

SCTS PEOPLE COMMITTEE REMIT

1. The SCTS People Committee acts on behalf of the SCTS Board to ensure that SCTS staff have the skills, support and motivation, now and in the future, to fulfil the organisation's core functions as set out in the Judiciary and Courts (Scotland) Act 2008 and to meet its statutory and other obligations as an employer.

2. The Committee undertakes a strategic decision and scrutiny function on behalf of the Board. The Committee will:

- consider the implications for SCTS staff of the strategic decisions taken by the SCTS Board or its other Committees;
- scrutinises evidence on current levels of staff engagement, resourcing and deployment, morale, skills and qualifications;
- identify key risks and issues which undermine the ability of the SCTS to provide highly skilled and well- motivated staff now and in the future, and ensuring these are managed or mitigated effectively;
- review and agree strategic workforce planning, including career paths and the organisation's learning and development strategy; and
- ensure that the SCTS meets its statutory obligations as an employer (with the exception of health and safety obligations which are covered by the Estates Committee).

3. In relation to policy matters the Committee provides advice on the strategic direction of policy making and policies. The Committee will be given an opportunity of comment, in advance of formal consultation with the trade union side or other interests, in circumstances in which a proposed policy direction is likely to:

- be contrary to the strategic direction for people matters as set out in the SCTS People Strategy; or
- have a major financial impact to an extent as to require the Board to allocate additional funding not anticipated in the approved SCTS budget for the year; or
- represent a significant change in the terms and conditions of employees that may have a consequence for organisational performance.

Changes which are not material may be implemented by the Executive without prior approval by the Committee, but all changes should be notified to the Committee which is empowered to discuss them, and if necessary recommend further changes.

4. The attached annex sets out the outline delegated responsibilities from the SCTS Board to the People Committee, included within the SCTS Scheme of Delegation.

5. Day to day management of staff deployment, HR and associated matters is delegated to the Chief Executive and the delegated responsible Executive officers in line with responsibilities already agreed within the Scheme of Delegation.

6. The Committee will meet approximately quarterly.

Membership

7. Membership of the Committee comprises:

- Dr Kirsty Hood QC, non-Executive member SCTS Board (Chair)
- Anne Scott (SCTS Board)
- Dr Sophie Flemig (SCTS Board)
- Billy Harkness, Corporate Director, Registers of Scotland (external member)
- Professor Alan Boyter (external member)
- Sheriff Susan Craig (external member)

Attendees

- SCTS Director Human Resources (Executive lead)
- SCTS Chief Operations Officer
- SCTS Director Education & Learning

8 Up to four external members of the Committee may be appointed for a period of four years, renewable once by mutual consent.

9. For the Committee to be quorate, three members must be in attendance at any meeting, one of whom must be a member of the SCTS Board.

10. Representatives of the PCS trade union may attend meetings of the Committee but have observer status only.

11. External members, who are not already remunerated from public funds, receive a fee. All members are entitled to reasonable expenses in line with the SCTS Travel and Subsistence Policy.

Agenda Items

12. The Executive will provide for each meeting:

- the HR Business Plan RAG Report; and
- a report detailing any dismissals, serious health and safety incidents and significant HR issues, including any *ex gratia* payments over £10,000 but under £50,000, in the period since the previous meeting.

13. The Committee will receive for consideration and approval any significant strategic changes to People policies.