

MINUTES

SCTS PEOPLE COMMITTEE

MEETING: 14 February 2018, Parliament House, Edinburgh

Present:

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

Also Attended:

David Fraser, Chief Operations Officer, SCTS
Lisa Sellars, Acting Director HR, SCTS
Jessica MacDonald, Interim Head of Learning and Development Review, SCTS
Brian Carroll, PCS
Rosemarie Smith, PCS
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

Apologies:

None

1. Declaration of Interests

1.1 There were no new declarations of interest from members.

2. Minutes of the Meeting of 22 November 2017

2.1 The minutes of the last meeting were approved.

3. Action Points and Matters Arising

3.1 There were no outstanding action points from the last meeting.

Update from the SCTS Board

3.2 The Committee received an update on matters discussed at the Board meetings in December and February. In December the Board reviewed the Staff Survey 2017 results, welcoming the news that the SCTS had the joint highest engagement index score for major organisations in Scotland whilst stressing the need to focus on areas where further improvements could be made. In February the Board approved the People Strategy 2018-23 for publication. The implementation of the key activities detailed would now be taken forward with progress reports provided to the People Committee.

4. Staff Survey 2017 (SCTS/PC/Feb18/01)

4.1 The Committee reviewed analysis of the high level results of the Staff Survey 2017. Members welcomed the results, acknowledging that the SCTS had the joint highest engagement index score for major organisations in Scotland. It was agreed that there could be further improvements made in future years to areas such as

Bullying and Harassment through continuing to promote the Dignity at Work Policy, as well as driving further improvements in high scoring areas such as Wellbeing. This would be an area of focus for the organisation moving forward, and links to the main themes identified in the People Strategy 2018-23.

4.2 The Executive advised that Leadership and Managing Change was a priority in the coming year. Work would be done, in partnership with PCS, at both an organisation-wide and local level which it was hoped would reflect positively in 2018 Staff Survey results. The Committee would be updated on the process of developing the local, organisation selected questions for inclusion in the 2018 survey.

5. The People Strategy (SCTS/PC/Feb18/02)

5.1 The People Strategy 2018-23 had been approved for publication by the Board. The strategy recognised the importance of the organisation's people's skills, commitment, professionalism and enthusiasm, and set out an ambitious programme of activities to be prioritised and delivered over a 5 year period. The Executive was developing a communications strategy for staff to ensure that the message of the People Strategy was understood when it was launched. The Committee commended the efforts of the Acting Director HR and Corporate Secretary for their work during the development and finalising of the Strategy.

6. Learning and Development Review –Discussion and Feedback (SCTS/PC/Feb18/03)

6.1 Members considered the recently completed Learning and Development Review 2017 report. A number of headline recommendations had emerged, which included the establishment of a new Education and Learning Unit and the development of an education strategy (which would include a digital education strategy to drive the implementation of a new education model). Work had already commenced to set up the new Education and Learning Unit.

6.2 Following discussion, members confirmed that they were content with the direction of the Review. It was agreed that Jessica MacDonald, Interim Head of the Learning and Development Review, would continue to attend Committee meetings. Regular updates would be provided to the Committee throughout the development and implementation of the recommendations.

7. IT Skills Allowance (SCTS/PC/Feb18/10)

The record of this discussion is considered confidential and exempt from publication.

8. AOB

8.1 The Committee were advised that a recruitment exercise would shortly take place to permanently fill the Director HR post. Members agreed to be involved in the recruitment process as required.

9. Papers for Scrutiny/Exception Reporting Only

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

- HR Risk Register
- Update on the Time and Attendance Project
- Employment Tribunal Cases Update
- 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.

9.2 It was agreed that the Time and Attendance Project would be presented for discussion to the Committee at the next meeting.

10. Date of Next Meeting

10.1 The next meeting was to take place in May and a date would be confirmed with the Committee in due course.

Scottish Courts and Tribunals Service
February 2018