providing clearer guidance to managers with regards to the different stages of the process.

Departmental Issues

The Trade Union Side advised that at the moment there are no departmental issues to report.

Equality and Diversity

Management advised that the job description for the role of Equality & Diversity Co-ordinator is being reviewed.

The Equality and Diversity Working Group met following the Equality & Diversity Manager's departure. The group felt that the Equality and Diversity Strategy has in the main been achieved what it set out to do i.e. to main stream equality and diversity. In the Advice & Records Knowledge business plan a Records Specialist in Diverse Histories role was created. There are lots of initiatives going on to promote equality and diversity within the organisation and externally. There is now an opportunity to refresh the strategy, including a focus on the wider archive sector and representation within the organisation at all grades.