SCTS PEOPLE COMMITTEE
MEETING: 31 October 2018, 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
>Anne Scott, Non-Executive Member
>Sheriff Susan Craig, Non-Executive Member

Also Attended:
>David Fraser, Chief Operations Officer, SCTS
>Lisa Sellars, Director HR, SCTS
>Karen Lawrie, Secretariat Business Manager, SCTS
>Nicola Anderson, Head of HR & Organisational Development, SCTS
>Brian Carroll, PCS
>Rosemarie Smith, PCS
>Tara McNamara, Executive Support Officer, SCTS (Minutes)

Apologies:

1.	**Declaration of Interests**

1.1   There were no new declarations of interest from Members.

2.	**Welcome and Apologies**

2.1   The Committee welcomed Nicola Anderson, new Head of HR & Organisational Development, to the meeting.

3.	**Minutes of the Meetings of 15 August 2018**

3.1   The minutes of 15 August 2018 meeting were approved.

4.	**Action Points and Matters Arising -** Oral

4.1   There was one action outstanding from the last meeting. A paper providing an overview of the equalities activities within SCTS would be submitted to the next meeting.

5.	**People Score Card Analysis –** (SCTS/PC/Oct18/38)

5.1   The Committee considered the People Score Card Analysis detailing key people data and trends over the last three years. The analysis highlighted trends in key metrics including those relating to changing age profile, resourcing and training and development. The action being taken to prioritise and address the issues arising would align to the SCTS Corporate Plan 2017-20, and the themes of the SCTS People Strategy.

5.2   Members discussed the ongoing development of the SCTS People Score Card.

5.3   The Committee welcomed the report and discussed the broad range of analysis detailed. Members suggested a number of areas for further analysis and consideration such

as graduate apprenticeships which would run alongside the current modern apprenticeship programme, and suggested that recruitment should be fully representative of Scotland's diverse communities. The feedback received from the discussions would be considered by the executive.

> **ACTION: Members were encouraged to provide any further feedback on the analysis of the SCTS People Score Card to the Executive after the meeting.**

6. HR Unit Structure - Oral

6.1 An update on the revised HR Unit structure was presented to the Committee.

6.2 Members welcomed the successful appointment of the Head of HR & Organisational Development, Head of HR Information Systems and HR Strategic Partner: Organisational Development. The next stage was to review the payroll and pensions function to ensure the Unit has the required specialist knowledge.

7. Draft Annual Report to the SCTS Board – (SCTS/PC/Oct18/39)

7.1 Members reviewed the final draft Annual Report to the SCTS Board that summarised the work of the Committee over the last year and set out priorities for the coming year. The Committee reviewed and approved the final draft of their Annual Report to the SCTS Board. The Chair would present the report to the SCTS Board on the 26 November 2018.

8. Draft Education Strategy – (SCTS/PC/Oct18/40)

8.1 The Committee considered the draft Education strategy introduced by the Director Education and Learning Unit. The Education Strategy would present a focus and direction for the work of the Education Learning Unit (ELU) and provide the leaders of the organisation with clear strategic goals relating to staff training and development.

8.2 Members welcomed sight of the draft strategy which they agreed was clear, concise and relevant. The Committee discussed the key priorities and measures of success outlined in the draft strategy and offered their views on specific areas for consideration.

8.3 The Executive thanked members for useful discussion on the draft strategy.

9. Development of the Recruitment and Resourcing Strategy – Oral

9.1 The Committee received a presentation outlining the development of the Recruitment and Resourcing strategy. Two workshops held in August had considered what a new Recruitment and Resourcing Strategy should include and identified four key themes providing a vision for the future of recruitment for SCTS.

9.2 Members discussed the vision and the need to ensure that each member of staff was treated as an individual, suggesting cultural changes to application of current policies may be required.

> **ACTION: The Executive to share the developing Recruitment and Resourcing Strategy presentation with the Committee for reflection and feedback.**

11. AOB – (SCTS/PC/Oct18/41)

11.1   The Executive presented The Fair Work Agreement which is being led by Scottish Government. *The record of this discussion is considered confidential and exempt from publication.*

13.   Papers for Scrutiny / Exception Reporting Only - SCTS/PC/Oct18/42 - 48

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

- HR Policy Update – SCTS/PC/Oct18/42
- HR Project Tracker - SCTS/PC/Oct18/43
- HR Measures for SCTS Board - SCTS/PC/Oct18/44
- HR Risk Register - SCTS/PC/Oct18/45
- Employment Law Update - SCTS/PC/Oct18/46
- Time and Attendance Project Update - SCTS/PC/Oct18/47
- Employment Tribunal Update - SCTS/PC/Oct18/48

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

14.   Date of Next Meeting

14.1   The date of the next meeting was 13 February 2019.

Scottish Courts and Tribunals Service
October 2018