

## MINUTES

### SCTS PEOPLE COMMITTEE

MEETING: 22 November 2017, 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  
Anne Scott, Non-Executive External Member  
Sheriff Susan Craig, Non-Executive External Member

#### Also Attended:

Lisa Sellars, Interim Director HR, SCTS  
Noel Rehfisch, Corporate Secretary, SCTS  
Jessica MacDonald, Head of Learning and Development Review, SCTS  
Brian Carroll, PCS  
Karen Lawrie, Secretariat Business Manager, SCTS (Minutes)

#### Apologies:

Professor Alan Boyter, Non-Executive External Member  
David Fraser, Chief Operations Officer, SCTS  
Rosemarie Smith, PCS

#### 1. Minutes of the Meeting of 23 August 2017

1.1 The minutes of the last meeting were approved.

#### 2. Action Points and Matters Arising

2.1 There were no outstanding action points from the last meeting.

#### 3. The People Strategy (SCTS/PC/Nov17/37)

3.1 Members received a presentation on the ongoing development of the SCTS People Strategy. It was noted that the strategy would align to the SCTS Corporate Plan 2017-20, specifically Strategy Priority 3, Skilled and Motivated People. The draft strategy outlined the key people themes and activities that SCTS would focus on to deliver its commitment to maintaining skilled and motivated people.

3.2 Members discussed the draft strategy in detail, acknowledging that the changing world of work was considered throughout the strategy. The Executive welcomed the constructive comments received from members which would be incorporated into a revised draft.

3.3 It was agreed that the final draft of the strategy would be shared with members in advance of the next meeting to allow further comments to be submitted. If members were content it would be submitted to the Board for approval in early 2018.

#### **4. Learning and Development Review (SCTS/PC/Nov17/23)**

4.1 The Committee considered the Learning and Development Review 2017 Interim Report introduced by Jessica MacDonald. The Review was an important part of delivering on the objectives contained in Strategic priority 3 in the SCTS Corporate Plan 2017-20 which committed the SCTS to assess and develop its approach to learning.

4.2 Members discussed the content and recommendations made in the interim report. They agreed that the review had been well researched, presenting a sound analysis of the current provision. The alignment of the rationale for development with the developing People Strategy was also welcomed. Committee members expressed strong views in favour of one of the options for reform proposed in the draft and provided detailed critique of why the other options should not be pursued. It was agreed that the final report would be shared with the Committee once produced.

4.3 The Chair thanked Jessica for sharing the interim report with the Committee.

#### **5. Annual Report to the SCTS Board (SCTS/PC/Nov17/39)**

5.1 Members reviewed and approved the final draft of their Annual Report to the SCTS Board, subject to minor amendments.

#### **6. AOB**

6.1 This was the Chair's last meeting of the Committee as her appointment to the SCTS Board was due to end in December. Members thanked Johan for the support, insight and work over the years as both a member of the Committee since 2010 and Chair of the Committee since 2013.

6.2 It was announced that Kirsty Hood would succeed Johan Findlay as Chair of the Committee.

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

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

- HR Risk Register
- Update on the Time and Attendance Project
- Employment Law Update
- Staff Survey 2017
- Pay Award 2017
- Employment Tribunal Cases Update
- HR Policy Update
- Wellbeing Initiative Update
- HR Project Tracker
- HR Measures for SCTS Board Scorecard

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

#### **8. Date of Next Meeting**

8.1 Wednesday 14 February 2018 at 10.30am in Parliament House, Edinburgh.

Scottish Courts and Tribunals Service  
November 2017