

		Action
1.	<p>Attendees</p> <p>Susan Deery, Morna Sands, Monica Sweeney, Eileen Taylor, Jim McClafferty, Adele McCormick and Eden Denham</p> <p>Apologies</p>	
2.	<p>Minute of Previous Meeting and Matters Arising</p> <p>Notes of meeting The minute to be amended to note Eileen Taylor's attendance otherwise notes of the meeting of 28th April 2020 were agreed.</p> <p>Matters arising It was noted that:</p> <ul style="list-style-type: none"> • <u>Annual Workforce Plan Activities for 2020/21</u> – only 2 items to be deferred to next year. • <u>SCRA Learning and Development Plan</u> - ACTION: Waiting on Practice & Policy Team to come back to us with their finalised Practice training calendar and how they intend on delivering the training. • <u>Exemption Policy for PDA Candidates</u> - ACTION: SD to pick up with AH • <u>Organisational Change Review</u> - ACTION: To check with Pamela Armstrong if this policy requires Board Approval. To be tabled in September Board meeting. • <u>Policy and Procedures – Probation Policy</u> – Feedback received from the Branch is they want the training provided in the first six months of the probationary period to be reflected more strongly and that there are enough supports in place for employees. ACTION: The Branch also recommends that we still launch the Recruitment and Selection policy without this section until it's right and to launch this separately when ready. • <u>CSAS Security Policy DO.2</u> – This was taken to the Branch and approved. • <u>Learning and Development Plan</u> – Feedback received from the Branch was the concern that CSAS training was in the Learning and Development Plan. The reality is that CSAS will be a big part of people's development this year and should be noted. <p>Other issue raised by the Branch was whether we have fully considered the benefits of Mindfulness Champions and Mental Health First Aiders. Susan informed that there was a review session with Mindfulness Champions and the feedback was that there are some localities that are not getting the same opportunity to deliver Mindfulness or they have not taken up the opportunity to deliver Mindfulness. One Mindfulness Champion is not enough in a locality to share. Action: To train up more people to be Mindfulness Champions.</p>	<p><i>HR</i></p> <p><i>SD</i></p> <p><i>SD</i></p> <p><i>SD</i></p> <p><i>Completed</i></p> <p><i>HR</i></p>

3.	<p>Coronavirus and Wellbeing Interim Leave Approach</p> <ul style="list-style-type: none"> • Biggest issue being fed back in relation to Virtual Hearings is the connectivity issue which is a major stress factor. • One of the suggestions to improve the Virtual Hearings experience is to hold the Virtual Hearings in the offices, where possible, so staff have access to the necessary equipment needed, better wifi connection and remove some of the stress of holding a virtual hearing in their homes. • Vscene – ACTION: Susan to get clarification from IT that Vscene can be accessed via a Scots laptop and get a simple guide. With wifi being an issue in some offices, there have been discussions on giving LSMs guidance on how to turn on deactivated floor ports to allow more capacity in localities. • Cleaners – A concern had been raised on who will be cleaning waiting rooms and hearing rooms after each hearing. A question has been asked at an LMT meeting if the cleaners time will be increased. Susan has asked the Property Team if FES can provide us with the resources to provide enhanced cleaning. ACTION: Susan will be working with the Property Team and Head of Finance on enhanced cleaning regime. Further update at next meeting. • Overall consensus is that staff seem to be taking annual leave and most intend on taking most of their annual leave days before the end of the year. • Interim leave arrangements 2020 into 2021 - 15 day carry forward into 2021 can be agreed with prior agreement from line managers and only as a result of not being able to take leave due to the pandemic. The group agreed that some staff may need this flexibility. If staff expect to have a carry over balance, they need to have a discussion with their manager in good time to seek agreement. The group are happy to approve this interim provision. ACTION: Morna to amend wording slightly to reflect managers having ongoing dialogue with staff and encouraging them to take their 2020 leave in 2020. • Staff have found the 1:1 discussions with managers on the Recovery Plan Conversations very useful. Staff have used this as an opportunity to express anxieties and their thoughts about returning to work. • By and large there has been a unanimous response from staff that throughout this COVID-19 ordeal they have felt supported by their managers and staff feel confident that the organisation will look after their health and wellbeing. 	<p>SD</p> <p>SD</p> <p>MS</p>
4.	<p>Trade Union Facilities Time 2019/20</p> <p>Under the Trade Union (Facility Time Publication Requirements) Regulations 2017 SCRA must collate, analyse and publish, on an annual basis, the level of trade union facility time we provide to Unison.</p> <p>There has been no significant change compared to last year and figures have been submitted to gov.uk. The Group agreed with the detail included in the submission.</p>	
5.	<p>Recruitment and Selection Policy Launch Date</p> <ul style="list-style-type: none"> • The group agreed to launch the policy by the end of July 2020. • ACTION: Morna to produce an FAQ on new recruitment policy. 	<p>MS</p>
6.	<p>AOB</p> <p>Selection Processes During the Pandemic</p> <ul style="list-style-type: none"> • In light of the current Covid-19 restrictions, the group has approved the different 	

	<p>arrangements to the normal approach to selection. In terms of maintaining physical distancing requirements Morna has suggested enabling the option to reduce the panel as a temporary measure to 2 where necessary. E.g. the candidate and one panel member attending physically observing physical distancing, and another panel member on screen. If there is a big enough room available which has the capacity to hold 3 people then that would be considered. On some occasions all attendees may attend virtually. The group agreed to reducing the panel to 2 members in the interim if required.</p> <ul style="list-style-type: none"> • ACTION: Morna to refine interim policy and pass to Senior Operational Managers to issue. <p>National Statistics – Privacy Statement</p> <ul style="list-style-type: none"> • Update to the Staff Privacy Notice - Our Information Governance/Data Protection Officer has revised SCRA's Staff Privacy Statements to include Internal Auditors and the Office of National Statistics. To be updated on Connect. This was agreed by the HR Sub Group. <p>The HR Sub group thanked Eileen Taylor for her valuable service and balanced contribution to the HR Sub Group before her retirement at the end of June.</p> <p>New management cohort representative to be recruited.</p>	MS
7.	<p>Date of next meeting</p> <p>1 September 2020 at 2:00 pm – Ochil House, Boardroom</p>	

