

Attendance: S Deery/E Taylor/J McClafferty/M Sands/D Harvey/F Dougall

Apologies : Adele McCormick

1. Minute of Previous Meeting and Matters Arising

- Maximising Attendance Policy Review

Diane asked to note her request for management sickness absence figures to be included in absence reports.

The Board wants clear visibility that capability issues are being addressed. Susan to send, offline, the wording linking the Capability Procedure with this policy.

Workforce plan to go to the board.

- Job Evaluation

ACTION: Susan to send Eden a rewording on the first paragraph on Job Evaluation review.

“The HR Sub Group agreed that the job evaluation process should be put on hold awaiting the planned review of the job evaluation structure. It has been 10 years since the last health check and the audit is to provide assurances against grade drift over that period of time. It is important that the process retains its credibility. There have been recent challenges to the process, through the resubmitting of job descriptions and appeals, and it is important that this healthcheck now takes place.

Second paragraph is correct.

The group agreed that the rest of the minutes were accurate.

2. Recruitment and Selection Policy Discussion

The group discussed various issues surrounding the Recruitment and Selection policy

- **Nepotism:** Concerns around families working closely together particularly where a family member is being line managed by another.
- **Independent Panel Members:** Should there be more effort in using an Independent Panel Member outwith the Locality?
- **Quality of Feedback:** After the interview process the quality of feedback has been criticised as being inconsistent where some

managers are helpful and others are not as constructive in their responses.

- **Appeal Process:** The process could be clearer.
- **Recruitment and Selection Training:** Training for Managers needs to be in more depth to allow managers to be confident and to be more consistent in their approach to selection. Eileen suggested that it might be beneficial to explore other methods of getting the best from candidates.
- **Transfer Opportunities:** Diane suggested that there should be a framework to offer transfer opportunities for staff who wish to work in another Locality (with the caveat that the member of staff has a good working record with no capability issues). Susan agreed that it would be helpful to consider.
- **References:** Needs to be evident that staff have a right to see their references.

ACTION: The group agreed to get the first draft back on the table on 17 April 2018. **ACTION:** Morna is leading on the review of the policy.

3. **Travel Policy**

- Diane issued the group with a flow chart which originated from the Energy Saving Trust. The chart helps staff identify whether there is a need to attend a meeting and recommends which mode of transport is best to use or if car sharing is a possible solution. **ACTION:** Can we attach a similar flow chart onto the Travel Policy.
- Fergus raised the issue of staff cycling to meetings and should they hold appropriate insurance cover? **ACTION:** Will SCRA cover insurance costs for our cyclists whilst using their bikes during office hours?
- **ACTION:** Susan suggested that the group bring the policy together to incorporate relevant points from the old and new version for the next HR Sub meeting.

4. **CMS Training**

Trisha Morris spoke to the group on the Induction and CMS Training Module document. Giving the group an overview of how the document works for all staff who have access to CMS. It is a user's manual which allows operators to use the system, in conjunction with the document, at their own pace.

Jim proposed that there will be several management events pending which might be an ideal opportunity to promote the document. **ACTION:** Suggest using the Management Event day on 13 February 2018 as the launch day to give the CMS document a bigger profile and to promote the document as an additional learning source for staff and to be used as a referencing tool.

Morna mentioned that there will be a requirement for Sessional Staff to be employed for a period of time to be trained and brought up to speed on CMS as well as refreshing their knowledge of the system.

5. **Assistant Reporters**

- **Court Project Work** – Susan alongside Pauline Proudfoot would like to arrange a small group of people to discuss and review the role of Assistant Reporter.
- **ACTION:** Susan looking for volunteers to sit in the group. Possibly Jim McClafferty, Eileen Taylor, Diane Harvey, Pauline Proudfoot, LSM and Reporter. Susan to establish a group and set a date.

6. **Total Rewards**

- **ACTION:** A copy of the Total Rewards Statement to be emailed to Jim.
- **ACTION:** Employee Assistance Programme cost to be confirmed.
- Statements are emailed out to all employees and posted to non email users at the end of January and will be sent every two years.
- **ACTION:** Morna suggested rewording “Ability to take up to 26 days flexi leave, pro rata if part time” to add “*subject to operational requirements*” to avoid any contentions on the matter.

7. **AOB**

- Diane would like the group to consider other policies such as ‘Sexual Harassment’ and ‘Dignity in the Workplace’. The Group agreed that the focus for 2018 would be Recruitment and Selection, Travel Policy and Dignity at Work.