

## MINUTES

### SCTS PEOPLE COMMITTEE

MEETING: 15 August 2018, Parliament House, Edinburgh

#### Present:

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

#### Also Attended:

David Fraser, Chief Operations Officer, SCTS  
Lisa Sellars, Director HR, SCTS  
Noel Rehfisch, Corporate Secretary, SCTS  
Brian Carroll, PCS  
Rosemarie Smith, PCS  
Richard Perrie, Planning, Projects and Risk Manager, SCTS (Minutes)

#### Apologies:

Sheriff Susan Craig, Non-Executive Member  
Jessica MacDonald, Director Education and Learning, SCTS

#### 1. Declaration of Interests

1.1 There were no new declarations of interest from Members.

#### 2. Welcome and Apologies

2.1 The Committee welcomed Sheriff Aisha Anwar, Sherifffdom of Glasgow and Strathkelvin, to the Committee and introductions were exchanged. Existing Members looked forward to working with Sheriff Anwar throughout her tenure.

#### 3. Minutes of the Meetings of 14 February and 9 May 2018

3.1 The minutes of both the February and May meetings were approved formally as the meeting of 9 May 2018 had not been quorate.

#### 4. Action Points and Matters Arising

4.1 There were no outstanding action points from the previous two meeting.

4.2 The Chair summarised the key business covered at the SCTS Board meeting in June that had a bearing on people related matters. The SCTS Board had visited courts in Fort William, Portree and Stornoway, and the meeting was successfully conducted by video conference from the three locations. Board members had the opportunity to meet and discuss issues with the staff working in these smaller, remote courts. The working environment and location differed from that experienced in larger courts and the Board were impressed with both the commitment and flexibility of the staff with whom they met.

## **5. Presentation – Target Operating Model (TOM): Update on Progress**

5.1 The Committee received a presentation on the development of a future operating model which operational managers were fully involved in its development. A set of core principles had been developed with senior operational managers around themes including People, culture & leadership and customer experience. This work had been carried out to ensure that operational managers, whose engagement would be central to successful delivery of the TOM in future, had the opportunity to be involved in setting the principles and to build ownership of the change that would be required to ensure that the organisation continued to deliver its purpose effectively.

5.2 In discussion it was noted that the model's development had been informed by the corporate strategies the organisation already had in place. It was noted that there were a number of key dependencies that would dictate both the pace of change and the effective implementation of the model including: the ability to invest in and deliver digital reform as set out in the SCTS Digital Strategy; the importance of maintaining focus and momentum on the longer-term vision amongst busy operational managers; and the need to explore user and customer views on proposed changes, to ensure that these delivered benefit. The Committee welcomed the approach and principles set out, noting that delivery of a number of these would depend on successful implementation of the SCTS People Strategy.

## **6. Draft Annual Report to the SCTS Board (SCTS/PC/Aug18/24)**

6.1 Members reviewed the draft Annual Report to the SCTS Board that summarised the work of the Committee over the period December 2017 to November 2018 and set out priorities for the coming year. The Committee were content with the draft report, and looked forward to submission of a final draft at the next meeting. Any further comments on the report were invited to be submitted in correspondence to the Secretariat.

## **7. HR Unit Structure**

7.1 An update on the revised HR Unit structure was presented to the Committee. Members noted that substantive recruitment to a number of key senior vacancies had been successful and that consideration needed to be given to the structure of the payroll team.

## **8. People Scorecard 2017-18 (SCTS/PC/Aug18/25)**

8.1 Members reviewed the People Scorecard for 2017-18. It presented a range of data on the organisation's staffing structure and related HR metrics. Detailed analysis of the measures provided would be conducted ahead of the next meeting of the Committee and the views of members on particular areas of focus were invited. Members noted the high standard to which the Scorecard, and other papers for the meeting, had been produced. It was agreed that the detailed analysis should provide information on key trends, comparisons with previous years, weighting of relevant data to enable comparability and presentation which ensures that charts can be interrogated by all readers.

## **9. Attendance Management and Wellbeing (SCTS/PC/Aug18/26)**

9.1 The Committee reviewed a report that provided information on sickness absence for the period 1 April 2017 – 31 March 2018, and noted the overall reduction in sickness absence levels. The impact of the Wellbeing initiative was acknowledged in this area and it was noted that a review of the Absence Management Policy was on track. The Committee commended the work carried out in this area over the past 12 months and called on the Executive to continue relevant initiatives – ensuring a focus on increasing consistency of practice wherever possible.

## **10. Employment Tribunal (SCTS/Aug18/26)**

10.1 The Committee were updated on current employment tribunal cases. Correspondence received in connection with one of the cases was brought to the attention of the Committee and would be shared with Members.

## **11. AOB**

11.1 The Committee commended the joint work of both the Executive and the PCS Union in reaching and implementing the Pay Award for 2018. This demonstrated strong partnership working which had led to a good result for staff

11.2 Members requested an update on the various strands of equalities related activity under way across the organisation at the next meeting, so that they could be fully appraised of the work in progress.

**ACTION: The Executive to prepare a paper providing an overview of equalities activities to be prepared for the next meeting of the Committee.**

## **12. People Committee Performance Appraisal 2017-18**

12.1 All non-Committee Members were asked to vacate the meeting whilst Members reviewed their assessment of Committee performance and the support received from the organisation over the past year.

12.2 A report collated from Members' feedback was discussed. Members agreed that the Committee continued to function effectively and that the support provided by the Executive was of a good quality. In the coming year a focus on supporting delivery of the People Strategy would be a priority. Members agreed that the structure of their meetings could be amended slightly to ensure that the core of each meeting consisted of a substantive and strategic discussion on progress made towards delivery of one of the key themes set out in the People Strategy.

## **13. Papers for Scrutiny / Exception Reporting Only**

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

- HR Project Tracker
- HR Measures for SCTS Board Scorecard
- HR Policy Update
- HR Risk Register
- Time and Attendance Project Update
- Pay Award Update
- Brexit Update
- GDPR Update
- Glasgow Tribunals Centre report

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

## **14. Date of Next Meeting**

14.1 The date of the next meeting was 31 October 2018.