

		Action
1.	<p>Attendees</p> <p>Susan Deery, Morna Sands, Monica Sweeney, Fergus Dougall, Adele McCormick and Eden Denham</p> <p>Apologies</p> <p>Jim McClafferty</p>	
2.	<p>Minute of Previous Meeting and Matters Arising</p> <p>Notes of meeting Notes of the meeting of 10th March 2020 were agreed.</p> <p>Matters arising It was noted that:</p> <ul style="list-style-type: none"> • <u>Smarter Working Policy and Disability Leave</u> would be brought to a further meeting • <u>Annual Workforce Plan Activities for 2020/21</u> – Scottish Government have asked SCRA to reassess what we can realistically achieve this year given the COVID-19 crisis. Only activity deferred into next year will be the Shadowing and Mentoring scheme. • <u>Leave and Associated Allowances Policies</u> – Policy has been updated to incorporate parental bereavement leave and uploaded on to Connect. • <u>SCRA Learning and Development Policy</u> - Action: HR to launch policy at the appropriate time and publish on Connect. • <u>Exemption Policy for PDA Candidates</u> - 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. 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. Action: Susan to feedback the comments to Alistair Hogg. • <u>Supervision Framework</u> - Action: HR to consider the launch of the Policy in May at the appropriate time. • <u>Recruitment & Selection Policy – Section 6.10</u> Morna recapped on the outstanding issue in relation to Section 6.10 where feedback from the Branch would help finalise the position. <p>After much careful and considered discussion, particularly in relation to whether permanent vacancies could be ring-fenced within a Locality or HO team, the group agreed that the process would be as set out below. Note: when considering ring-fencing versus open recruitment, consideration was given to the importance of return on investment by teams who have invested in training temporary staff locally,</p>	<p>SD</p> <p>HR</p> <p>SD</p> <p>SD</p>

	<p>and also to the aim of seeking to maximise stability for teams and service provision:</p> <ul style="list-style-type: none"> • Redeployment - if a permanent vacancy arises the Redeployment Register would be considered first for displaced employees and to clarify employees who are on the register due to ill health. • Conversion – if there is only one suitable appointable candidate in a locality then they can be converted from a temporary postholder to the permanent post holder if they have been on temporary contract(s) for 12 or more months and who meet all other policy criteria set out in S6.10. Where there is more than one eligible temporary postholder then there would require to be ring fenced recruitment between those eligible candidates within a Locality or Head Office team. • Thereafter, if the vacancy remains the process for filling the vacancy would consider those on the Internal Transfer Scheme. • If the vacancy still remains, the vacancy would be available for Open Recruitment (i.e. an advert). <p>The group agreed to finalise the Recruitment & Selection Policy.</p> <p>Action: Morna to summarise the key changes for managers in advance of the launch.</p> <p>Action: Morna and Monica to write a joint launch communication on the new policy.</p> <p>Action: It was agreed not to launch the policy during this initial Covid period – so as not to overwhelm managers/staff with changes, recognising Recruitment & Selection is a well used and important policy. Preparations should however be made as noted above to get ready to be able to launch as soon as sensible.</p>	<p><i>MS</i></p> <p><i>MS/MSw</i></p>
<p>3.</p>	<p>Organisational Change Policy Review</p> <p>Feedback from the Branch was that nobody should be of any detriment if at all possible from any organisational change. UNISON noted the matching and protection arrangements and were content that where someone were matched to a lower graded post, salaries are protected for 3 years with pension protection. It was agreed that finding suitable alternative roles for displaced staff members would always be a priority.. HR would make people on a protected salary aware of suitable vacancies within the organisation.</p> <p>The additional concern was if an employee is asked to change their work pattern. Susan explained that conversations can be had between line manager and employee to agree a compromise, if possible.</p> <p>Action: To check with Pamela Armstrong if this policy requires Board Approval.</p>	<p><i>SD</i></p>
<p>4.</p>	<p>Coronavirus/Wellbeing</p> <p>The issue of taking leave during COVID 19 period was discussed. The group agreed that staff should be encouraged to take some down time and to urge people to take some leave from a health & wellbeing perspective</p> <ul style="list-style-type: none"> • Susan indicated the likelihood of extending the leave year into 2021 with an agreed carry over so that staff can spread any unused annual leave over two years. 	

	<ul style="list-style-type: none"> Susan also clarified that flexi has not been suspended but it has been relaxed in order that people who cannot do their full hours should not feel the pressure of recording those hours. <p>Action: Susan to produce an interim leave policy to bring back to HR Sub Group.</p> <p>Action: To encourage staff to take some annual leave.</p> <p>Action: Encourage staff to create social forums to connect with colleagues.</p>	<p>SD ALL ALL</p>
5.	<p>Policy and Procedures – Probation Policy</p> <p>The draft scheme was circulated at the last meeting and Susan provided an overview of the policy. Monica had not yet circulated the policy to the Branch. However, a Branch meeting is taking place on 29th April 2020 where Monica will seek to get feedback.</p> <p>Action: Monica to provide offline feedback.</p>	<p>MSw</p>
6.	<p>AOB</p> <p>CSAS Security Policy DO.2 – Susan gave an overview of the policy noting that it is document that is required to be developed to support the security accreditation of CSAS. Susan noted the technical aspects of the report but asked the group to consider the implications of action against staff if there were any breaches of security. The group advised that there did not appear to be anything controversial in the document but would provide feedback offline to Susan</p> <p>Action: Monica to bring to the Branch on 29th April 2020 for discussion and feedback to Susan as soon as possible.</p> <p>Action: Policy requires to be signed off before June 2020.</p> <p>Learning & Development Plan – This is the first annual training plan for some time and which aligns to the Corporate Plan and the Business Plan in terms of aims and objectives. The plan focuses on CSAS Training, Practice Training, Trauma and Secondary Trauma, eLearning for Recruitment and Selection to support launch of the policy, Management & Development Succession Plan, Inclusive Leadership Standards for Managers, Mindfulness Champions, Mental Health First Aiders, Induction Training and Individual responses to individual staff requests to training.</p> <p>Eileen raised an issue on the lack of Practice Training available to Assistant Reporters. Susan advised that the Practice Team will be assessing the Practice Training on offer that Assistant Reporters currently can't access and see if there is a separate offering. HR to continue to talk to the Practice team for updates.</p> <p>Action: Susan to circulate an updated version for comments and Monica to take to the Branch on the 29th April.</p> <p>Action: Monica to feedback to Susan offline.</p> <p>Fergus asked if it will be possible for staff to access CSAS training on a personal device/laptop. Action: Susan to find out and get back to Fergus.</p> <p>To end the meeting the group also thanked Fergus Dougall for his valuable service and contribution to the HR Sub Group. Fergus will be retiring in June.</p>	<p>ALL</p> <p>MSw</p> <p>SD</p> <p>SD</p> <p>MSw</p> <p>SD</p>

7.	Date of next meeting 17 June 2020 at 2:00 pm – Ochil House, Boardroom	
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