

## MINUTES

### SCTS PEOPLE COMMITTEE

MEETING: 15 May 2019, Parliament House, Edinburgh

#### Present:

Dr Kirsty Hood QC, Non-Executive Member, SCTS Board (Chair)  
Sheriff Aisha Anwar, Non-Executive Member, SCTS Board  
Professor Alan Boyter, Non-Executive Member  
Billy Harkness, Non-Executive Member  
Sheriff Susan Craig, Non-Executive Member  
Anne Scott, Non-Executive Member

#### Also Attended:

David Fraser, Chief Operations Officer, SCTS  
Lisa Sellars, Director HR, SCTS  
Noel Rehfisch, Corporate Secretary, SCTS  
Jessica MacDonald, Director Education and Learning, SCTS (Deep Dive only)  
Jackie Carter, Head of Digital Education, SCTS (Item 10 only)  
Brian Carroll, PCS Union (SCTS Branch Secretary)  
Rosemarie Smith, PCS Union (SCTS Branch Chair)  
Tara McNamara, Executive Support Officer, SCTS (Minutes)

#### 1. Declarations of Interest

1.1 There were no declarations of interest from Members.

#### 2. Minutes of the Meeting of 13 February 2019 (SCTS/PC/Feb19/Mins)

2.1 The minutes of the meeting held on 13 February 2019 were approved.

#### 3. Action Points and Matters Arising

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

##### *Update from the SCTS Board*

3.2 The chair highlighted discussions from the March 2019 meeting of the SCTS Board which had a bearing on matters relating to the People Committee.

#### 4 HRU Business Plan 2019-20 (SCTS/PC/May19/08)

4.1 Members reviewed the HRU Business plan 2019-20. The plan contained 10 main objectives for the year, covering developmental and core service delivery activities, which support the strategic priorities set out in the SCTS Corporate Plan and are underpinned by themes of the People Strategy.

4.2 Members were supportive and agreed that the objectives posed a challenging agenda for the year ahead, which would need to be kept under review and, if necessary, prioritised to focus on those outcomes that were of greatest benefit. Members identified the replacement of the Payroll system ahead of its expiry as a key priority to focus on over the coming year, in the context of reviewing and upgrading the HR systems used by the organisation in general. The HR Business Plan 2019-20 tracker would be produced for review at each meeting, to ensure progress and any issues could be considered.

## **5. HRU Structure 2019-20**

5.1 The committee received an overview of the HR Unit structure and was updated on recent recruitment activity. Following a successful recruitment exercise a new Strategic Business Partner for Recruitment and Resourcing would join the HR Team in June 2019.

5.2 Members noted that a number of key HRU roles were critical to delivery of the People Strategy. Ensuring that individuals with the right skills were in place, developed and retained would be essential for successful delivery of key projects detailed in the People Strategy. The Executive outlined the steps taken and the options open to it to ensure that these functions are delivered to the level required.

## **6. Employment Law Update (SCTS/PC/May19/09)**

6.1 The Committee received an update on recent and upcoming employment legislation changes and the impact they would have on the SCTS. Following discussion the Committee were content with the actions proposed to address these changes.

## **7. Wellbeing Update (SCTS/PC/May19/10)**

7.1 Members received an update on the programme of wellbeing activities and initiatives being delivered by the SCTS. The Committee welcomed confirmation that a dedicated member of staff had been appointed to the HR Team to focus on ongoing development of the Wellbeing Project.

7.2 Following the launch of Mental Health Awareness Training in 2018, over 250 managers had attended a workshop session. A Mental Health eLearning pilot had been launched – the key objectives of the package were to raise awareness and reduce the stigma around Mental Health. The need to provide additional support to front line staff who dealt with distressing material during the course of their work had been recognised. A Trauma Support Service would be launched in May 2019, with access available to staff via the organisation's Employee Assistance Programme.

7.3 The Committee acknowledged and congratulated the executive on the quality and volume of work that had been carried out in this area, which underscored the commitment of SCTS to provide a supportive working environment for all its staff. Updates would be provided at future meetings

## **8. Pay Award 2019 (SCTS/PC/May19/11)**

8.1 The Committee reviewed the proposed SCTS Pay Award for the 2019-20 financial year. Following constructive discussions with the PCS Union, SCTS had proposed a formal pay offer which would be back-dated to take effect from 1 April 2019. The PCS would ballot members shortly and notify SCTS of the outcome. It was hoped that, if accepted, the backdated pay award would be made to staff in August salaries.

8.2 The committee commended the successful joint working between Finance, HR, the PCS union and the Scottish Government that had led to the finalisation of the SCTS Pay Award.

## **9. Transforming the learning landscape and shaping the future of digital education for our people - Presentation**

9.1 The committee welcomed Jackie Carter, Head of Digital Education, to the meeting, to explore the new Digital Education, Learning and Training Academy (DELTA) which replaced the Personal Online Development (POD) portal.

9.2 A live demonstration of the system was presented to the committee. The system was officially launched in March 2019, to deliver a blended learning platform that would provide materials to complement face to face training, a range of “just in time” and “microlearning” options and the core Compliance and Induction programmes that all staff were required to complete annually. The learning platform formed part of the SCTS Education Strategy for 2018-23, strategic theme number 4 of which was “Building Digital Capability: Developing digitally competent and digitally engaged people”.

9.3 The new software provided a personalised dashboard interface for each user, highlighting materials and courses which may be of interest. Access to DELTA was via a web platform managed by the Education and Learning Unit (ELU) allowing users to access its content both in and out of the office on any web enabled device. ELU would continue to work with Corporate Communications to publish monthly updates; ensuring key messages are shared with staff.

9.4 The committee provided feedback on the new system and their experiences of previous systems. They thanked Jackie for the presentation and noted that updates on the use of DELTA would be provided via progress reports on delivery of the SCTS Education Strategy.

## **10. Review/Discussion of Other Papers (SCTS/PC/Feb19/03-07)**

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

- HR Risk Register
- Hr Measures for SCTS Board
- HR Project Tracker
- Employment Tribunal
- ELU Business Plan 2019-20
- Staff Survey 2018 – Further analysis

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

## **11. Any other Business**

11.1 None.

## **12. Date of the Next Meeting**

12.1 The date of the next meeting is 14 August 2019

## **13. Deep Dive Session – SCTS Education and Learning Unit (ELU) Executive Leadership Development Programme – (Presentation)**

13.1 Jessica MacDonald, Director of (ELU) delivered a presentation on work under way to enhance Leadership Development Activities across the SCTS, including:

- The Leadership Attributes Framework (LAF)
- Executive Leadership Development Programme
- Bespoke Leadership Programmes
- Building Leadership Potential
- Leadership Hub

13.2 The presentation set out how each of these strands linked with both the SCTS People Strategy and Education Strategy. The Committee discussed and provided feedback on the work currently underway and suggested a range of future areas for development. They thanked Jessica for an informative update and agreed that they should receive periodic updates on delivery of leadership development work across the organisation