

## **SCTS PEOPLE COMMITTEE REMIT**

1. The SCTS People Committee supports the SCTS Board and Executive in their strategic decision making relating to staff resourcing, deployment, wellbeing and skills. By doing so the Committee helps ensure that SCTS fulfils its core functions as set out in the Judiciary and Courts (Scotland) Act 2008 and meets its statutory and other obligations as an employer.

2. The Committee scrutinises and advises the Executive in the discharge of people-related functions and may also be delegated specific matters for advice or decision by SCTS Board. While not exhaustive, key functions performed by the Committee include:

- assessing and advising on key people policies and strategies;
- scrutinising evidence (including relevant performance information) on levels of staff engagement, resourcing, deployment, morale, skills and qualifications;
- assessing and reviewing key risks and issues which may impact on the ability of the SCTS to provide skilled and motivated staff now and in the future, and ensuring these are managed or mitigated effectively;
- considering and advising the SCTS Board and/or Executive on consultations or proposals with significant potential implications for SCTS as an employer;
- ensuring that the SCTS meets its statutory obligations as an employer (with the exception of physical health and safety obligations which are covered by the Estates Committee).

3. The Committee provides advice on the strategic direction of SCTS people policies. Where significant changes to organisational policies are proposed it will review these in advance of formal consultation, particularly if the policy is likely to:

- be contrary to the strategic direction for people matters as set out in the SCTS People Strategy; or
- have a major financial impact that may require the Board to allocate additional funding not covered in the SCTS budget for the year; or
- represent a significant change in the terms and conditions of employees that may have a consequence for organisational performance.

Less significant policy changes may be implemented by the Executive. The Committee will be notified of these to ensure awareness and to allow issues to be raised and discussed when considered appropriate.

4. The delegated responsibilities from the SCTS Board to the People Committee are included within the SCTS Scheme of Delegation.

5. Day to day management of staff deployment, HR and associated matters is delegated to the Chief Executive and the delegated responsible Executive officers in line with responsibilities already agreed within the Scheme of Delegation.

6. The Committee will meet approximately quarterly.

## **Membership**

7. Membership of the Committee comprises:

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

Executive Attendees:

- SCTS Executive Director Court Operations
- SCTS HR Director
- SCTS Director Education & Learning
- Corporate Secretary

8. Up to three non-executive members of the Committee may be appointed (by open competition) for a period of up to four years, renewable once by mutual consent.

9. For the Committee to be quorate, three members must be in attendance at any meeting, at least one of whom must be a member of the SCTS Board.

10. Representatives of the PCS union may attend meetings of the Committee in an observer capacity.

11. External members who are not already remunerated from public funds may claim a fee. All members are entitled to reasonable expenses in line with the SCTS Travel and Subsistence Policy.

## **Work Plan and Agenda Items**

12. The Executive and the Committee will agree an outline work plan for each calendar year, identifying core agenda items for discussion at each quarterly meeting and papers provided for information/exception reporting, to ensure the Committee can fulfil its remit. These will include:

- a progress report on relevant business plan outcomes and risks;
- the quarterly HR performance measures report; and
- a report detailing any dismissals, employment tribunal matters and any other significant HR issues, including any ex gratia payments made in excess of £10,000 in the period since the previous meeting.