

MINUTES

SCTS PEOPLE COMMITTEE

MEETING: 31 August 2016, Parliament House, Edinburgh

Present:

Johan Findlay OBE JP, Non-Executive Member, SCTS Board (Chair)
Dr Kirsty Hood QC, Non-Executive Member, SCTS Board
Julie Ward, Non-Executive External Member
Sheriff Susan Craig, Non-Executive External Member
Elaine Noad, Non-Executive External Member

Also Attended:

Stephen Humphreys, Executive Director Judicial Office for Scotland, SCTS
Christina Mellon, Director HR, SCTS
Lisa Sellars, Head of HR Business Partnering, SCTS
Bryan Goodfellow, Head of HR Service Delivery, SCTS
Noel Rehfish, Corporate Secretary, SCTS
Brian Carroll, PCS
Rosemarie Smith, PCS
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

Apologies:

Billy Harkness, Non-Executive External Member

1. Welcome and Introductions

1.1 The Committee welcomed the recently appointed Director HR Christina Mellon to the meeting and introduced themselves to her, stating that they looked forward to working together at future meetings and conducting People Committee business.

2. Minutes of the Meeting of 18 May 2016

2.1 The minutes of the last meeting were approved.

3. Action Points and Matters Arising

3.1 There were no outstanding actions from the last meeting.

3.2 An update was provided by the Chair on relevant SCTS Board Meeting discussions from June and August, which included:

- Shaping Scotland's Court Services – the Board had approved the draft report, subject to minor revisions.
- Inverness Justice Centre – The Board noted the interim full business case and agreed that the final Business Case should be submitted to the Board for approval next spring, ahead of full construction costs being committed to.

4. HR Scorecard (SCTS/PC/Aug16/18)

4.1 The People Scorecard 2015-16 was presented to the Committee. This was the seventh annual Scorecard and much of the core information remained the same as in previous years, with a number of additions made after feedback, such as more detail on staff Protected Characteristics.

4.2 Members discussed the information provided in the scorecard, noting that it was a valuable source of data for the organisation that should be fully exploited. A number of potential further developments were proposed including:

- the inclusion of benchmarking against industry standards and/or other organisations in future versions;
- amendments to data presentation and a comparison with results from the previous year to enable trend analysis.
- Further information on the number of learning days and performance appraisal data.

4.3 It was noted that the data in the Scorecard was used by the organisation in a number of ways such as for required declarations in the Annual Report on Accounts, updates to the SCTS Board and public reporting. Members stressed the need to utilise the data and results effectively in order to develop the future people strategy.

5. Well-Being Initiative Update (SCTS/PC/Aug16/19)

5.1 The Committee were updated on the Well-Being Initiative and its ambitious programme of activities and priorities, including the establishment of the Well-Being Hub and the introduction of the Well-Being Passport. A Well-Being Project Team had been established with 19 representatives from across the SCTS, including the two full time PCS representatives. The Project Team would work to maintain the enthusiasm that the initiative had been met with so far by promoting it on an individual, team and organisational level. Committee members noted the progress made and stressed the fact that wellbeing should be seen as a long-term initiative, that would need to be assessed and measured in a number of different ways.

6. SCTS Sickness Absence 2015-16 (SCTS/PC/Aug16/20)

6.1 A paper was presented setting out the SCTS Sickness Absence figures in 2015-16. Overall absence had increased very slightly, with a marginal increase in long term sickness and decrease in short term sickness. Members stressed that consistency throughout the organisation was crucial for effective attendance management.

6.2 The Committee were advised that attendance management remained a priority for the SCTS and were updated on a range of support mechanisms that will be further developed such as mental health awareness training, the Well-Being Initiative and promotion of the Employee Assistance Programme (EAP).

7. SCTS People Strategy (SCTS/PC/Aug16/21)

7.1 The Committee were updated on the progress of the People Strategy. There will be a dedicated two-hour slot at each of the upcoming Autumn Staff Engagement Events, where a consistent approach will be adopted to acquire staff members' views on the development of the Strategy, setting this in the wider context of the developing Corporate Plan for 2017-20. Discussions with PCS on development of the strategy were also set to take place.

8. Partnership Working and the Staff Survey 2015 (SCTS/PC/Aug16/22)

8.1 An overview was provided of actions taken at a local level following the results of the Staff Survey 2015. Three priority areas had been identified for further action in each

Sheriffdom/Business Area and significant progress had been made locally in addressing a number of those priorities. There were a number of common threads throughout the organisation although it was noted that the more localised approach taken to developing improvement activity this year, coupled with the productive partnership with the PCS, had delivered real benefits. The Committee were advised that many of the staff engagement activities focused on our core theme of 'getting the basics right' and that the Well-Being Initiative underpinned aims to improve staff engagement rates, as it focused on helping individuals to be able to do their best at work.

9. HR Risk Register (SCTS/PC/Aug16/23)

9.1 The HR Risk Register was reviewed by the committee. The Executive was confident that the risks detailed were being managed effectively. Ongoing monitoring of key risks would take place in relation to areas such as succession planning, where the age profile of the current workforce indicated that a clear focus would be important.

10. Draft Committee Annual Report to the SCTS Board (SCTS/PC/Aug16/24)

10.1 The Committee received an update on the draft annual report to the SCTS Board summarising their activity. Members agreed that they were content to receive a copy of the draft via correspondence before the next Committee meeting in November.

Action: Christina Mellon to send the draft annual report to the SCTS Board to members via correspondence in advance of the November meeting.

11. People Committee Performance Appraisal 2015-16 (SCTS/PC/Aug16/24)

This item was moved to the end of the meeting, PCS members were asked to leave the room whilst this was discussed.

11.1 The Chair thanked members for completing the appraisal questionnaire form which reflected on their individual contribution, the overall activity of the Committee and support it received from the organisation. A report collated from members' feedback was discussed.

11.2 Four key areas identified for the coming year were:

- the development of a new People Strategy;
- organisational culture, values and leadership;
- management of change and its impact on people; and
- the effectiveness of training and development around the Court Reform agenda.

Members stated that they hoped the Committee would be a useful and supportive tool to the new Director HR.

11. Papers for Scrutiny/Exception Reporting Only

11.1 The following reports were provided for scrutiny/exception reporting only:

- HR Project Tracker
- HR Measures for SCTS Board Scorecard
- HR Policy Update
- DAW Data from Contact Team

11.2 The Executive advised the Committee that the DAW Contact Team was to be wound-up as they had not received any contacts since March 2016. DAW contact support would continue to be provided through central HR support wherever it was required, but the team had essentially served its purpose, as borne out by the fact that

contacts from staff had effectively dried-up. The Committee were assured that the team's skills and knowledge would be utilised elsewhere, such as on the Well-Being Initiative. Existing support mechanisms available to individuals and managers, such as the Employee Assistance Programme, would continue to be promoted. Members agreed that this was a natural progression, with the success of DAW noted as it had now become 'business as usual' within the organisation.

12. Date of the Next Meeting

12.1 The next meeting would be held on 16 November 2016.

Scottish Courts and Tribunals Service
August 2016