



**SCOTTISH COURT SERVICE PEOPLE COMMITTEE**

**MEETING: Friday 29 October 2010 at Dumfries Sheriff Court and Justice of the Peace Court**

**Present:**

Mark Higgins, Non Executive Member, SCS Board (Chair)  
Johan Findlay JP, Non Executive Member, SCS Board  
Eric McQueen, Executive Director Field Services, SCS  
Alan Swift, Director Human Resources, SCS

**Also Attended:**

Eddie Burrows, SCS (TUS) (Except Item 7)  
Karen Lawrie, Secretariat Support Team, SCS, (Minutes)

**1. Welcome**

- 1.1 Mark Higgins welcomed those present to the first meeting of the People Committee.

**2. Review of Remit and Membership (SCS/PC/Oct10/01)**

- 2.1 Membership of the Committee was agreed. Jean Lindsay, HR Director of the Forestry Commission and Sheriff Nikola Stewart had accepted an invitation to join the Committee and would attend the next meeting, subject to availability.
- 2.2 The Committee reviewed the remit circulated prior to the meeting. Those present were broadly content with the remit but after discussion, minor amendments were proposed as follows.

**Action Point: Alan Swift to provide each meeting with the HR Business Plan RAG report which lists ongoing projects with the expected date of conclusion and a progress update for the next meeting.**

**Action Point: Alan Swift to incorporate into the RAG report the values of level 1 and level 2 projects (point 15 of the outline remit)**

**Action Point: Mark Higgins to reword the remit regarding the monitoring the delivery of HR projects to establish if they are on track.**

**Action Point: Alan Swift to produce a paper for the next meeting outlining how the current HR policies are legislation compliant. Alan Swift will also provide a copy of all policies to all Committee members.**

- 2.3 The Committee agreed that in future significant changes to people policies should be put to the People Committee for approval.

**Action Point: Mark Higgins to reword the remit regarding the approval of policies.**

- 2.4 The payment of legal claims or ex-gratia payments above £50,000 was discussed. It was agreed that the Committee would monitor claims or payments relating to

staff and members of the public and authorise any such payments for more than £10,000 but for less than £50,000.

- 2.5 Eric McQueen advised of significant changes to the SCS Equality and Diversity policy over the last year. A new policy had been drafted with consultation due to take place at the end of November. The Committee would receive a presentation on the new policy along with a summary of responses to the consultation.

**Action Point: Eric McQueen to arrange for a presentation on Equality and Diversity at the next meeting.**

### **3. Presentation on People Management in the SCS**

- 3.1 Alan Swift gave a presentation on People Management in the SCS detailing the mission statement, structure, management tools, primary HRU projects for 2010/11 and current primary HR issues. There were no specific questions relating to the policies or procedures currently in use in SCS.

### **4. HR Annual People Scorecard (SCS/PC/Oct10/02)**

- 4.1 The Committee considered and discussed the HR Annual People Scorecard.

Alan Swift agreed to compile a report for each People Committee meeting detailing dismissals, serious Health and Safety incidents and significant HR issues including ex gratia payments as set out in paragraph 2.4 above.

### **5. HR People Strategy 2008-2011 (SCS/PC/Oct10/03)**

- 5.1 The HR People Strategy was summarised by Alan Swift. A review will commence in the first half of 2011, reacting and aligning to the outcomes of the Spending Review.

**Action Point: Alan Swift to update the Committee on the issues taken forward in various projects outlined in the HR People Strategy over the period 2008 – 2011.**

- 5.2 There was a discussion regarding the grades of staff and their mobility. Alan Swift advised that staff mobility will be reassessed in the future.

### **6. HR People Management in the SCS (SCS/PC/Oct10/04) & (SCS/PC/Oct10/06)**

- 6.1 Alan Swift summarised the People Management in SCS document which was designed to make managers and staff aware of their responsibilities and those of HR and the SCS Board.

- 6.2 The Committee noted that a Review of Legal Staff within SCS was being carried out and was due for completion in February 2011. It was agreed that further information would be submitted to the Committee on completion of the review.

### **7. Annual Leave for staff with less than 10 years service (SCS/PC/Oct10/05)**

- 7.1 *The record of the discussion under this agenda item is considered confidential and exempt from publication.*

## **8. Any Other Business (SCS/PC/Oct10/06)**

### **SCS Structure and Staff Deployment**

- 8.1 Eric McQueen issued two handouts, the Senior Management Structure and a process perspective presentation which showed an overview of staff duties in the SCS and how they are deployed.

**Action Point: Secretariat to circulate the Senior Management Structure and the process perspective presentation to Jean Lindsay and Sheriff Stewart.**

### **Briefing New Members of Committee**

- 8.2 It was agreed that Eric McQueen and/or Alan Swift would meet with Jean Lindsay and Sheriff Stewart to provide a briefing on the papers discussed at today's meeting.

**Action Point: Secretariat to arrange a meeting with Eric McQueen/ Alan Swift, Jean Lindsay and Sheriff Stewart prior to the next meeting of the Committee.**

### **Future Meetings**

- 8.3 Eric McQueen suggested that the Committee should identify a people issue or discussion topic around a policy or topical matter, to allow for a purposeful and focussed staff engagement session with court staff when meetings were held in local courts and offices. The Committee agreed and asked Alan Swift to discuss with Eddie Burrows a possible discussion topic for the next meeting which would be relayed to court staff in advance.

**Action Point: Alan Swift and Eddie Burrows to discuss and identify a topic for a staff engagement session at the next meeting of the Committee.**

## **9. Date of the Next Meeting**

- 9.1 In closing the meeting, the Chair thanked Elizabeth Young and her staff for hosting the meeting in Dumfries Sheriff Court and Justice of the Peace Court.
- 9.2 To be held in late January – Livingston Sheriff Court.