

Attendance: S Deery/E Taylor/J McClafferty/M Sands/F Dougall/M Sweeney/
E Denham/K Chalmers

1. **Apologies** : Adele McCormick
2. **Minute of Previous Meeting and Matters Arising**

The group agreed the minutes of previous meeting held on 22 January 2019 as being accurate.

Flexible Working Policy

- Jim raised the issue of the need for criteria and parameters around home working, the principles around the policy and managers expectations. **ACTION:** Kirsty to research principles around flexible/SMART working, including home working and to draft a guidance for managers. To be tabled on 24 April meeting.

Charity for Civil Servants

- Tricia Falconer arranged a visit to Ochil on 27 February 2019 informing groups of staff of the kind of the services her organisation provides. Tricia Falconer has visited Glasgow and is planning a visit to the Hamilton office with Jim McClafferty.

Holiday Pay

- Susan and Monica Sweeney will continue this discussion off-line.

Workforce Plan

- Susan confirmed the document has now been published and it has been LGBT Charter marked.
- In relation to seeking LGBT Youth accreditation, Patricia Stevenson will pick up the Grievance, Disciplinary and Maternity policies and meet up with LGBT sub group for the first round of the policies review. The HR Sub group agreed to consider this after finalising Recruitment and Selection and the Dignity at Work reviews. [It has subsequently been agreed to set up a small working group inviting representatives from each of the Equality Sub Groups to review the key HR policies with their equality strand in mind, rather than Sub Groups reviewing policies in isolation – first meeting to scope work on 30 April 2019].

Flexi-time and Compensatory Time Off

- Outstanding issues surrounding this topic The group have agreed to bring this item back to a future agenda for further discussions.

3. Dignity at Work

To be tabled for next HR Sub Group Meeting in April.

4. Disability Leave Policy for noting only

To be tabled for next HR Sub Group Meeting in April.

5. Recruitment and Selection Policy

Due to the scope and the importance of this policy the majority of the meeting was spent focusing on this item.

- Morna gave an detailed overview on the key draft amendments of the revised Recruitment and Selection Policy.
- The revised draft was benchmarked against other NDPB's recruitment policies.
- Morna's synopsis will be presented to the LRM Meeting on 27 March 2019 to share the same proposals.
- Revised launch date of the policy is 30 June 2019.
- A separate HR Sub Group meeting has been scheduled for 30 April 2019 to focus on the policy alone and to consider the initial feedback received from Unison Branch following their discussion of same at the Branch meeting on 24 April 2019.

6. Supervision Framework – Action from Audit and Risk Committee

- An action has been received from the Audit and Risk Committee that “The Supervision Framework should be amended to include an expectation that observation of Reporters and Assistant Reporters in Hearings are carried out every two years.”
- The group agreed that this process needs to be normalised and Reporters/Assistant Reporters are to be observed by their line manager with possibly the Senior Practitioner feeding into the process.
- Process to be explicitly communicated across the organisation.
- Jim enquired if there are certain criteria that need to be met or if there is a checklist template. **ACTION:** Susan to clarify if a template is being used and to bring response back to the next meeting.

7. AOB

- Rule of 85 Update item to be carried forward to next meeting in April.
- Review of the Assistant Reporter Role item to be carried forward to next meeting in April.

8. Date of Next Meeting

Wednesday 24 April 2019