



MINUTES

SCOTTISH COURT SERVICE PEOPLE COMMITTEE MEETING: 7 October 2013, PARLIAMENT HOUSE, EDINBURGH

Present:

Johan Findlay, Non-Executive Member, SCS Board (Chair)
Sheriff Nikola Stewart, Non-Executive Member (external)
Julie Ward, Non-Executive Member (external)
Jean Lindsay, Non-Executive Member (external)
Cliff Binning, Chief Operations Officer, SCS
Alan Swift, Director HR, SCS

Also Attended:

Eddie Burrows, TUS
Brian Carroll, TUS
Karen Lawrie, Executive Support, Secretariat, SCS, (Minutes)

Apologies:

Mark Higgins, Non-Executive Member, SCS Board
Elaine Noad, Non-Executive Member (external)

1. Welcome

1.1 The Chair welcomed those present. Apologies were noted from Mark Higgins and Elaine Noad.

2. Minutes of the Meeting of 8 August 2013

2.1 The minutes of the last meeting were approved.

3. Action Points and Matters Arising

3.1 There were no matters arising which would not be discussed elsewhere on the Agenda.

3.2 Outstanding action points were cleared or updated.

- *The Executive Team to discuss Risk 770 currently on the HR Risk Register to decide if it is appropriate for inclusion on the Corporate Risk Register. The Executive will report back to the Committee at the February Meeting.*

Action: The Executive will report back at the February meeting on the status of Risk 770.

3.3 Following the discussion on Risk 770 a wider discussion took place about the impact on SCS staff of the wider court reform agenda.

Action: It was agreed that the Executive would give a presentation to the Committee setting out the programme and milestones for change as they apply to Court Structures, Court Reform and People Management.

4. Skills on Line (SCS/PC/Oct13/36)

4.1 The Executive explained that following upgrades to HR systems, Skills on Line (SOL) was introduced within the appraisal system (IPR) to allow staff skills to be recorded. Each

post has attributes such as grade and job function/duties which allows specific key skills to be identified for each post and for staff to be assessed against those skills. This is the basis of the SOL system.

4.2 The Committee reviewed the initial reports from the SOL system noting how the information was presented. It was suggested that it would be beneficial to have an overall percentage marking for each Sheriffdom/Business Unit in the Index Report. The Executive accepted this suggestion and will incorporate the data in future reports.

4.3 The Committee **agreed** that the system would become a valuable tool allowing managers at Senior and local level insight into the skills competence of SCS staff.

5. Staff Rotation (SCS/PC/Oct13/37)

5.1 Members discussed the benefits of staff rotation in courts as well as the complexities involved in the implementation of role changes, accepting that in smaller courts this may happen naturally while in larger courts this had to be managed by local managers.

5.2 The Committee agreed that while current arrangements for job rotation are satisfactory there is a need for a clearer policy framework to lead to more effective and consistent practice at a local level.

Action: Executive to develop a policy framework to allow a more effective and consistent practice for job rotation at a local level for the commencement of the 2014-15 appraisal year.

6. Zero Hours Contracts – (SCS/PC/Oct13/38)

6.1 Following a discussion at the last meeting a review of the use of zero hours contracts within SCS had been carried out. Meetings were held with staff employed on a zero hours contract and HR staff resulting in 19 people accepting a move to a part-time contract. There is a proportion of staff remaining on zero hours contract as that is their own personal preference but those individuals had signed a waiver indicating that they preferred this type of contract to any other contract, even though a part time contract may have financial benefits.

6.2 The Committee welcomed the proposed revision of a policy document which would provide guidance for managers on the use of zero hours contracts and that a further review would be carried out at the end of January 2014, the results of which would be fed back to the Committee.

Action: Executive to provide the Committee with sight of the revised policy and guidance relating to the use of zero hours contracts.

7. Staff Survey (SCS/PC/Oct13/39)

7.1 Members noted that during the last eight months the Executive Team had taken positive steps, to respond to the issues raised in the Staff Survey 2012.

7.2 The Committee were informed that the Staff Survey 2013 was now underway and would close at the end of October 2013. They were keen that the Executive update them on the results of the staff survey at a future meeting, to allow comparison with the results of the Staff Survey from 2012.

8. Staff Absence in 2012-13 (SCS/PC/Oct13/40)

8.1 Figures showing details of short term and long term absences in SCS were analysed by members, who were pleased to find that the current absence level of working days lost per staff member, was lower than the Civil Service average.

8.2 The application of the SCS Attendance Management Policy was discussed, and members questioned whether managers were being sufficiently robust in giving warnings, particularly for short term absence when trigger points were being breached. The Executive advised that over the next six months HR will be working closely with managers to raise awareness of how to support and manage employees.

9. Annual Report to SCS Board (SCS/PC/Oct13/41)

9.1 The Committee was content with the details in the annual report however it was agreed that Performance Management and Performance Appraisal should be added to the priorities for the coming year.

10. HR Risk Register (SCS/PC/Oct13/42)

10.1 The Committee reviewed the Risk Register. The rating and appropriateness of risk on the reward system was discussed and it was agreed that Alan Swift would discuss this with the Executive Team and report back to the Committee at the next meeting.

Action: Alan Swift to discuss the risk on staff reward with the Executive Team and report back at the next meeting.

11. People Committee Annual Appraisal 2012-13 (SCS/PC/Oct13/43)

11.1 The Committee discussed the findings from the Annual Appraisal 2012-13. They were content with the progress the Committee had made throughout the year and welcomed attendance at the meetings by specialists from HR to give insight when required.

11.2 It was agreed that a calendar of key topics would be circulated to members to allow them to anticipate matters arising and to allow for better agenda management.

Action: Secretariat to circulate a calendar of key topics to members.

12. Any Other Business

HR Measures

12.1 The Committee asked why Diversity was not included in the HR Scorecard submitted to the SCS Board. The Executive advised this was covered in the HR Annual People Scorecard which is a published document available on the SCS website. There was also an Equality Advisory Group that ensures the SCS Board is notified of any specific diversity issues.

12.2 The proposed tolerances for each indicator under HR measures were discussed, specifically if they were sufficiently challenging. It was agreed that Alan Swift would review the tolerance levels and red, amber, green rating and update as necessary.

Action: Alan Swift to review the tolerance level and colour rating advising the Committee of updates at the next meeting.

12.3 The next meeting will be on 10 February 2014.