

Attendance: S Deery/E Taylor/M Sands/F Dougall/A McCormick/E Denham

1. **Apologies** : J McClafferty

2. **Minute of Previous Meeting and Matters Arising**

• Maximising Attendance Policy Review

Susan sent a small paragraph of wording to link attendance with the Capability Procedure to get a clearer balance on the policy if attendance cannot be addressed. Susan is seeking for a quick approval offline from the group.

“Where attendance does not improve as a result of discussions and formal absence reviews within this policy, then managers should consider staff’s attendance at work more formally through SCRA’s Capability Procedure. This may ultimately lead to termination of employment. Follow this link to SCRA’s Capability.”

- Clarity provided that Diane’s request for sickness absence figures for managers is not for the purpose of the scorecard, rather than managers’ absence rates be included in general reports.

• Job Evaluation

Adele asked Susan for an update on the review of the Job Evaluation structure. Patricia Stevenson is sourcing companies who have a good understanding of the Hays Methodology to enable us to obtain 3 quotes for procurement purposes. Anticipating to complete this exercise by the end of May 2018.

• Total Rewards

The delivery of the Total Rewards Statements have been postponed due to the delay of the pay award. Statements will be emailed to all employees by the end of April 2018.

3. **Travel Policy Review**

The Travel Policy was discussed with a number of suggested amendments to be made and to be agreed offline.

**ACTION:** Eden to produce final document and amend Appendix 1 flow chart.

#### **4. Recruitment and Selection Policy Discussion**

Morna demonstrated to the group the e-Web Recruitment process on iTrent.

In reviewing the policy, Morna is hoping to determine the scope, seek feedback on the Recruitment and Selection experience, consult with managers and staff over the summer of 2018, and then refine the policy by September. Thereafter, design and deliver training, generate communications and launch the system by the end of 2018/19.

Fergus has offered to assist Morna with the review and help develop the format and content of the manager/staff consultation. The consultation may take place in the format of Survey Monkey.

#### **5. Professional Development Award**

The Professional Development Award Training Agreement was discussed. Concerns have been expressed that a small number of participants have not completed assignment work but used the study leave allowance. Therefore clearer guidance is required so that all participants are aware of the conditions of the study leave.

Eileen questioned if prior learning is considered in relation to the unit topics. Can a unit be omitted if a topic has already been completed in a different training programme. **ACTION:** Susan confirmed that this is possible. Action following meeting – Eden to circulate Recognition of Prior Learning policy document.

#### **6. Leave and Associated Allowance Policy – Annual Leave entitlement for employees leaving SCRA**

Morna recommended a change to the Annual Leave Policy to bring the policy into line with the current practice by paying employees leaving SCRA accrued annual holidays pro-rated to their actual leaving date, rather than the most recent completed month.

The group approved the change.

#### **7. Off Boarding Procedure**

The Off Boarding Procedure was discussed. This sets a protocol and outlines clear responsibilities for line managers, HR and IT on managing a leaver from SCRA. **ACTION:** The Offboarding Procedure was agreed subject to Eden feeding back changes to Bruce Knight.

**ACTION:** Susan will clarify procedures with CHS staff using SCRA facilities, the requirement to discuss their attendance and use of fobs etc with the appropriate LMT manager.

## **8. iTrent Performance Management Module Implementation**

Susan gave the group an overview of the iTrent Performance Management Module. The module is planned to be rolled out end of July 2018 to all staff by applying hard copy instruction manuals, together with video linking software, to provide users with the training.

## **9. AOB**

- Dignity at Work policy review will be undertaken after the summer period. The issues around nepotism will be considered within the Recruitment and Selection review.
- Susan will start to launch the Maximum Attendance Policy by rolling it out to networks as an update. Formal launch on Connect on 1<sup>st</sup> June 2018.