

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

1. **Apologies** : Adele McCormick and Fergus Dougall.

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

The group agreed the minutes of the previous meeting held on 17 July 2019 as being accurate.

Smarter Working

- Discussions are ongoing in Glasgow on how to take this project forward with regards to property changes.
- The HR Team intend on developing a Smarter Working Principles Paper which will come to the HR sub group at a future meeting.
- We will seek feedback from Glasgow and Kilmarnock on what is, and isn't, working for them to be captured for future planning.

Dignity at Work

- Final draft was sent to the Branch for comments.
- **ACTION:** Monica to email comments received from Unison Branch to Susan.
- Once Susan has received the comments and there is nothing controversial or any major changes to be made then the group have agreed to proceed to publishing the policy.

Carry Over Leave 2019/20

- There was discussion at the National Partnership Forum about the timescales for the training of staff which will potentially begin in January. Unison asked whether we can relax the carry over restrictions. It was agreed that we continue with the principle that staff should be encouraged to take their leave in-year where possible. The message is not about staff not being allowed to take their leave but to urge them to take their leave within the leave year.

Publication of Facility Time

- Following a discussion at the National Partnership Forum, the HR Sub Group will regularly review the provision of facility time for Stewards.

Falkirk Council Pension Fund – LGPS Scheme Changes

- Morna and Kirstie sought clarification from Falkirk Council on the wording of one of the paragraphs in relation to paying a pension to a surviving partner.
- **ACTION:** Morna to provide examples to explain the wording before communicating on Connect. Morna to issue examples to the group for review.

Flu Vaccinations

Deadline to apply for the flu vaccination was 30 August 2019. Ninety five members of staff have currently applied for the voucher.

Recruitment & Selection Action Points

- The group agreed on the accuracy of the minutes from the R&S HR Sub meeting.
- There was an action point to create information for the recruitment pack to make all candidates aware that we seek to support all protected characteristics. Applicants can contact SCRA before applying or during a recruitment process to request assistance or seek a reasonable adjustment. **ACTION:** Morna to progress
- Hoping to launch the policy asap after policy agreed. Also seeking to develop and launch two eLearning packages to support the policy in the next couple of months, one for managers and one for staff. Kirstie and Morna have started this work using a new eLearning design tool.

Policy Development

- Where any policies are being developed or reviewed, we have agreed to consult with representatives of the Equalities network to ensure that we consider fully any equalities issues and all protected characteristics in the development.

Flexi-time and Compensatory Time Off

- Outstanding issues surrounding this topic on how much flexi time can be taken in a flex period on full time. **ACTION:** Item to be tabled again at future HR Sub meeting.

3. Revised Supervision Framework

- A revised Supervision Framework was discussed to ensure that the framework captures recent changes such as court and case work, health and wellbeing and the implementation of an annual wellbeing review/discussion.
- It is also proposed to change the wording which suggested having a supervision every 8 weeks to having at least 5 a year to allow staff more flexibility to make these happen.
- **ACTION:** to be considered at the next HR Sub Group in October

4. **Guidance for Handling Visually Recorded Interviews (for noting)**

- The document provides protocol steps on how LRMs and LSMs are to handle distribution and tracking of pen drives which may hold evidence and give clear guidance on who deals with this practice issue and the security around it.
- Eileen stressed the difficulty that Glasgow Locality would encounter is the distribution and keeping track of memory sticks especially with outside agencies.
- Communication to managers came from Gordon Bell w/c 19 August 2019 and it was noted that managers' concerns are the amount of pen drives required and the control of them.
- Another concern is not being able to retrieve a pen drive from an outside agent.
- **ACTION:** The group agreed that local information sessions would be helpful, perhaps using a simplified, user friendly Powerpoint presentation. This to be fed back to Bruce Knight.

5. **Off Boarding Policy – Final Draft**

- The group agreed to approve the document.

6. **Draft Shadowing & Mentoring Scheme 2019**

- This was commissioned by the Equalities Network under the Women into Leadership programme to support women to develop leadership skills or as a means of development.
- It was noted that this Scheme is available to all staff.
- It will be considered at the Equalities Network meeting on 18 September 2019 and then back to the HR Sub for further consideration.

