

MINUTES

SCTS PEOPLE COMMITTEE

MEETING: Wednesday 7 February – Hybrid, Parliament House, Edinburgh and via WebEx

Present:

Dr Sophie Flemig, Non-Executive Member, SCTS Board (Chair)
Anne Scott, Non-Executive Member, SCTS Board
Ruth Innes KC, Non-Executive Member, SCTS Board
James Saville, Non-Executive Member
Sheriff Wendy Sheehan, Non-Executive Member
Professor Alan Boyter, Non-Executive Member

Also Attended:

David Fraser, Executive Director Court Operations, SCTS
Lisa Sellars, Director HR, SCTS
Robin Holmes, Interim Director Education & Learning, SCTS
Steven D'Arcy, Corporate Secretary, SCTS
Katie Leighton, PCS (SCTS Branch Chair)
Alastair Young, PCS (SCTS Branch Secretary)
Karen Lawrie, Head of Secretariat, SCTS
Sarah Imery, Executive Support Officer, SCTS (Minutes)

Apologies:

No apologies were tendered

2. Declarations of Interest

2.1 There were no declarations of interest from Members.

3. Minutes of the Meeting

3.1 The actions of the meeting held on 5 December were approved.

4. Action Points and Matters Arising

4.1 The Chair provided an overview of discussions from the November 2023 and February 2024 board meetings.

4.2 Members were informed of the Reinforce Autoclaves Aerated Concrete (RAAC) present in Airdrie Sheriff Court. Contingency working arrangements were in place to allow some business to continue. The Committee commended the staff for their resilience in the current working environment. A further update would be provided at the next meeting.

5. Dignity at work update

5.1 The Executive provided a progress update on a review of SCTS approach to Dignity at Work (DAW). The Committee welcomed sight of the draft DAW policies and update on the progress, commenting on the clear improvement to the current version. Members highlighted

the importance of linking the SCTS and Judicial Policies. It was felt that the inclusion of the indicative timescales for each step for dealing with grievances would be beneficial. Members noted that the creation of a DAW toolkit was progressing. This would be shared with members once finalised.

6 Draft ELU and HR Business Unit Plan Objectives

6.1 The Executive gave an overview of the draft Business Unit plan objectives for ELU and HR for 2024-2025. Members acknowledged the ambition for the year ahead. They queried whether the organisation had the capacity to manage such a level of change, particularly as staff were having to contend with rising business volumes and the ongoing impact left by the COVID-19 pandemic (criminal case backlogs). Members suggested that the Executive should rank the objectives in order, focussing first on the “must do” with business as usual listed separately.

7. Deep Dive 1 – People Survey

7.1 The Committee welcomed Christina Bardsley, Senior HR Manager Engagement, Wellbeing and Organisational Development who provided an overview of the People Survey results 2023.

7.2 Members acknowledged the positive results, which showed improvements across all core areas of the organisations. Members agreed with the proposed areas that should be targeted by the Executive (Leadership and Managing Change; and SCTS values and behaviours). The Committee Members acknowledged the good progress made so far on the two year action plan, created following the 2022 People Survey Results.

7.3 Members advised that the focus should be on how we embed the values and behaviours and how we measure how successful we had been in doing so. Members highlighted the importance of celebrating success, and recognising good leadership.

8. Deep Dive 2 – Move to a 35 Hour Working Week

8.1 The Committee welcomed Clare Ugunlu, Senior HR Manager: HR Operations who provided an overview of the work underway in order to change contractual full time equivalent hours from 37 to 35. This change, which formed part of a two year pay deal agreement, would require to be implemented by 1 October 2024.

8.2 A working group had been established to develop an options and recommendations paper to move SCTS to a 35-hour working week. It was acknowledged that the changes would require an element of efficiencies across all areas to ensure the reduction in hours did not result in a loss of productivity. The recommendations from the working group would be presented to the Executive Team in May.

8.3 The Committee acknowledged the challenge of implementing a large scale change in a short period of time. There was general discussion on how such a change could be managed alongside operational business demands. The Executive advised that there was a range of policies in place to support flexible working and that new technology was in development that had the potential to greatly improve efficiency. The Governance arrangement of the project would be shared with the committee to provide assurance that the tight implementation date could be met. The Committee would receive an update in due course.

9. Committee forward look/horizon scanning

9.1 The Committee acknowledged the work that had gone into changing the format of the meeting. They had welcomed the shorter more concise paper format and sight of presentations ahead of the meeting. It was agreed this allowed more time for discussions.

10. Review/Discussion of Other Papers

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

- HR Risk Register
- ELU Risk register
- Key performance indicators
- HR Business Plan Tracker
- ELU Business Plan Tracker
- Learning Council Minutes
- Employment Tribunals

10.2 The Committee discussed one HR risk that was currently reporting as red. Members were assured that the Executive had a path to bring the risk back within acceptable risk tolerance levels. The Committee requested that if any risks or performance indicators were reporting as red, that there should be a specific item on the agenda for these matters to be discussed.

10.3 Members requested clear case outcomes to be added to the Employment Tribunal paper.

11. Any Other Business

11.1 The Executive informed the committee that CEO Eric McQueen would retire in August this year. The recruitment process was underway.

12. Date of Next Meeting

12.1 The next meeting on 1 May 2024. Members would have the option to attend in-person in Parliament House, Edinburgh or join virtually.

SCTS Secretariat
February 2024