

MINUTES

SCTS PEOPLE COMMITTEE

MEETING: 16 November 2016, Parliament House, Edinburgh

Present:

Johan Findlay OBE JP, Non-Executive Member, SCTS Board (Chair)
Dr Kirsty Hood QC, Non-Executive Member, SCTS Board
Julie Ward, Non-Executive External Member
Sheriff Susan Craig, Non-Executive External Member
Elaine Noad, Non-Executive External Member
Billy Harkness, Non-Executive External Member

Also Attended:

Stephen Humphreys, Executive Director Judicial Office for Scotland, SCTS
Christina Mellon, Director HR, SCTS
Lisa Sellars, Head of HR Business Partnering, SCTS
Bryan Goodfellow, Head of HR Service Delivery, SCTS
Brian Carroll, PCS
Rosemarie Smith, PCS
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

1. Welcome and Introductions

1.1 The Chair welcomed attendees to the meeting and noted that no apologies were received for this meeting.

2. Minutes of the Meeting of 31 August 2016

2.1 The minutes of the last meeting were approved.

3. Action Points and Matters Arising

3.1 There were no outstanding actions from the last meeting.

3.2 The Chair provided an update on the SCTS Board Meeting in October, when the Board visited the Sheriff and JP Courts at Kilmarnock, Dumfries and Ayr ahead of the formal meeting. Members commented on the professionalism of all the staff they met and the positive working relationships in place with local partners. The latest position on the draft feasibility report was provided, which will set out options for the devolution of reserved tribunals, noting progress made so far.

4. HR Risk Register (SCTS/PC/Nov16/30)

4.1 Members reviewed the HR Risk Register. It was agreed that all risks were being managed effectively, however they suggested that the risks must be carefully monitored during this ongoing time of change throughout the organisation.

4.2 The differences between the HR Risk Register and Corporate Register was discussed. The Executive agreed to review the risks on both risk registers and to share the Corporate Risk Register at future meetings to assist the Committee in their review of risk.

Action: The Executive to share the Corporate Risk Register at future meetings and to review alignment of the HRU Risk Register.

5. Partnership Working – Staff Engagement (SCTS/PC/Nov16/31)

5.1 The commitment by the SCTS towards staff engagement and working in partnership with the PCS Union was detailed. Staff Engagement Events across the organisation were taking place throughout the last quarter of the year and would be attended and supported by the Chief Executive and Executive Directors.

5.2 The events that had taken place so far had been met positively. Formal feedback would be collated after all events had taken place and would be considered by the Staff Engagement Group, which has two PCS Union representatives. The Committee congratulated the Executive on these events, citing them as a valuable in promoting staff engagement and agreed that it remained a corporate priority of the SCTS.

6. Employment Law Update (SCTS/PC/Nov16/32)

6.1 The paper set out recent and upcoming employment legislation, the likely impact to the SCTS and action planned or taken in order to ensure compliance. It was noted that there was potential for significant change in this area due to the impact of Brexit which would require careful monitoring

7. The People Strategy (SCTS/PC/Nov16/33)

7.1 An update was provided on the development of the People Strategy. Each Staff Engagement Event included a session dedicated to the People Strategy to obtain views and input from staff. This would inform the drafting of the People Strategy, along with the new Corporate and Business Plans and other key business strategies such as the IT Strategy and the Finance Strategy. External research and benchmarking against excellence and best practice was also planned, members agreed this was an important factor in shaping the People Strategy.

8. Civil Service Staff Survey (SCTS/PC/Nov16/34)

8.1 Limited information on the results of the Civil Service Staff Survey 2016 was available at this time. The Executive thanked the PCS Union for their partnership work and endorsement of the Survey to their members. A full analysis of the results would be presented to the Committee at the next meeting.

Action: The Executive to circulate 2016 Staff Survey results to the Committee when released.

9. Pay Award 2016 (SCTS/PC/Nov16/35)

9.1 The Pay Award 2016 had been approved and was actioned in the October payroll. Discussions with the PCS Union had taken place and it was recognised that the SCTS offer was in line with Scottish Government Pay Policy. It was agreed that there was value in negotiations between the SCTS and PCS Union commencing earlier in the process for the next pay award.

9.2 Members discussed other benefits available to staff, with interest in the Instant Reward system.

Action: The Executive to provide an update on SCTS Instant Reward Policy and its usage at the next meeting.

10. Update on Optimum Time and Attendance System (SCTS/PC/Nov16/36)

10.1 An update was provided on the new Optimum Time and Attendance System. Optimum would be more intuitive and easier to use than the current system, realise time savings in processing absence data for HR administrative staff and rationalise HR IT systems as Optimum would integrate directly with HR Connect. Emphasis was being placed on rigorous testing of the system to ensure that it was robust and ready for roll out in the planned timescales and on the development of suitable training materials for staff.

11. Employment Tribunal – Briefing (SCTS/PC/Nov16/37)

11.1 *The record of this discussion is considered confidential and exempt from publication*

12. Investors in People (SCTS/PC/Nov16/38)

12.1 The Executive Team had considered and decided not to proceed with Investors in People reaccreditation. This view was endorsed by the Committee. Members agreed that the ongoing staff engagement events and the annual staff survey the SCTS had existing and effective internal ways of obtaining genuine feedback around both people management and wider organisational issues.

13. Untaken Annual Leave – Update (SCTS/PC/Nov16/39)

13.1 Untaken Annual Leave had been a standing agenda item for a number of years. The Executive advised that at the time of the meeting, there were no known issues or concerns about the organisation as a whole. Concern was raised regarding small pockets within the organisation where annual leave management remained an issue. The Executive agreed to provide an update at the next Committee meeting.

Action: The Executive to provide a further update on Untaken Annual Leave to the Committee at the meeting in February 2017.

14. Annual Report to the SCTS Board (SCTS/PC/Nov16/40)

14.1 Members were content with the final draft of the report to the SCTS Board, subject to minor amendments highlighted in discussions.

Action: The Executive to update the Annual Report to the SCTS Board based on the comments received from Members.

15. Any Other Business

15.1 This was the final meeting for lay members Julie Ward and Elaine Noad, who were appointed to the Committee in February 2013 and had served two periods of appointment. The Chair thanked them both for all of their work and valuable contribution throughout their time on the Committee.

16. Papers for Scrutiny/Exception Reporting Only

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

- HR Project Tracker

- HR Measures for SCTS Board Scorecard
- HR Policy Update
- DAW Data from Contact Team

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

17. Date of Next Meeting

17.1 The date of the next meeting was 15 February 2017.

Scottish Courts and Tribunals Service
November 2016

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