7. **SCRA Learning and Development Policy**

- A revised Learning and Development Policy was tabled for consideration. It has been 10 years since the policy has been reviewed
- **ACTION:** Susan asked the group to bring comments back to the next meeting or provide offline.
- **ACTION:** Monica to take to the next Branch meeting on 20 September 2019 for comments.

8. **Disability Leave Policy**

- It was noted that the Disability Leave Policy had been amended to enable staff to record hours leave rather than the requirement to take half day blocks.
- The Equalities Network have asked that SCRA consider a broader Disability Policy that covers time off alongside reasonable adjustments and other supports. **ACTION:** Alison Melrose, Health and Safety Adviser is developing this which will come to a future meeting.

9. Internal Transfer Scheme

- The Internal Transfer Scheme, as part of the Recruitment and Selection Policy was discussed as the outstanding element of the new policy. UNISON raised a number of points for discussion.
- First point:
“If only one employee is on the Register for a vacancy, the recruiting manager will undertake an Inward Transfer Meeting with the employee ~~and where, after mutual agreement on suitability, the recruiting manager can appoint the employee.~~” The Branch requested the above amendment on the basis that if someone had already been approved by their line manager to register on to the transfer scheme then there shouldn't be a need for mutual agreement. Morna explained that mutual agreement allows everyone to have a full understanding of the expectations of the post. The conversation ensures a good fit for both parties. **ACTION:** The group agreed to change the word 'suitability' to '*terms of the transfer*'.
- *“An opportunity for the recruiting manager to discuss any existing working pattern that the employee has in place and whether this can be transferred across into the new role. Note there is no contractual right to transfer on existing working patterns. This would be dependent on the requirements of the post (these should be the same regardless of whether the post is considered under the Internal Transfer Scheme or is openly advertised).”* Unison had initially scored this section out but after discussing work patterns in the HR Sub Group meeting Monica agreed that it would not be fair on the receiving team if the transferee could not fulfil the full role if they were to carry over their existing working pattern, with no flexibility, when it's at the detriment of the receiving team's operational needs. **ACTION:** Monica agreed to leave the paragraph as it is.
- *“Where more than one employee is registered as a suitable transfer for a vacancy, then a competitive selection process will be required, ~~completing an application for as necessary.~~ The vacancy can however be ring-fenced for the registered employees. **This will be done for the initial three months after the register has been set up. Thereafter the vacancy will be filled by the person who has been on the register for the longest period.**”* Unison added the suggestion that the vacancy be filled on a first come, first served basis. Morna noted that the organisation and the receiving managers should have the opportunity to appoint the best candidate regardless of whether this is a ring fenced exercise for transferees, or open recruitment. Therefore, Morna suggested that it was important to align the same principles as the redeployment policy, i.e. when more than one person has expressed an interest in a vacancy, there needs to be a selection process in place. Jim commented that going along the first come, first served basis may leave SCRA open to unintended consequences of equalities issues depending on the individuals circumstances. Monica suggested that this could be dealt with separately under the equalities policy.

Monica stated that the Branch's thinking of the first come, first served basis is that if an employee had been on the list for a long period of time and another employee who was on the list for a shorter period got the vacancy then it would create a disgruntled employee where they would feel cheated by the system.

ACTION: Monica to take back to the Branch to for further consideration. Susan indicated that this would be a difficult position to adopt across the organisation and may delay the implementation of the Internal Transfer Scheme until it can be resolved.

