

MINUTES

SCTS PEOPLE COMMITTEE

MEETING: 17 May 2017, Parliament House, Edinburgh

Present:

Johan Findlay OBE JP, Non-Executive Member, SCTS Board (Chair)
Dr Kirsty Hood QC, Non-Executive Member, SCTS Board
Billy Harkness, Non-Executive External Member
Sheriff Susan Craig, Non-Executive External Member
Anne Scott, Non-Executive External Member
Professor Alan Boyter, Non-Executive External Member

Also Attended:

Stephen Humphreys, Executive Director Judicial Office for Scotland, SCTS
David Fraser, Chief Operations Officer, SCTS
Noel Rehfisch, Corporate Secretary, SCTS
Lisa Sellars, Head of HR Business Partnering, SCTS
Brian Carroll, PCS
Rosemarie Smith, PCS
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

Apologies:

Christina Mellon, Director HR, SCTS

1. Welcome and Introductions

1.1 The Committee welcomed two new members, Mr Alan Boyter and Mrs Anne Scott, to their first meeting. Mr Boyter joined the Committee following a recruitment exercise in February, bringing extensive HR Director experience in the public sector. Mrs Anne Scott, President of the First-Tier Tribunal for Scotland Tax Chamber, has taken up the position to provide a Tribunals perspective to discussions and decision making.

2. Minutes of the Meeting of 15 February 2017

2.1 The minutes of the last meeting were approved.

3. Action Points and Matters Arising

3.1 Outstanding action points were to be addressed in this meeting.

4. HR Risk Register

4.1 Members reviewed and discussed the HR Risk Register. Following an update from the Executive, members were assured that risks were being managed effectively and that appropriate measures were being taken to control risks.

4.2 It was decided that the scale used to measure risk scores in a RAG format would be added to the document to provide further context.

5. Personal Online Development (POD) Presentation

5.1 A live demonstration of the new POD training system was presented to the Committee. The system was officially launched in April 2017 and sought to deliver a blended approach, with a combination of virtual learning available at the point of need and practical workshops when required. The system increased managers' ability to oversee staff training, as Learning Plans had to be agreed by both management and staff before attending workshops. Bespoke reports could also be easily compiled from the system, allowing managers to better assess the type, timing and level of uptake of relevant training and development opportunities across teams and business units. System development was ongoing following feedback received by the Corporate Training Team.

5.2 The Committee agreed that the update was very informative, noting the potential of the new system to improve working processes, management information and to create the opportunity to develop and deliver specific, appropriate and blended training and learning better meeting the needs of the organisation. An update on progress would be provided at a future meeting.

6. The People Strategy

6.1 The Committee were aware that, due to a recent change in HR Director, development of the People Strategy had been delayed. An initial draft had been submitted to the Executive Team for consideration. Feedback had been received and was being utilised to further develop the strategy.

6.2 Members expressed an interest in analysing the final draft of the strategy before it was presented to the SCTS Board. The Committee would be advised of the timescale and process for review once the current draft had been developed further.

7. Time and Attendance Project

7.1 The Committee were updated on progress of the Time and Attendance Project. A revised timeline, additional resources and project governance had been put in place. The project was now commencing the first of four delivery phases, during which initial user acceptance testing was to be undertaken by HR staff. Members would receive an update on the roll-out of the project at their next meeting.

8. SCTS Well-Being Initiative

8.1 A report on the progress made by the SCTS Well-Being Initiative was provided to the Committee. The Well-Being Hub had recently been launched and particular focus was being placed on removing the stigma associated with mental health issues. Lessons learned from the Mental Health Awareness training for line managers, piloted in Glasgow, were being taken forward and staff will be able to access Resilience Support through the Employee Assistance Provider. The Committee were supportive of the Well-Being Initiative being treated as a priority within the organisation and agreed that the priorities set out for the next stage of the initiative should be implemented.

9. Employment Law Update

9.1 The Executive outlined recent and upcoming employment legislation changes and the impact they would have on the SCTS. Following discussion the Committee were content with the action being taken.

9.2 The National Minimum Wage had increased on 1 April 2017. All directly employed SCTS staff currently earn above the Scottish Living Wage. The recently re-procured facilities management contract ensured that staff employed under that contract would be paid at or above the Scottish Living Wage. Due to these efforts the SCTS had applied for and had been successful in obtaining Living Wage Accreditation, which would be publicised later in the year.

10. Civil Service People Survey Assessment of Corporate and Local Action Plans

10.1 Following the 2016 Survey results, which saw the SCTS as the top department for engagement ratings in Scotland, local action plans had been put in place to strive for further improvements in 2017. These action plans were developed through local management groups and Partnership Committees with the PCS Union. It was noted that several corporate level issues identified are being addressed within the HR Business Plan 2017-18.

11. Summer Tour 2017

11.1 The Committee were advised that, this year, the Chief Executive and Executive Team were again undertaking Summer Tour visits to every court, tribunal and business unit throughout the SCTS during May and June. The Executive found these sessions extremely valuable as they offered an opportunity for face-to-face engagement with staff discussing both organisational and local issues. Committee members noted the proposals and agreed that events of this nature were an important element of the overall SCTS staff engagement strategy.

12. Any Other Business

12.1 The SCTS Leaders' Conference would take place on 16 June. This event would bring together leaders from various grades across the organisation and update them on significant areas of reform, discussing how best they can lead and support change.

12.2 In what was his final meeting, members thanked Stephen Humphreys, Executive Director of the Judicial Office for Scotland, for his work and contribution to Committee meetings since 2015. David Fraser, Chief Operations Officer, would attend future meetings of the Committee.

13. Papers for Scrutiny/Exception Reporting Only

13.1 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.

14. Date of Next Meeting

14.1 The date of the next meeting was 23 August 2017.