



		Action
1.	<p>Attendees</p> <p>Susan Deery, Morna Sands, Patricia Stevenson, Monica Sweeney, Adele McCormick, Gillian Henderson, Jim McClafferty, Kelly Campbell and Eden Denham</p> <p>Apologies None</p>	
2.	<p>Minute of Previous Meeting and Matters Arising</p> <p>Notes of meeting The group agreed the minutes of the previous meeting held on 25 January 2021.</p> <p>Matters arising</p> <ul style="list-style-type: none"> • Susan updated the group on the start of the Virtual Hearings Pilot which has, so far, had positive feedback. ACTION: Susan will bring another update to the next meeting. • Discipline, Grievance and Investigation Guidelines – Monica had shared policies with Branch members after last meeting with no further comments. Patricia is completing the Equalities Impact Assessments. Once concluded they will be published on Connect. • Wellbeing Action Plans – Patricia and Monica have been finalising documents and communications. These will be published shortly • Recruitment and Selection Policy – ACTION: Monica to discuss clarification of what references were required with the Branch. • Homeworking Risk Assessments and Equipment – Gillian wanted it noted that her team members have appreciated the assessment to make changes to their working space at home. • Policies 2021 – Patricia wanted to make the group aware of the work being carried out on the Fixed Term Workers Guidance which will come to the next meeting for discussion. 	<p>SD</p> <p>Completed</p> <p>MSw</p> <p>PS</p>
3.	<p>Coronavirus and Wellbeing</p> <ul style="list-style-type: none"> • Monica highlighted that there has not been any feedback from localities or Head Office staff which indicates staff are content with support and information. • Jim mentioned that his locality did their own COVID-19 survey and staff feedback was that the measures put in place gave them a degree of confidence and feeling of being safe. Staff have found the blend of homeworking and office working good. • HSE Spotcheck – Paul Mulvanny and Helen Etchells are linking in with localities to make them aware that one of our locality offices received a spot check visit from the Health & Safety Executive to ensure that the appropriate measures were in place. SOMs to highlight to localities. 	

4.	<p>Probation Template</p> <ul style="list-style-type: none"> • Morna provided the group with a recap on the Probationary Policy which was launched December 2020 and agreed at last HR Sub Group meeting. • Morna has created a guidance document for managers which was discussed during the meeting. • It was agreed that there will be transitional arrangements made and those who started in December 2020 will have a clause in their contracts informing them of the Probationary Policy. The probationary period for staff starting in December will be extended for 3 months since the guidance has only been produced in March. However, if managers are satisfied with the employee's performance they can be removed from the probationary process in line with the normal timescales. UNISON agreed this is reasonable. • There was discussion around the potential for a 'grandparent' signature for the Probation Review Meeting form. However, it was felt that this may impact the process around the right of appeal for the senior manager's involvement if they were to sign it off. The Group agreed to keep the need for second signature under review and build it in in future if required. Keeping it simple will give us space and capacity to use the grandparent for any appeals. • ACTION: Morna and Patricia to discuss offline the feasibility of doing an audit of the probationary process to have consistency and procedural element checked at the beginning and end of process. Take a random sample of people. • ACTION: Morna to ensure that objectives are SMART, facility to do sampling at the beginning as well as throughout the review process, maintain sign off procedure as it is but emphasise the HR support for managers throughout the probationary period. 	<p><i>MS/PS</i></p> <p><i>MS</i></p>
5.	<p>Accreditation Scheme Timeline</p> <ul style="list-style-type: none"> • Patricia noted the request from the Accreditation Manager in relation to the Accreditation Scheme where, in exceptional circumstances, it allows for an extension of up to a maximum of 6 months to complete the PDA. As a result of COVID 19 the group were happy to extend the 6 months to one year. 	
6.	<p>Gender Pay Gap</p> <ul style="list-style-type: none"> • Patricia spoke to the Gender Pay Gap report which has been to EMT and circulated to the Equalities Network. SCRA have to report and publish the gender pay gap by end of March 2021. • Some progress made this year at 25% pay gap in comparison to 27% last year. Still a relatively large pay gap but the issues remain due to the gender makeup across the grades and the age bands across the grades are having a significant impact on SCRA's pay gap. • There will require a a significant shift in the gender representation across the grades to make any substantial progress around this. The action plan links clear progress in the Women into Leadership, career development and linking more closely with Equality and Diversity outcomes. 	

7.	<p>Ochil House Feasibility Study</p> <ul style="list-style-type: none"> • Ochil House – The Feasibility Study is recommending a reduction in desks to allow to use space differently and to look at more collaborative areas as seen in Kilmarnock office. Feedback received from Head Office staff is that not everyone will be coming into Ochil every day, including the locality team. There will be elements of home working which means sharing of equipment and desks will be simpler. Susan starting to build in those principles into the Agile Working policy. Susan advised that there will be expectations that staff will give up ownership of their desk and work to a clear desk policy. By setting these principles in place now, this will help the Property Team in the development of the spaces when working with space planners. • Not all properties will be done at the same time but principles in how offices will be used will be in place. • Jim noted that we ensure that staff have mentally safe environments both at home and in the office. To ensure that all of the elements of the working environment physical and mental provide a good space. 	
8.	<p>Annual Workforce Report 2021/22</p> <ul style="list-style-type: none"> • Going to Board on 25th March 2021. • Susan gave an overview of the report which has a focus on staff wellbeing, sustainability and operational recovery. The HR Sub Group were content to adopt the report and progress will be reviewed in 6 months 	
9.	<p>AOB</p> <ul style="list-style-type: none"> • Gillian queried the need to advertise posts internally first when we know there might not be a huge internal pool. Patricia understood that Head Office posts have a tendency to be more specialist. Monica and Patricia have discussed whether Head Office posts should be internally advertised first and with the recent influx of new people into the organisation it can be difficult to determine whether there is a market or not. Therefore, the decision was made to retain the agreed process of internal first and following the Recruitment and Selection Policy. • Susan to pick up the question on Improving Communications to Head Office staff with Gillian offline. 	
8.	<p>Date of next meeting Tuesday, 27th April 2021 at 10:00am</p>	