- *“*An Internal Transfer meeting is a meeting held by the recruiting manager with the registered employee to discuss ~~and consider~~ the following.”* **ACTION:** Unison had initially scored out ‘and consider’ but this was covered in earlier conversations and this wording is to remain.
- *“~~A full explanation by the recruitment manager of the role and expectations of the role within that team.....~~”* **ACTION:** To be deleted.
- *“~~If the employee has been interviewed for the same role in the same team/Locality within the last 6 months and has been unsuccessful, the recruiting manager may decide to progress to an advert rather than progressing with an internal transfer, if the employee was deemed not appointable in the initial recruitment process.~~”* Unison had suggested on removing this paragraph. Morna noted that there may be situations where the transferee will be involved in a competitive process and not appointable for that post. It may have been that there were gaps in skills, knowledge and experience which emerged at interview resulting in them not being appointable in the process for the needs of that team. Monica stated that the employee would have been approved as competent by their line manager when first registered, but Morna hypothesized that the employee may have been signed off as competent 9 months previously and transferee’s manager is not due to review that until 12 months later, but in the meantime they are interviewed and feedback from interview process may have identified gaps in skills and experience that were not formerly identified, or there was something of significant concern identified at interview which was enough to raise concerns with the receiving manager and panel. **ACTION:** To clarify for the role of Reporter that they are to hold a practice certificate for a year before registering so that they can attend in court and deliver the full role of the Reporter.

Monica suggested that line managers should sign off the employee’s competency more regularly than once every 12 months.

Jim asked if this applies to permanent staff or for temporary contracts, also as there could be issues on releasing employees on secondment. Susan clarified that permanent and temporary contract staff could both register. But the vacancy needs to be like for like in terms and conditions.

ACTION: Clarify that temporary contract employees can be transferred at the beginning of their contract but there will be a diminishing timeline.

ACTION: Clarify that fixed term employees must have a minimum of 6 or 12 months left in their contract with line manager approval at point of consideration of transfer.

ACTION: Monica to return this point to Branch for further comments.

- *“Relocation or excess travel costs are not applicable for appointments made under the Internal Transfer Scheme.”* **ACTION:** Morna added that ‘existing excess travel costs may be reviewed and amended’, reason being that employee may be receiving excess travel costs but they may be relocated closer to home therefore SCRA would not continue to pay the employee the higher level of excess travel costs.
- Once amendments are made and finalised the Internal Transfer Scheme will be ready to launch within the Recruitment and Selection Policy.

- Two Recruitment and Selection Policy eLearning packages are being produced by Kirstie Chalmers, one for staff and one for managers.

10. People Strategy 2020-23

- The development for the next 3 year People Strategy was discussed at the National Partnership Forum and will also be introduced to the LRM and LSM Network in September 2019.
- Susan advised that that more consultation is being sought from managers in the development of this People Strategy.
- First 12 – 18 months are likely to focus on the implementation of the Digital Strategy, including a focus on the skills and roles required ensuring that the health and wellbeing of staff is a major consideration.
- A draft of the People Strategy will be presented to the Board in December 2019 and thereafter final sign off by the HR Sub Group.

11. Corporate Induction

- Update: Kirstie Chalmers received feedback from managers which will inform the final version of the Corporate Induction Package.
- To be rolled out September 2019.

12. AOB

- St Andrews Day – Monday 2 December 2019.
- May Bank holiday changed to Friday 8 May 2020 (also 75th anniversary of Victory in Europe Day)
- Christmas Arrangements for 2019 are the same as last year and will be posted on Connect for information.
- **ACTION**: The above dates and information will be posted on Connect
- In previous minutes Monica had asked how the Wellbeing Review will be communicated to staff. Patricia Stevenson's response was that the format of the Wellbeing Review is currently being developed but building a trauma aware and informed organisation approach will be rolled out to localities between September to December. The format and content will be shared with Unison before publication and the opportunity will be given to comment on the Wellbeing Review Guidance.
- Corporate Planning and Performance Manager – A job description has been developed and SCRA is looking to advertise quickly. **ACTION**: Seeking for offline feedback over the next week.
- Induction – Previous minutes noted that there were issues where new starts were experiencing difficulty in getting access to the IT system. Morna and Kirsty have met IT to go through the process and to try to identify the any areas where the process can be streamlined. For example, new starts experience a delay in accessing the Intranet for the first 2 days. It was identified that they can get access, i.e. there is a work around. IT will build this into the guidance for staff. **ACTION**: Work continuing to streamline process to get new starts on the system quicker.
- Kirsty highlighted that SCOTS will be investigating the delay in CMS access further.

13. Date of Next Meeting

Tuesday 22 October 2019