



MINUTES

SCOTTISH COURT SERVICE PEOPLE COMMITTEE MEETING: 4 September 2014, Parliament House, Edinburgh

Present:

Johan Findlay, Non-Executive Member, SCS Board (Chair)
Dr Kirsty Hood, Non-Executive Member, SCS Board
Julie Ward, Non-Executive Member (external)
Elaine Noad, Non-Executive Member (external)
Sheriff Susan Craig, Non-Executive Member (external)
Billy Harkness, Non-Executive Member (external)

Also Attended:

Alan Swift, Director HR, SCS
Eddie Burrows, TUS
Margaret Peattie, Secretariat Business Manager, SCS, (Minutes)

Apologies:

Cliff Binning, Chief Operations Officer, SCS
Lisa Sellars, Head of HR Business Partnering, SCS

1. Welcome & Introductions

1.1 The Chair welcomed all to the meeting and introduced new members, Sheriff Susan Craig and Billy Harkness.

2. Minutes of the Meeting of 14 May 2014

2.1 The minutes of the last meeting were approved.

3. Action Points and Matters Arising

3.1 There were no outstanding actions from previous meetings.

Dignity at Work e-learning

3.2 The launch of this package would now take place on 29 October, which was the anniversary of the DAW re-launch in 2013. The filming was being undertaken by a member of staff and had to be fitted around his operational duties.

4. HR Risk Register (SCS/PC/Sept14/18)

4.1 The Committee reviewed the HR Risk Register in detail and Alan Swift responded to questions raised in discussion. The Committee was content that appropriate actions were being taken to mitigate risk.

4.2 The Executive reported that the Corporate Secretary had been working with the SCS Board to refresh the corporate risks and key risk categories to align the Risk Register to the strategic priorities in the Corporate Plan. This had then informed a review of governance processes and the way in which risk was captured and reported to the Board and its

Committees. It was agreed that the Corporate Secretary should be invited to the next meeting to provide an overview of this work and how the HR Risk Register aligns to the SCS Corporate Plan.

4.3 The Executive proposed that the Committee set aside some time to discuss the development of a new People Strategy. SCS staff would be invited to provide feedback, which would inform three or four workshops sessions for managers. Committee members expressed an interest in being involved in these sessions to better understand issues affecting SCS staff. The Executive would present proposals for developing the Strategy shortly.

5. Staff Absence & Untaken Annual Leave during 2013-14 (SCS/PC/Sept14/19)

5.1 The annual report on absence was received and discussed. It was noted that the overall figure for staff absence was down on the previous year and that the average number of days lost was less than that for the civil service as a whole.

5.2 The SCS Absence Management Policy had been more robustly applied during the year with more informal and formal warning issued to individuals. HR Business Partners had worked with managers to ensure consistent application of the Policy across the organisation.

5.3 No detail of how return to work interviews were being recorded or followed up had been included and the Committee agreed it would be helpful to have this information in any future reports.

6. Coaching Update (SCS/PC/Sept14/20)

6.1 The coaching programme was now in its third year and all staff at supervisor level and above (approximately 600 staff) had now undertaken a 3-day programme involving coaching theory, role play and reflection on coaching approaches. An evaluation of the programme was underway.

6.2 The focus for the next stage was to embed coaching within the senior management team with a view to further developing their behaviour as role model coaches. Part of this would include an assessment of progress against “the coaching ladder” which benchmarks the different stages of developing coaching skills and experience.

6.3 The Committee found the report helpful and congratulated the Executive on putting all SCS staff with management responsibility through the coaching programme. It agreed that the next phase would build on that and that the coaching ladder presented an effective way of testing individual manager’s progress in applying their coaching skills.

7. HR Annual Scorecard (SCS/PC/Sept14/21)

7.1 The draft HR Annual Scorecard 2013-14 was presented for scrutiny. The Scorecard was now in its 6th year and is published on the SCS website to provide key data on SCS people matters.

7.2 The Committee was broadly content with the draft but asked that where any particular figures stood out, for example the turnover in the Judicial Office, a footnote should be added to provide an explanation. The Executive would now finalise the Scorecard for publication on the SCS website.

8. SCS/STS Merger Update (SCS/PC/Sept14/22)

8.1 The Committee received an update on progress being made on people matters as part of the project to merge the SCS and Scottish Tribunals Service (STS) in April 2015.

8.2 As part of the project a People Working Group had been set up to consider HR matters and harmonisation. A series of visits had taken place with staff from STS attending the SCS senior managers' workshop in May and four STS managers attending familiarisation visits to HR, when they discussed and gave feedback on SCS policies, processes and systems. SCS senior managers had visited STS sites to discuss merger activity.

9. Future Court Structures – People Issues Update (SCS/PC/Sept14/23)

9.1 The programme of court closures would be completed in January 2015 and the Committee received a report on the support provided to staff in the lead up to their transfer to new locations. The Committee welcomed the work done by operational managers and the HR team to help prepare staff for the transition. Plans for the closures scheduled for January were well advanced.

10. Committee Performance Appraisal (SCS/PC/Sept14/24)

At this point, Eddie Burrows was invited to leave the meeting while the Committee discussed the appraisal report.

10.1 A summary of responses to the appraisal questionnaire was discussed. As in previous years, individual members had self-assessed their own performance and that of the Committee as a whole.

10.2 **It was agreed** that proposals for induction and continuing development activity for Committee members should be drawn up with suggestions that this should include where appropriate, a visit to HR and/or courts to engage with staff and better understand the culture of the organisation as well as their roles and the processes/systems they operate, an opportunity to engage with managers on developing a People Strategy that aligns to the SCS Corporate Plan and a presentation on risk and governance arrangements. Alan Swift would discuss this with individual members and draft some proposals for the Committee.

11. SCS People Committee's Annual Report to SCS Board (SCS/PC/Sept14/25)

11.1 Eddie Burrows re-joined the meeting and the Committee considered the outline for the Annual Report to the SCS Board.

11.2 Members reflected on what information should be included in the report and the Executive would circulate a revised draft for consideration. The Report would be finalised in November and presented to the SCS Board in December.

12. Any Other Business

Pay Remit

12.1 The Executive provided an update on the Pay Remit which had now been approved by the Scottish Government. Negotiations with the PCS had been completed and the 2-year pay offer would be implemented on 1 September.

13. Papers for Scrutiny/Exception Reporting Only

13.1 The Committee received the HR Project Tracker, HR Measures for SCS Board and the HR Policy Update. No matters were raised by exception.

14. Date of the Next Meeting

14.1 The next meeting would be held on 13 November 2014.