

MINUTES

SCTS PEOPLE COMMITTEE

MEETING: 13 February 2019, 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
Sheriff Susan Craig, Non-Executive Member

Also Attended:

David Fraser, Chief Operations Officer, SCTS
Lisa Sellars, Director HR, SCTS
Karen Lawrie, Secretariat Business Manager, SCTS
Jane Hutchison, Head of HR Information Systems, SCTS
Kasia Zduniak, Equality and Diversity Manager, SCTS (Item 7 only)
Brian Carroll, TUS
Rosemarie Smith, TUS
Tara McNamara, Executive Support Officer, SCTS (Minutes)

Apologies:

Anne Scott, Non-Executive Member
Jessica MacDonald, Director Education and Learning

1. Declarations of Interest

1.1 There were no declarations of interest from Members.

2. Welcome and Apologies

2.1 The Committee welcomed Jane Hutchison, Head of HR information Systems to the meeting.

3. Minutes of the Meeting of 31 October 2018 (SCTS/PC/Oct/18)

3.1 The minutes of 31 October 2018 meeting were approved.

4. Action Points and Matters Arising

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

Update from the SCTS Board

4.2 The chair highlighted discussions from the November 2018 and February 2019 meetings of the SCTS Board which had a bearing on matters relating to the People Committee.

4.3 Members had attended the recent Joint SCTS Board Committee Corporate Risk Workshop which followed the February 2019 Board meeting. The workshop had given attendees from the three committees the opportunity to review the SCTS Corporate Risk Register and consider new or emerging risks that may arise over the coming two-three years.

5. Staff Survey 2019 – Presentation

5.1 The Committee reviewed analysis of the results of the Staff Survey 2018. Members welcomed the results, acknowledging the 2018 SCTS Staff Survey showed an increased proportion of staff had responded to the survey. The SCTS engagement rating of 65% showed continued improvement and demonstrated that SCTS was one of the highest performers in Scotland.

5.2 The Committee reviewed the results of the survey and considered a number of areas in detail. It was acknowledged that further improvements could be made in areas such as Bullying and Harassment through the continued promotion of the Dignity at Work (DAW) Policy. This would be an area of focus for the organisation moving forward. The continued partnership approach with the PCS union in responding to the survey at both national and local levels through local action plans was welcomed; in addition participation levels in two of the larger courts would be investigated.

ACTION: The Executive to review and compare staff survey participation levels in courts to identify if there is any correlation in participation levels and the size of the court.

6. Update on Dignity at Work – (SCTS/PC/Feb19/01)

6.1 The Staff Survey results in relation to discrimination, bullying and harassment for 2018 was discussed by Members. Senior managers were involved in the development of local Staff Survey Action Plans which would include objectives relating to Dignity at Work (DAW) issues, in order to continue to address the results. A variety of focussed work had been carried out over the past year aimed at raising awareness of DAW and the importance of SCTS values and behaviours.

6.3 The Committee acknowledged ongoing commitments to raise awareness of DAW in SCTS. It was suggested that previous work carried out could be used as a reminder to staff of the effective action taken since previous Staff Surveys, using a 'You Said, We Did' approach.

7. Overview of the Equalities Activities within SCTS - (SCTS/PC/Feb19/02)

7.1 The Committee welcomed Kasia Zduniak, Equality and Diversity Manager to the meeting. An overview of the equalities activities and the different stands of work ongoing within SCTS to ensure that legislation obligations were being met as well as continuing the organisation's commitment to attract, recruit and retain diverse employees was presented.

7.2 The Committee received an update on three key activities ongoing within the organisation:

British Sign Language Plan

- Progress on the Mainstreaming Equality Report actions and the publication of the British Sign Language (BSL) plan (2018-2024) demonstrates SCTS's commitment to supporting BSL users in a daily and public life in Scotland. It was noted that SCTS were the only organisation from the Justice Sector to have their own plan.

Moving Forward – CashBack for Communities

- A pilot scheme is currently being trialled in Falkirk Sheriff Court with the National Autistic Society's Moving Forward project, funded by CashBack for Communities. In preparation for the pilot a number of steps were taken to raise awareness amongst staff about autism. Members welcomed the overview and looked forward to updates on the pilot at a future meeting.

SCTS Staff Equality Network (formerly PCSG)

- In December 2018 the decision was made to move the SEEN Network to a virtual environment via the Equality Hub allowing members to participate more fully and not be restricted to their attendance at meetings. Members are now able to post to the Equality Hub any relevant information.

7.3 A revised set of Equality Outcomes was currently being drafted, together with the next Mainstreaming Equality Report, due in April 2019. Working alongside HRU the proposed draft outcomes at this stage would:

- Improve the accessibility of our services
- Improve accessibility of our employment
- Promote awareness and understanding of equality and diversity within our organisation

7.4 The Committee recognised the comprehensive work ongoing within SCTS regarding Equality and Diversity. Members recommended Project Search, a funded programme in place to assist young people with disabilities to obtain employment, which may assist SCTS in the recruitment of young people in the organisation.

8. HRU Structure Update

8.1 An update on the revised HR Unit structure was provided to the Committee.

8.2 The HR Senior Management Team had been successfully recruited. A full review of people systems was underway, the first step involves a collaborative scoping exercise to establish the various business and HR requirements.ly

9. Review/Discussion of Other Papers (SCTS/PC/Feb19/03-07)

9.1 The following papers were provided for scrutiny/exception reporting only:

- HR Policy Update - (SCTS/PC/Feb19/03)
- HR Risk Register - (SCTS/PC/Feb19/04)
- HR Measures for SCTS Board - (SCTS/PC/Feb19/05)
- HR Project Tracker - (SCTS/PC/Feb19/06)
- Employment Tribunal - (SCTS/PC/Feb19/07)

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

10. Any other Business

10.1 None.

11. Date of the Next Meeting

11.1 The date of the next meeting is 15 May 2019

12. Deep Dive Session – HR Process & Systems Review – (Presentation)

12.1 The Committee welcomed Jane Hutchison (Head of HR Information Systems) to the meeting, to explore SCTS's HR Process and Systems Review presentation.

12.2 Committee Members received an outline on current systems which identified the organisation operates a multiple number of individual standalone systems. These systems are dated and not fully compliant with the SCTS Digital Strategy. The presentation highlighted the requirement for a systems review:

12.3 The need to review and develop the HR systems was previously identified within the HRU Business Plan. Investment in transformation of HR systems was required in order to deliver excellent customer service and provide cost efficient effectively integrated solutions. Replacement or improvement of core HR and payroll solution must be delivered by November 2020.

12.4 Committee Members thanked Jane for the comprehensive overview into the HR Process and Systems Review and looked forward to receiving updates on the project going forward at future meetings.

Scottish Courts and Tribunals Service
February 2019