

MINUTES

SCTS PEOPLE COMMITTEE

MEETING: 6 May 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
Billy Harkness, Non-Executive External Member

Also Attended:

Alan Swift, Director HR, SCTS
Lesley Powley, Corporate Training & Development Manager, SCTS
Brian Carroll, TUS
Rosemarie Smith, TUS
Karen Lawrie, Executive Support Officer, SCTS (Minutes)

Apologies:

David Fraser, Acting Chief Operations Officer, SCTS

1. Welcome and Introductions

1.1 The Chair introduced Lesley Powley, Corporate Training & Development Manager and Rosemarie Smith to the meeting. Members were advised that Rosemarie had recently been voted into the post of TUS Branch Chair for SCTS.

2. Minutes of the Meeting of 9 February 2015

2.1 The minutes of the last meeting were approved.

3. Matters Arising

3.1 There were no outstanding actions from the last meeting.

Risk Register

3.2 The Committee were advised that due to the introduction of a new system for recording Corporate Risks, the HR risk register would not be available for review at this meeting. The criteria for identifying risks remained the same and the new HR risk register would be available at the next meeting.

4. Revised Plans for People Strategy for 2016-19 (SCTS/PC/May15/01)

4.1 The Executive advised that due to the planned retirement of the current HR Director in summer 2016 it was considered that an incoming Director would need to be fully engaged and supportive of the direction of any strategy they were tasked with delivering. The recruitment of a new HR Director was currently in its early stages to allow a staged handover period and also to allow the new HR Director to drive forward the development of a new strategy.

4.2 In view of the planned change the Executive proposed to defer the development of the People Strategy 2016-19 for a period of 10 months to allow it to be taken forward by the new HR Director.

4.3 Members were reassured that continuity of direction and a handover period would ensure that issues of cultural fit and organisational sensitivity were covered and **approved** the revised arrangements proposed for the development of the new People Strategy in early 2016 rather than 2015. It was also agreed that the Committee would be kept informed of the recruitment process for a new HR Director.

Action: The Executive to provide the Committee with an update on the recruitment process for the new HR Director at the next meeting.

5. Revised HRU Business Plan 2015-16 (SCTS/PC/May15/02)

5.1 At the last meeting the Committee approved the HRU Business Plan subject to the views they expressed being incorporated in the revised document. The final Business Plan had now been reviewed by the SCTS Executive Team against corporate objectives and budget allocation. Funds had been made available for one additional technical trainer to prepare for the increased design and delivery work arising out of the court reform agenda. A contingency plan was being developed should the mid-2015 budget review not allow for the provision of a further resource to provide additional technical training capacity.

5.2 Members raised concern regarding the possible demands on the Technical Training Team due to the forthcoming changes in court reform legislation, however they were assured by the Executive that alternative trainers could be made available in the form of local champions or the development of specific e-learning packages.

5.3 Members were content with the revised HR Business Plan.

6. Review of Learning and Development Activity 2014-15 (SCTS/PC/May15/03)

6.1 The Committee considered a review of learning and development activity undertaken in 2014-15, noting the positive feedback received from the staff in the 2014 staff survey which resulted in SCS being ranked 5th out of 102 organisations, a 4% increase in the previous year. Members agreed that the review provided assurance on the work being carried out in SCTS for staff learning and development.

6.2 Plans to introduce new technology to improve the timing of learning delivery at the point it was needed was welcomed by members.

7. Professional Standards in Court Administration

7.1 Lesley Powley provided a presentation detailing the development work underway to create Professional Standards in Court Administration (PSiCA). Plans are in place to pilot aspects of the proposed framework during this year's AO Development Programme. Members discussed how the roll out of the of the PSiCA would impact on courts, especially smaller courts and were pleased to note that support would be put in place to allow staff in smaller courts to have the same opportunities as those based in larger courts.

8. Car Leasing – Evaluation of the Pilot (SCTS/PC/May15/04)

8.1 Following the introduction of the car leasing scheme in late 2014, a small number of staff had obtained vehicles through this scheme. The Committee reviewed and **approved** the proposed methodology for the evaluation of the car leasing project

9. Zero Hours Contract Update (SCTS/PC/May15/05)

9.1 The Committee received an update on the use of Zero Hours contracts in SCTS, noting that in all cases staff had been offered the opportunity to convert to part time contracts. However, some staff preferred the Zero Hours option because the flexibility it offered suited their circumstances.

9.2 Members agreed that, as this matter would be covered in detail in the Annual HR Scorecard, no further specific updates were required unless there were changes in the legislation surrounding them in the future.

10. SCTS Merger Update (SCTS/PC/May15/06)

10.1 The Executive advised that on 1 April the SCS and STS had merged into the renamed Scottish Courts and Tribunals Service (SCTS). All but two Tribunals staff had accepted the SCTS terms and conditions of employment.

10.2 The Committee commended the valuable preparatory work done by HR staff that provided advance training and familiarisation sessions for the Tribunals staff and allowed the transition to take place successfully.

11. Employment Law Updates (SCTS/PC/May15/07)

11.1 A report detailing the recent updates to the Employment Law policies that may impact on SCTS was reviewed.

11.2 Members discussed changes to the Public Service Pensions Regulations which came into force on 1 April 2015 for a large number of SCTS staff, however were pleased to note staff had received regular updates regarding the proposed changes and the impact they may have on individuals.

11.3 The Executive advised that guidance from the Cabinet Office was expected regarding the implementation of arrangements for regular non-guaranteed overtime being included in holiday pay calculations. Preparatory work was underway in SCTS to establish the impact this change in legislation may have on SCTS staff.

12. Any Other Business

12.1 There were no further matters for discussion.

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

- HR Project Tracker
- HR Measures for SCTS Board
- HR Policy Update
- Dignity at Work Contact Information

The content of the reports were noted and no matters of concern were raised.

13. Date of the Next Meeting

13.1 The next meeting would be held on 2 September 2015.