

MINUTES

SCTS PEOPLE COMMITTEE

MEETING: 18 May 2016, Parliament House, Edinburgh

Present:

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

Also Attended:

Stephen Humphreys, Executive Director Judicial Office for Scotland, SCTS
Alan Swift, Director HR, SCTS
Brian Carroll, PCS
Rosemarie Smith, PCS
Karen Lawrie, Secretariat Business Manager, SCTS
Hollie Gibson, Executive Support Officer, SCTS (Minutes)

Apologies:

Elaine Noad, Non-Executive External Member
Sheriff Susan Craig, Non-Executive External Member

1. Welcome and Introductions

- 1.1 The Committee welcomed Hollie Gibson who would now provide the Secretariat for the People Committee.
- 1.2 Sheriff Susan Craig sent her apologies for the meeting as she was attending the annual SCTS Celebration of Success event.

2. Minutes of the Meeting of 3 February 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 An update was provided by the Chair on the Board Meeting discussions from March and May, which included:
 - Progress of the Scotland Bill – Devolution of Reserved Tribunals
 - The Evidence and Procedure Review – Next Steps Report, which detailed planned reforms in the summary criminal justice system.

4. Merger with Scottish Tribunals Service (SCTS/PC/May16/09)

4.1 The Committee reviewed the action taken by the Executive to successfully integrate Tribunal Operations staff into SCS on 1 April 2015 to form SCTS. It was noted that a large majority of tribunals staff accepted the SCTS terms and conditions. Following a period of transition tribunals staff would adhere to all aspects of the SCTS Travel and Subsistence policy from July 2016.

4.2 The Executive advised that initial strategic discussions had taken place at a senior level with the organisations involved in the transfer of the Reserved Tribunals and these would be ongoing in future months. Information sharing between the organisations and utilisation of the lessons learned during the recent merger with STS and SCS would allow the development of a HR Project Plan to allow a smooth staff transition.

5. Staff Survey 2015 (SCTS/PC/May16/10)

5.1 The Committee were appraised on the meetings that had taken place on a local level involving staff and the PCS to develop action plans and activities to address the issues identified through analysis of the Staff Survey 2015. The action plans had then been reviewed by Senior Managers and the PCS who noted the plans were dealing with important local issues while being well aligned with the main corporate themes.

5.2 The SCTS would have the opportunity to submit selected questions for use in the 2016 staff survey. Members suggested areas the Executive may wish to consider when they met to agree the local questions to be put forward.

6. Carers Policy (SCTS/PC/May16/11)

6.1 The Committee welcomed the positive impact the Carer's Policy has for staff within the SCTS. The Carers Policy, introduced in 2002, is run by the Carers Contact Team which is made up of staff from across the organisation and is unique to the SCTS. The Committee and the PCS congratulated Alan Swift for the pivotal role he had played in the development and implementation of the policy.

6.2 It was noted that the Carers Policy is in addition to statutory entitlements which staff can access.

7. Employment Law Update (SCTS/PC/May16/12)

7.1 A report detailing the recent updates to Employment Law policies and the likely impact and action required by the SCTS to comply with the changes in legislation was reviewed.

7.2 The Committee discussed the forthcoming changes in Overtime and Holiday Pay following a decision in a high profile tribunal. Preparatory work to establish the potential impact this could have on the SCTS had commenced.

7.3 In April 2016, the UK Government's compulsory national living wage was implemented. The Scottish Government promoted a voluntary scheme for businesses of the Scottish Living Wage and encouraged them to sign up to an accreditation scheme. Work is underway to investigate how the SCTS could become an accredited Scottish Living Wage employer which includes discussion with the SCTS contractors. It was noted that the SCTS pay rates for staff already take account of the Scottish Living Wage recommendations.

7.4 Changes in pensions and national insurance rates from April 2016 were raised by the PCS. It was noted that this would affect SCTS staff with it adversely impacting on take home pay for all grades.

8. HR Risk Register (SCTS/PC/May16/13)

8.1 The Committee reviewed the HR Risk Register noting that actions had been updated since the last meeting; however there were no significant changes to the ratings at this time.

8.2 The critical nature of the new Time and Attendance System was identified as a risk. Problems encountered with the functionality of the system had resulted in delays with the go live date.

8.3 The Committee were advised on the on-going transition from face to face training to on-line virtual learning tools where appropriate. Trainers were involved in the design of the online learning environments which could be tailored to fit an individual's specific training needs. The online tools were being developed by technical and corporate trainers working with a specialist contractor. Some of this work supports the development on the ICMS learning platform. It was noted that in order for these to be a success, investment in allowing staff time away from their desk for full engagement of the virtual learning would be necessary.

8.4 Members raised concerns that the future merger with the reserved tribunals was not mentioned in the Risk Register. It was noted that this was covered on the Corporate Risk Register, however this would be reviewed as the programme of transfers progressed.

9. Update on Recruitment of new Director HR (Oral)

9.1 The Committee was advised that interviews for the HR Director would take place on 20 May. Julie Ward had agreed to participate in the appointment process due to her role as a member of the People Committee.

10. Any Other Business

10.1 Committee members were advised the Annual Appraisal Exercise, which looks at the effectiveness of the Committee would take place prior to the next meeting.

10.2 The Chair advised that this would be Alan Swift's last People Committee meeting due to his retirement from SCTS. On behalf of the Committee, the Chair thanked Alan for his contribution to the work of the Committee since it was established in 2010.

11. Papers for Scrutiny/Exception Reporting Only

11.1 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.

12. Date of the Next Meeting

12.1 The next meeting would be held on 31 August 2016.

Scottish Courts and Tribunals Service
May 2016