

		Action
1.	<p>Attendees</p> <p>Susan Deery, Jim McClafferty, Monica Sweeney and Patricia Stevenson</p> <p>Apologies</p> <p>Eileen Taylor, Morna Sands & Eden Denham and Fergus Dougal</p>	
2.	<p>Minute of Previous Meeting and Matters Arising</p> <p>Notes of meeting Notes of the meeting of 28th January 2020 were agreed</p> <p>Matters arising It was noted that:</p> <ul style="list-style-type: none"> • Smarter Working Policy and Disability Leave would be brought to a further meeting • Workforce Plan & People Strategy – feedback from Unison was that there could be more explanation as to how SCRA going to do what is set out in the People Strategy. SD explained that People Strategy sets out the overall areas of focus and the workforce plan sets out each year's actions in more detail. JM explained that the people actions featured on the Locality Planning template. SD noted that the plans would be live from 1st April • Gender Pay Gap – circulated report and discussed main issues and action. Report to be published by 31st March 2020 • Leave & Associated Allowances Policy draft had been agreed and it was noted that this Policy would be reviewed for neutral language prior to publishing. Action to review Policy for neutral language. 	<p>SD</p> <p>PS</p>
3.	<p>SCRA Learning and Development Policy</p> <p>Action: The action to add a paragraph on continuous development and to replace the word 'professional' with 'learning to date' would be completed and the Policy the circulated as final document</p>	PS
4.	<p>Exemption Policy for PDA Candidates</p> <p>Feedback from the meeting was that there was more detail needed under each of the headings along with clarity as to why someone would get an exemption.</p> <p>It was suggested that consideration be given to the accreditation of prior learning guidance, as a process for those seeking an exemption. The importance of considering what continuous professional development someone has done if considering an exemption was also noted, and what individual personal development had been completed.</p>	SD

	Action: Susan to feedback the comments to Alistair Hogg.	
5.	<p>Supervision Framework</p> <p>JM reported on his discussion with North Lanarkshire Council on their Supervision Policy and noted that this was similar to peer review rather than group supervision.</p> <p>The meeting discussed that Supervision and Team meetings take a number of forms around the organisation including group supervision and that managers are accessible to provide individual supervision based on staff's needs.</p> <p>The Wellness Action Plan was circulated and it was noted that a pilot in Grampian is planned to commence this month (put on hold due to C/virus situation).</p> <p>It was noted that it had been agreed with Information Governance that casework including Rule 16 cases (non-disclosure cases) could be discussed in supervision.</p> <p>The supervision Framework was agreed. Action: HR to consider the launch of the Policy</p>	
6.	<p>Organisational Change Policy Review</p> <p>Action: It was agreed that the policy would be circulated to the Unison Branch for comment which will be fed back to Susan</p>	<i>MS</i>
7.	<p>Recruitment & Selection Policy – Section 6.10</p> <p>Section 6.10 was discussed and it was summarised that where a permanent vacancy arises that people on the Redeployment register would be considered first, then staff on the Internal Transfer Register, after which the post would be available to be advertised/filled.</p> <p>The process by which the post is filled was discussed, i.e. national recruitment or ring fenced within a Locality/conversion to permanency. Action: It was agreed that feedback from the Branch would be sought to inform an agreed position.</p> <p>In addition, it was agreed that the wording below would be amended to read:</p> <p>“Where a small number of Establishment funded hours become available, on a temporary or permanent basis of up to and including 0.4 Full Time Equivalent (FTE), i.e. up to and including 14 hours per week.”</p>	<i>MS</i>
8.	<p>Coronavirus and Business Continuity</p> <p>Susan updated the group that further advice on Coronavirus would be issued. Susan also noted that guidance had been produced on home working for the purposes of Business Continuity, changes to legislation being considered and that Paul Mulvanny & Susan were meeting with members of the Justice Committee Business Continuity meeting regarding issues arising across the children's hearings environment.</p> <p>Action: information was requested regarding the numbers of staff not at work over the summer to give Localities a sense of the possible impact of staff not at work due to the coronavirus.</p>	<i>HR</i>

	Susan noted that there were a few areas for HR to consider about the classification of staff who were self-isolating, working from home and leave during periods of isolation.	
9.	<p>AOB</p> <p>Susan circulated a draft Probationary Scheme and highlighted the main points of the scheme. Susan indicated that the Policy would be circulated electronically and comments were sought by 2nd April 2020. Action: Comments by 2nd April</p> <p>Susan updated the meeting on the new OHOV Job Description and noted that the post was being advertised this week and it was proposed to advertise at Grade E pending job evaluation.</p> <p>Payroll Officer job description to go to job evaluation committee and job description to be shared off line.</p>	<p>All</p> <p>SD</p>
10.	<p>Date of next meeting</p> <p>28 April 2020 at 2:00 pm – Ochil House, Boardroom</p>	