MINUTES

SCTS PEOPLE COMMITTEE
MEETING: 15 February 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

Also Attended:
> Stephen Humphreys, Executive Director Judicial Office for Scotland, SCTS
> Christina Mellon, Director HR, SCTS
> Lisa Sellars, Head of HR Business Partnering, SCTS
> Brian Carroll, PCS
> Rosemarie Smith, PCS
> Hollie Gibson, Executive Support Officer, SCTS (Minutes)

Apologies:
> Sheriff Susan Craig, Non-Executive External Member

1.   Minutes of the Meeting of 16 November 2016

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   The Chair provided an update on the SCTS Board Meetings in December and February. In December the Board reviewed the Staff Survey 2016 results and acknowledged that the SCTS had the highest engagement score index in Scotland. The Board also welcomed the Customer Service Excellence (CSE) accreditation report, which showed an increased number of areas recorded as 'compliance plus'. In February the Board reviewed and approved work under way to finalise both the draft Corporate Plan 2017-20 and the Business Plan 2017-18.

3.   HR Risk Register and Corporate Risk Register (SCTS/PC/Feb17/01)

3.1   The Committee reviewed the HR Risk Register. Following an update from the Executive, they were sufficiently assured that action was being taken to effectively manage and control risks.

3.2   The Corporate Risk Register was also shared with members prior to the meeting. Members analysed and discussed the alignment between the HR Risk Register and the Corporate Risk Register. Due to the ongoing period of significant change within the organisation and the recent annual review of risks undertaken by the SCTS Board, it was noted that these were subject to amendment, which would also be reflected on the HR Risk Register.

4. Staff Survey 2016 (SCTS/PC/Feb17/02)

4.1 Members were provided with a high level analysis of the results of the Staff Survey 2016. It was noted that the overall engagement index for the SCTS was 64%, the highest engagement index score in Scotland and a 2% increase on the previous year.

4.2 Partnership meetings to discuss the results and drafting of local action plans had commenced. Leadership emerged as a strong common theme throughout the SCTS, with each area also considering 3 key local themes as a base for their action plans.

5. The People Strategy - Update (SCTS/PC/Feb17/03)

5.1 The Executive provided members with an update on the development of the People Strategy. The formal consultation stage was complete, with platforms such as the Autumn Engagement Events and Senior Managers Conference giving staff the opportunity to provide their views and input. This was conducted alongside other processes, such as comparisons against both public and private sector organisations.

5.2 The draft People Strategy would be presented to the Executive Team in the coming weeks, and would then be shared with the Committee for consideration.

Action: The Executive will share the draft People Strategy with the People Committee after it has been reviewed by the Executive Team, either via correspondence or at the next Committee meeting.

6. Untaken Annual Leave - Update (SCTS/PC/Feb17/04)

6.1 The Committee received an annual update on the untaken annual leave in the SCTS. Actions had been taken to tackle previously identified issues, including working in partnership with PCS Union, the drafting of a set of guiding principles for managers in Glasgow and assurances from Sheriffdom Business Managers that processes now in place would ensure the fair management of annual leave.

6.2 Members were sufficiently assured that annual leave was now being effectively managed throughout the SCTS and would only be revisited should any issues arise.

7. Autumn Engagement Events (SCTS/PC/Feb17/05)

7.1 The initial feedback received on the Autumn Engagement Events had been positive. Further feedback was still being received and analysed at this stage. These events had provided a valuable networking opportunity for staff, especially in Sheriffdoms and Business Units which covered large geographical areas. The Committee also emphasised the importance of finding the balance between delivering corporate messages and ensuring that local issues and concerns were appropriately addressed.

8. Update on the Time and Attendance Project (SCTS/PC/Feb17/06)

8.1 The Committee were updated on the progress of the Time and Attendance Project. An external project manager had recently been appointed to oversee the project. A revised Business Case and project timeline would be submitted to the Executive Team for review in the coming weeks.

8.2   Once operational it was thought that the new system would be simpler and more intuitive for staff and HR administration. Work was already underway to ensure that sufficient training materials for the new system would be available staff and managers when it was launched.

9.   Instant Rewards - Update (SCTS/PC/Feb17/07)

9.1   As requested at the previous meeting, the Executive provided the Committee with analysis of the Instant Rewards scheme used in the organisation. It was agreed that the scheme was valuable and allowed managers to provide an instant acknowledgement and thanks to staff for their additional efforts and for going 'above and beyond' expectations. Members noted that due to the various business critical projects ongoing throughout the organisation there was an increase in the uptake of the scheme, HR will continue to monitor this.

10.   SCTS Values and Behaviours (SCTS/PC/Feb17/11)

10.1   The revised SCTS Values and Behaviours developed by the Executive Team, senior managers and staff were presented to the Committee. These now consisted of 3 Values; Respect, Service and Excellence with 9 associated behaviours aligning to them. The Committee agreed that these streamlined and Values and Behaviours would integrate and resonate with staff.

10.2   HR were now considering the launch of the Values and Behaviours throughout the SCTS. Senior managers had been asked to consider the positive and negative indicators of the revised Values and Behaviours for their business areas. Training materials for managers, which could be shared at team meetings and in annual performance reviews, were being produced.

11.   Directors Planning Event and Senior Managers Conference (Oral)

11.1   The Committee received an update on the Directors Planning Event and Senior Managers Conference. Both had been received by attendees and had provided valuable opportunities for input and discussion on the development of the SCTS Corporate Plan 2017-20, the People Strategy and the revised Values and Behaviours, horizon scanning and future planning.

11.2   It was highlighted that the new PCS Union promotional film, which also details the partnership working between the PCS Union and SCTS, had been launched at the Senior Mangers Conference. Members expressed an interest in viewing the film at a future meeting.

Action: The Executive to share the PCS Union video with the Committee at a future meeting.

12.   Update on People Committee Member Recruitment (Oral)

12.1   Following advertisement through recruitment consultants Livingston James and the Public Appointments website, interviews were to take place that afternoon to recruit a Non-External Executive Member to the Committee.

13.   Any Other Business

13.1   Members discussed the timing of the meeting scheduled for August. It was agreed that all members present could attend on this date.

14. Papers for Scrutiny/Exception Reporting Only

14.1   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.

15. Date of Next Meeting

15.1   The date of the next meeting was 17 May 2017.

Scottish Courts and Tribunals Service
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