

**SCTS PEOPLE COMMITTEE**

**MEETING: Wednesday 10 November 2021 - Via WebEx**

**Present:**

Dr Kirsty Hood QC, Non-Executive Member, SCTS Board (Chair)  
Anne Scott, Non-Executive Member, SCTS Board  
Dr Sophie Flemig, Non-Executive Member, SCTS Board  
Billy Harkness, Non-Executive Member  
Professor Alan Boyter, Non-Executive Member

**Also Attended:**

David Fraser, Chief Operations Officer, SCTS  
Steven D'Arcy, Interim Corporate Secretary, SCTS  
Jessica MacDonald, Director, Education & Learning, SCTS  
Clare Ugunlu, Senior HR Manager, HR Operations, SCTS  
Lorna Gilbert, Senior HR Manager, People Strategy, Policy and Support, SCTS  
Rosemarie Smith, PCS Union (SCTS Branch Chair))  
Karen Lawrie, Head of Secretariat, SCTS (Minutes)  
Sarah Imery, Executive Support Officer, SCTS

**Apologies:**

Sheriff Susan Craig, Non-Executive Member  
Lisa Sellars, Director HR, SCTS  
Brian Carroll, PCS Union (SCTS Branch Secretary)

**1. Declarations of Interest**

1.1 There were no new declarations of interest from Members.

**2. Minutes of the Meeting**

2.1 The minutes of the meeting held on 25 August 2021 were approved.

**3. Action Points and Matters Arising**

3.1 There were no outstanding action points from the last meeting.

*Update from the SCTS Board*

3.2 The Committee received an update on matters discussed at the Board meeting in October.

**4. Annual Report to the SCTS Board**

4.1 The Committee reviewed and approved the final draft of its Annual Report to the SCTS Board, and proposed some minor amendments. The report summarised the work of the Committee over the last year and set out priorities for the coming year. The Chair would present the report to the SCTS Board at their meeting on 19 November.

4.2 Members acknowledged the comprehensiveness of their annual report and agreed that they would revisit the format for future years.

## **5. SCTS People Scorecard**

5.1 The Committee reviewed the SCTS People Scorecard 2020-21 and Analysis which considered key people data and trends over the last 3 years.

5.2 It was highlighted that the global COVID-19 pandemic had a significant impact on SCTS, staff and managers with the greatest impact being on wellbeing attributed to changes to personal routines; how staff have carried out their duties as new ways of working were introduced, business activities were re-prioritised and physical attendance was kept to a minimum; and the need for a number of staff to shield, isolate or carry out various caring responsibilities.

5.3 The Committee welcomed the comprehensive analysis and commended HRU for their efforts in producing and comparing the data. Members recommended that HRU consider the wider audience and accessibility before publishing the final report on the external website. Members suggested the introduction of a governance process to allow the Committee to monitor how the metrics evolve in the coming years and measure progress against set objectives and goals.

## **6. Future Ways of Working – including the impact of digitalisation on roles and hybrid working**

6.1 The Executive outlined the changes, introduced at pace, that had taken place across the SCTS as a result of the COVID pandemic, including the key areas where digitisation would remain in place post pandemic. The organisation's reliance on digital technology had increased substantially to accommodate new ways of working which included the introduction of virtual custody courts, remote jury centres and the ability for staff to work from home where appropriate. Further adaptations such the development of facilities to allow the police and expert witness to give their evidence remotely were also being developed.

6.2 The Committee welcomed the ongoing partnership working between the SCTS and the PCS to review and develop the operating model for the SCTS which would take account of the recent changes to working practices and ensure that those beneficial to the organisation would remain.

6.3 It was agreed that this area of work was key in ensuring that the future SCTS operating model and staff skill sets were aligned. The executive confirmed that this was being treated as a project with governance in place. The Committee recognised that this was not just an SCTS issue and organisations in the private and public sector would be facing similar challenges. Members suggested that collaboration with other organisations may be helpful.

6.4 The Executive would provide a presentation updating on progress at the next meeting.

## **7. Review/Discussion of Other Papers (**

7.1 The following papers were provided for scrutiny/exception reporting only:

- COVID-19 Update;
- HR Risk Register;

- ELU Risk Register;
- HR Measures for the SCTS Board;
- HR/ELU Business Plan Tracker;
- Update on Employment Tribunals.

7.2 The content of these papers was noted and no matters of concern were raised.

## **8. Any Other Business**

8.1 The Chair reported that Sheriff Susan Craig had tendered her resignation as a member of the Committee. The Committee recorded their thanks to Sheriff Craig for her insight and engagement in meetings during the last seven years.

8.2 Committee members paid tribute to the Chair as this was her last meeting due to her appointment to the SCTS Board ending on 31 December. A new Chair would be appointed ahead of the next meeting.

## **9. Date of Next Meeting**

9.1 The next meeting would be held on 9 February 2022.

Scottish Courts and Tribunals Service  
November 2021