

SCTS PEOPLE COMMITTEE

MEETING: Wednesday 8 February 2023 – Hybrid Meeting (in-Person, Parliament House/WebEx)

Present:

Dr Sophie Flemig, Non-Executive Member, SCTS Board (Chair)
Anne Scott, Non-Executive Member, SCTS Board
Ruth Innes KC, Non-Executive Member, SCTS Board
James Saville, Non-Executive Member
Sheriff Wendy Sheehan, Non-Executive Member

Also Attended:

David Fraser, Executive Director Court Operations, SCTS
Jessica MacDonald, Director, Education & Learning, SCTS
Lisa Sellars, Director HR, SCTS
Steven D'Arcy, Interim Corporate Secretary, SCTS
Clare Ugunlu, Senior HR Operations
Lesley Cook, Interim Senior HR Manager
Valerie Lindsay, Interim Senior HR manager: People Strategy, Policy and Support
Katie Leighton, PCS (SCTS Branch Chair)
Karen Lawrie, Head of Secretariat, SCTS
Sarah Imery, Executive Support Officer, SCTS (Minutes)

Apologies:

Professor Alan Boyter, Non-Executive Member
Alistair Young, PCS (SCTS Branch Secretary)

1. Declarations of Interest

1.1 There were no declarations of interest from Members.

2. Minutes of the Meeting

2.1 The minutes of the meeting held on 9 November 2022 were approved.

3. Action Points and Matters Arising

3.1 The Chair provided an overview of discussions from the November 2022 and February 2023 Board meetings.

3.2 The Executive reported that the Special Leave Policy had been finalised and published since the last meeting.

4. People Survey 2022

4.1 The Committee received the People Survey Results 2022. The SCTS overall engagement score was 62%, a reduction of 2 percentage points on 2021. Participation levels were 65%, a 6 percentage point increase on the previous year. The results continued to place the SCTS among the high performers in Scotland for both completion rate and engagement score.

4.2 The Committee scrutinised the People Survey Results. Members noted an increase in the bullying and harassment score compared to previous years. It was confirmed that both the Executive and Local Partnerships would be focusing on the results and developing action plans across the organisation to address key areas.

4.3 The Executive informed the Committee whilst the Civil Service People Survey took place annually, the SCTS action plans spanned two years to allow for analysis on progress to be monitored and benchmarked at the end of year one. Members accepted that questions in the People Survey were set by the Cabinet Office, however suggested consideration be given to alternating local questions bi-annually. Following the 2021 People Survey, three themes had been identified for follow up activity: learning, leadership, managing change and reward. The Executive was working closely with local partnerships and would ensure that bullying and harassment was also included in the action plans to improve staff perception, understanding and awareness throughout the organisation.

4.4 The Committee welcomed the detailed analysis and update provided. Regular updates regarding progress of the People Survey Action Plans would be provided at future meetings.

4.5 The Chair would update the Board on the Committees detailed analysis of the results of the People Survey 2022 at the meeting on 27 March.

6. Performance Management

6.1 The Committee received an update on the refreshed Performance Management approach, 'MyCareer' that remained on track to be launched in May 2023. The proposed changes to the staff appraisal approach and timeline were reviewed.

6.2 The Executive confirmed that HR were working closely with ELU to develop an internal blended training programme and associated SCTS guidance and policies would also be updated. A communications strategy to support the launch was in development.

6.3 The Committee acknowledged the continued development of the 'MyCareer' portal. They welcomed the planned training and updated guidance that would be available to staff to aid a smooth transition to the refreshed approach system.

7. People Scorecard Analysis 2021-22

7.1 The Committee reviewed the SCTS People Scorecard 2021-22 and analysis which considered key People data and trends over past year.

7.2 The Committee were informed that a centralised Recruitment and Resourcing team would be created. They would lead on all elements of recruitment, with the aim of streamlining and modernising processes to ensure consistency across SCTS and facilitate workforce planning. In time they would also develop programmes for Modern Apprentices and help address potential resourcing challenges.

7.3 The Executive highlighted the recent success of the Direct Entrant Executive Officer programme (DEEOP). The intensive training programme had allowed essential roles within court operations to be filled with skilled staff from the onset. Due to the success of the programme, recruitment for a further DEEOP was currently underway.

7.4 Members noted the changing age profile of staff and the move towards portfolio careers of staff and recognised the ongoing work by the Executive to encourage new staff to join the

organisation. The Committee thanked the Executive for the detailed analysis, acknowledging the work required to produce the report.

8. Review/Discussion of Other Papers

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

- HR Risk Register
- ELU Risk register
- HR Measures for SCTS Board
- HR Business Plan Tracker
- ELU Business Plan Tracker
- Learning Council Minutes

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

9. Any Other Business

9.1 The Executive advised that they would hold a one to one session with each Committee member in order to seek their thoughts on the developing People Strategy 2023-28. The Committee welcomed this new approach and the opportunity to contribute.

10. Date of Next Meeting

10.1 The next meeting on 3 May 2023 would be a hybrid meeting with the option to attend in-person in Parliament House, Edinburgh or join virtually.