Scottish Courts and Tribunals Service

MINUTES

SCTS PEOPLE COMMITTEE
MEETING: 9 May 2018, Parliament House, Edinburgh

Present:

Dr Kirsty Hood QC, Non-Executive Member, SCTS Board (Chair)
Professor Alan Boyter, Non-Executive External Member

Also Attended:

David Fraser, Chief Operations Officer, SCTS
Lisa Sellars, Director HR, SCTS
Jessica MacDonald, Director Education and Learning, SCTS
Brian Carroll, PCS
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

Apologies:

Billy Harkness, Non-Executive External Member
Anne Scott, Non-Executive External Member
Sheriff Susan Craig, Non-Executive External Member
Rosemarie Smith, PCS

1.	Declaration of Interests

1.1   Alan Boyter advised that his HR consultancy firm was to conduct a Workforce Planning workshop with the SCTS. This would provide his company with no financial gain and be at no cost to the organisation.

2.	Minutes of the Meeting of 14 February 2018

2.1   No further comments were received on the draft minutes, which would be formally approved at the next meeting.

3.	Action Points and Matters Arising

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

3.2   The Chair stated that as this meeting was not quorate and noted that there were no matters on the Agenda tabled as requiring a decision, any proposals as a result of discussions would be circulated to members in the first instance to seek approval, with a view to ratification at the next meeting.

3.3   The Committee congratulated Lisa Sellars, Director HR, and Jessica MacDonald, Director Education and Learning, for their recent permanent appointments in their roles. Members looked forward to working closely with them both in the future.

3.4   The Chair highlighted issues discussed and decisions made at the March meeting of the SCTS Board which had a bearing on people related matters.

4. Presentation – Progress with the Delivery of the People Strategy (SCTS/PC/May18/11)

4.1   A presentation on the planned delivery of the key themes identified within the People Strategy was given to the Committee. The presentation set out an action plan for each theme, detailing how they aligned to the objectives within the HRU Business Plan 2018-19 and plans would be progressed in the coming year.

5. HR Risk Register (SCTS/PC/May18/12)

5.1   Members reviewed and discussed the HR Risk Register. Following an update from the Executive, they were assured that appropriate action was being taken to mitigate risks.

6. HRU Business Plan 2018-19 (SCTS/PC/May18/13)

6.1   The Committee reviewed the HRU Business Plan 2018-19. The plan contained 10 HRU objectives for the coming year, which covered both core service delivery and development. The objectives were underpinned by the key themes of the People Strategy, and would also support the overall strategic priorities within the Corporate Plan. Members were supportive and agreed that this was an ambitious plan.

7. HRU Structure 2018-19 (SCTS/PC/May18/14)

7.1   The revised HRU staff structure was presented to the Committee. The changes did not create any additional posts but instead sought to ensure maximum efficiency in terms of both operation and budget from existing posts. Recruitment to fill current senior level vacancies within the unit was being taken forward in the coming weeks.

8. Employment Law Update (SCTS/PC/May18/15)

8.1   Regulations had come into force requiring employers with 250 or more members of staff to publish gender pay gap figures annually from April 2018. The Committee welcomed the news that in its first report the SCTS reported no median gender pay gap.

8.2   The Executive advised that any potential impact upon employment law caused by Brexit was being closely monitored. The Committee would be updated of any relevant changes at future meetings.

9. Well-Being Update (SCTS/PC/May18/16)

9.1   Members were updated on Well-Being activities within the organisation. This included the launch of Mental Health Awareness Training for Line Managers, which looked to enhance the understanding of managers on how to effectively support staff with mental health issues. Communications to staff promoting a week of activities throughout the organisation as part of Mental Health Awareness Week were to be issued in May.

10. Staff Survey 2018 – Local Questions (SCTS/PC/May18/17)

10.1   The SCTS Executive Team had met with the PCS Union to develop and select local questions for inclusion in the Staff Survey 2018. The questions, which focussed on key areas within the organisation, had been agreed following full consultation with the PCS Union. The Committee commended the high response rates within the SCTS

in previous years, and highlighted the importance of effective communications to staff in continuing this trend.

11. Education and Learning Unit (SCTS/PC/May18/18)

11.1 The Education and Learning Unit (ELU) was officially established on 1 April 2018 and sat within operations delivery alongside the Courts, Tribunals and Office of the Public Guardian. The Director Education and Learning had been appointed and was in the process of establishing a new staff structure within the unit.

11.2 The Director Education and Learning would look towards developing an Education Strategy, which would be done in consultation with the organisation and align with the People Strategy and Corporate Plan.

12. Update – Time and Attendance Project (SCTS/PC/May18/19)

12.1 Members were updated on the current position of the Time and Attendance Project. The Executive was due to meet with the supplier of the new system in the coming weeks to discuss the ongoing challenges and risks faced within the project. The Committee would be updated on the outcome of these discussions at the next meeting.

13. Pay Award 2018 (SCTS/PC/May18/20)

13.1 The Committee reviewed a paper on the Pay Award 2018. Formal discussions with the PCS Union were due to commence in May. Members were content with the proposed approach and awaited the outcome.

14. AOB

14.1 The Executive raised ongoing work with senior operations managers on the development of an operational Target Operating Model, and would welcome input from the Committee to help shape this while still in development. It was agreed that the Executive would make contact with members to make arrangements as necessary. The Committee welcomed the opportunity to be involved.

15. Papers for Scrutiny/Exception Reporting Only

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

- HR Project Tracker
- HR Measures for SCTS Board Scorecard
- HR Policy Update

The content of the reports was noted and no matters of concern were raised.

16. Date of Next Meeting

16.1 The date of the next meeting was 15 August 2018.

Scottish Courts and Tribunals Service
May 2018