MINUTES

SCTS PEOPLE COMMITTEE
MEETING: 2 September 2015, 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
Julie Ward, Non-Executive External Member
Sheriff Susan Craig, Non-Executive External Member

Also Attended:
Alan Swift, Director HR, SCTS
Stephen Humphreys, Executive Director Judicial Office for Scotland, SCTS
Lisa Sellars, Head of HR Business Partnering, SCTS
Brian Carroll, PCS
Rosemarie Smith, PCS
Margaret Peattie, Secretariat Business Manager, SCTS (Minutes)

Apologies:
Billy Harkness, Non-Executive External Member

The Chair introduced Steve Humphreys, who chairs the SCTS People Programme Board which oversees the governance of projects under the strategic priority "Skilled Engaged and Motivated People". He would now attend Committee meetings rather than the Chief Operations Officer.

1.	Minutes of the Meeting of 6 May 2015

1.1 The minutes of the last meeting were approved.

2.	Matters Arising

2.1 There were no outstanding actions from the last meeting.

Technical Training

2.2 In May the Committee raised concern about possible demands on the technical training team arising from the implementation of civil court reforms. Alan Swift reported that an additional technical trainer had now been recruited to the team and that HRU was looking at ways of maximising available resources. A paper would be submitted to the Executive Team about likely timing and resource requirements for training on new procedures and processes and what could be provided depending on the notice given to the Training Team.

3.	HR Risk Register (SCTS/PC/Sept15/12)

3.1 The Risk Register was presented in a revised format which was introduced across the organisation over the summer. Each business unit within the SCTS had its own Risk Register to underpin the High Level Corporate Risks which had been agreed by the SCTS Board.

3.2   Members sought clarification on some aspects of the Register and asked that the risk ratings be defined. Overall the Committee was content that the updated HR Risk Register reflected the main risks and noted that, rather than have timelines for achieving target risk scores, the SCTS uses actions required to mitigate risks as a way of flagging up any issues. Directors meet with their Executive Director regularly to review their business unit Risk Register and the risk ratings. Decisions on whether risks should be removed would be taken at that time.

Action: Executive to add risk rating definitions to the Risk Register.

3.3   It was suggested that the new People Strategy should reflect the culture of the organisation and drive the actions captured in the Risk Register in relation to leadership and management to mitigate risk.

4.   Dignity at Work Annual Report (SCTS/PC/Sept15/13)

4.1   The Dignity at Work (DAW) Annual Report 2014-15 was received and discussed. It was noted that the DAW project was now closed and that this activity was now considered business as usual. DAW continued to be a priority for the SCTS and key activities for 2015-16 included the promotion of Stonewall's 'No Bystanders' Campaign to encourage staff to challenge unacceptable behaviours and ensuring that, as a consequence of the merger, Tribunals Operations staff are involved in DAW meetings and staff in that Directorate are recruited to the Contact Team.

4.2   HR Business Partners would continue to work with managers and staff in local areas to promote positive working relationships and encourage staff to raise any issues, either with local managers or the DAW contact team. The Committee recognised the Executive's commitment to Dignity at Work and commended the contact team for its work in addressing DAW issues.

5.   HR Scorecard (SCTS/PC/Sept15/14)

5.1   The Executive presented the final draft of the HR Annual Scorecard for the year 2014-15 and invited the Committee to consider whether there was any further data which might be provided within the report.   The data in the Scorecard would help inform the development of the People Strategy but was also used by the Executive to inform workforce planning activity, policy development and to improve the system for recruiting and selecting staff.

5.2   It was suggested that it would be helpful to have a breakdown of self-certified and medically certified short term absence to better understand underlying trends or patterns of absence.

5.3   The Scorecard would be revised and, when finalised, would be published on the SCTS website.

6.   SCTS Staff Absence (SCTS/PC/Sept15/15)

6.1   A report on staff absence within the Scottish Court Service for the year 2014-15 and action taken was received and discussed. The Committee heard that the Executive was developing a well-being initiative, which will provide the vehicle for considering a range of different options for supporting employees and managers in managing absence.

6.2   The Committee noted that the Employee Assistance Programme (EAP) already provided a range of services to support staff, not only in relation to health but also on financial matters, debt management, and lifestyle advice. The well-being initiative would be linked to the services provided by EAP and communications around the initiative would help raise awareness. It was agreed that the well-being initiative would be discussed in more detail at the next Committee meeting.

7.   Committee Performance Appraisal (SCTS/PC/Sept15/16)

The representatives of the TUS were asked to leave the meeting while this item was discussed.

7.1   Members had completed the annual appraisal questionnaire reflecting on their own contribution and the operation of the Committee as a whole. A report with the collated feedback from individual members was discussed.

7.2   It was agreed that members brought a range of different perspectives to the Committee's discussions and decision making process and that the key areas of focus should be the employment of a new Director HR to succeed Alan Swift who will retire next year, the development of the new People Strategy, leadership and performance management issues and the training and development of staff.

TUS representatives were invited to re-join the meeting.

8.   Draft Annual Report to the SCTS Board (SCTS/PC/Sept15/17)

8.1   The Committee discussed an outline of its Annual Report which would be submitted to the SCTS Board in December. Members were invited to suggest anything that might be added to the content and it was agreed that the Report should make mention of the Training Strategy and the Celebrating Success event at which Sheriff Craig had presented the awards.

8.2   The Executive would revise the draft to include matters discussed at today's meeting as well as the information suggested by members. A final draft would be submitted to the Committee for approval in November.

9.   Update on Recruitment of new HR Director (SCTS/PC/Sept15/18)

9.1   The Executive circulated a copy of the draft job description and person specification to the Committee for information. It was suggested that risk management should be included in the job description. The documentation would be revised and finalised shortly.

9.2   A timeline for the appointment process would be put in place and it was anticipated that a notice inviting applications would be published in October.

10.   Any Other Business

10.1   None.

11.   Papers for Scrutiny/Exception Reporting Only

11.1   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 were noted. Members sought assurance that the electronic communications policy covered the use of social media. The Executive confirmed that this was fully explained in the policy, which had been communicated to all staff.

12.   Date of the Next Meeting

12.1   The next meeting would be held on 25 November 2015.

Scottish Courts and Tribunals Service