

MINUTES

SCTS PEOPLE COMMITTEE

MEETING: 3 February 2016, Parliament House, Edinburgh

Present:

Johan Findlay OBE JP, Non-Executive Member, SCTS Board (Chair)
Kirsty Hood, Non-Executive Member, SCTS Board
Elaine Noad, Non-Executive External Member (Participated by telephone)
Sheriff Susan Craig, Non-Executive External Member
Billy Harkness, Non-Executive External Member

Also Attended:

Stephen Humphreys, Executive Director Judicial Office for Scotland, SCTS
Alan Swift, Director HR, SCTS
Lisa Sellars, Head of HR Business Partnering, SCTS
Brian Carroll, PCS
Rosemarie Smith, PCS
Noel Rehfisch, Corporate Secretary
Karen Lawrie, Executive Support Officer, SCTS (Minutes)

Apologies:

Julie Ward, Non-Executive External Member

1. Minutes of the Meeting of 25 November 2015

1.1 The minutes of the last meeting were approved.

2. Action Points and Matters Arising

2.1 There were no outstanding actions from the last meeting.

2.2 An update was provided by the Chair on the Board Meeting discussions from December and February, which included:

- Progress of the Scotland Bill – Devolution of Reserved Tribunals
- Development of proposals based on the work of the Evidence and Procedure Review
- Agreement of the SCTS Budget Bill allocation for the 2016/17 financial year.

3. SCTS Staff Survey Results 2015 (SCTS/PC/Feb16/01)

3.1 Results from the 2015 SCTS Staff Survey showed an increased proportion of staff (74%) had responded to the survey - this was higher than the overall civil service response rate (65%) and a 15% increase on the 2014 SCS response rate. The SCTS engagement rating (62%) was also above the overall civil service engagement rating (58%).

3.2 Members welcomed the results of the survey and considered a number of its findings in more detail. They supported the focus on local partnership committees examining the survey results for distinct business areas and localities, ensuring that relevant and proportionate development and follow-up activities could be planned and

implemented with a view to seeking further improvements over the course of the year. The follow-up actions from local partnership group meetings would be monitored by the SCTS staff engagement group which is chaired by the Head of Corporate Communications and involves representatives from Operations, HRU and PCS.

4. Car Leasing Update (SCTS/PC/Feb16/02)

4.1 The Executive provided an update on the evaluation of the SCTS pilot car leasing scheme. Consideration was given to a proposed extension to the scheme, approved in principle by the Executive Team, for other staff who met the strict criteria identified.

4.2 Following consideration members welcomed the update on the pilot scheme and agreed on the proposed next steps but recommended that the Executive monitor activity closely as the new scheme is introduced.

5. Update on Dignity at Work (SCTS/PC/Feb16/03)

5.1 The Committee was advised of the work undertaken by the Dignity at Work (DAW) team during 2015 and the planned activity for 2016. In February two new posters designed by DAW contact team members would be published. DAW "Z-cards" containing information for staff on action they can take if they witness a DAW issue and to raise awareness of the DAW Contact Team would also be launched.

5.2 A summary of the Staff Survey results in relation to discrimination, bullying and harassment for 2015 compared to previous years was discussed by Members. There were some areas of SCTS where the response rates had increased marginally in 2015 but also a number of areas in which the response rates had decreased. Senior managers were involved in the development of Staff Survey Action Plans which include objectives relating to DAW issues, in order to continue to address these results.

6. HR Business Plan 2016-17 (SCTS/PC/Feb16/04)

6.1 The Executive presented the draft HR Business Plan setting out both the service delivery work of the Unit and the Development Projects planned for the 2016-17 financial year. Members welcomed the comprehensive and detailed plan for the year ahead and the opportunity to comment on it.

7. HR Risk Register (SCTS/PC/Feb16/05)

7.1 The Committee reviewed the HR Risk Register noting there were no significant changes to the risk ratings at this time. The Executive confirmed the register would be updated following the approval of the HR Business Plan 2016-17 by the SCTS Executive.

8. Update on Recruitment of new Director HR (Oral)

8.1 The Committee was advised that the recruitment of a new HR Director was being taken forward as part of a wider recruitment exercise to identify new Finance and IT Director roles for the organisation. An update on the recruitment process would be provided at the next Committee meeting.

8.2 The Executive suggested that a Member of the Committee may wish to participate in the appointment process for the HR Director. Members agreed to this in principle and a nominee would be identified ahead of the process commencing in detail.

9. Any Other Business

9.1 There were no additional matters raised for discussion.

10. Papers for Scrutiny/Exception Reporting Only

- 10.1 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.

11. Date of the Next Meeting

- 11.1 The next meeting would be held on 18 May 2016.

Scottish Courts and Tribunals Service