



		Action
1.	<p>Attendees</p> <p>Susan Deery, Morna Sands, Patricia Stevenson, Monica Sweeney, Adele McCormick, Gillian Henderson and Kirstie Chalmers</p> <p>Apologies</p> <p>Jim McClafferty Eden Denham</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 26 November 2020 as being accurate.</p> <p>Matters arising It was noted that:</p> <ul style="list-style-type: none"> • <u>Exemption Policy</u> – Patricia explained she is currently exploring the exemptions policy. ACTION: Patricia to feedback to group once the next step is decided. • <u>Staff Survey</u> – 48% response rate. . High level results went to the Board last week. Neil Hunter to provide results to staff in his Team Brief this week. Positive feedback on response to COVID/lockdown. Challenging feedback regarding the transition to CSAS. Neil is committed to responding to feedback, taking it very seriously and not shying away from the challenging responses. Gillian suggested a change of design for the survey and culture shift will help improve the response rate. Morna suggested in future managers be provided with updates during survey window of how many staff have completed it in order to try and encourage others to respond. ACTION: Health and Wellbeing Group to develop work plan on how to respond. • <u>Update Assistant Reporter and Reporter Recruitment</u> – now complete. Recovery Team started 5th/12th January. Embedded in teams and have started induction. Permanent Assistant recruitment completed too. • <u>Vicarious Trauma Support</u> – Employee Assistance Programme have assured Patricia that they can provide the service and depending on numbers this will either be on an individual basis or as a clinic. ACTION: Patricia to send communication out to all staff. • <u>CSAS non-disclosure breaches</u> – Susan provided feedback regarding issues Gillian raised and this is reflected in the work plan. 	<p>PS</p> <p>SD</p> <p>SD</p> <p>PS</p>

<p>3.</p>	<p>Coronavirus and Wellbeing</p> <ul style="list-style-type: none"> We have started 2021 in lockdown again, and SCRA had to respond quickly. Comms went out first week back advising that offices remain a safe place to work. Reinforced importance of FACTS to keep the virus under control. Virtual hearings will increase going forward in response to lockdown. This is working ok just now. Adele raised concern regarding virtual hearing technology, number of hearings not going ahead due to system not working. Adele highlighted future participation issues in virtual hearings due to people having a bad experience. Susan explained there were issues with Vscene and CSAS last week which would have impacted virtual hearings. Gillian asked if the number of hearings that cannot go ahead is being recorded which Susan confirmed it is. Susan provided update that VH work group led by Lawrie McDonald has been implemented. Rapid risk decision to be made about which platform will be used for VH going forward – Updated Vscene or Microsoft Teams. These will be trialled by localities over the next few weeks. Susan attending meeting to discuss locality resource to be made available to provide VH support. Currently only 2.5 people on VH team that provide support, looking to increase this by 10 – 20 people across localities to support more readily and ensure a better experience for everyone. Monica noted there may be a challenge to get localities to buy in to this approach but UNISON of view this is of benefit to their members as it will enhance the support role and prevent Reporters/Assistant Reporters who are holding hearings from being distracted by technical support. ACTION: Susan to provide update on outcome of this to the group. Covid-19 FAQ's – updated version to go on Connect this week. Advice regarding picking up panel papers from addresses they have been sent to in error. Bringing FAQs from last year regarding impact of home schooling to the forefront. Also provision of clarity regarding time off to attend vaccine appointments. Susan noted the Mental Wealth group are meeting this week - mental health will be a huge focus for 2021. Monica stated guidance for pregnant women in their 3rd trimester was something raised by members at the most recent Branch Meeting. Susan stated this was added to the last FAQs. Monica stated the other issue raised by members was priority for SCRA staff to receive the vaccine. Susan confirmed the question has been asked and was raised again at the Justice Board last week who are taking it to Ministers. Whether or not the strategic questions will impact when SCRA staff can receive the vaccine is unknown. Currently in Phase 1 of the vaccine rollout which will be followed by Phase 2 – occupational roles may fall into that phase. Some staff will already have received the vaccine because of their age group or underlying condition(s). ACTION: Susan to provide update if/when available. 	<p>SD</p> <p>SD</p>
<p>4.</p>	<p>Draft policy review – Discipline, Grievance and Investigation Guidelines</p> <ul style="list-style-type: none"> Patricia has circulated the revised drafts, any changes are highlighted in red. Monica noted all previous concerns raised have been incorporated to the changes and suggested taking this to the next Branch Meeting. Patricia highlighted addition to Grievance Policy regarding what happens once the Investigation Report has been written – see section 5.4. All other changes are in response to feedback discussed at last meeting. Morna complemented the support section in the Investigation Guidelines. ACTION: Monica to provide Patricia with feedback following Branch Meeting next week. Patricia to finalise once feedback received. 	<p>MS/PS</p>

5.	<p>Vicarious Trauma Support</p> <ul style="list-style-type: none"> • Discussed in matters arising. 	
6.	<p>Wellbeing Action Plans</p> <ul style="list-style-type: none"> • SCRA are looking to adopt the MIND approach, included in the agenda. • There is a wealth of information in the MIND guide that accompanies the wellness action plan. • The action plan can be used for physical or caring aspects so when discussing with line manager there is a holistic approach and support/reasonable adjustments can be made. • There is also a manager's guide in addition to the employee guide. • This will be voluntary and will encourage and guide managers to have conversations with staff to help articulate how they are feeling. • This gives everyone space and time to think about themselves and can share with their manager should they wish to. • Monica agrees this is a useful, comprehensive document and suggested UNISON and SCRA work together to arrange MIND training for managers and employees. • ACTION: Patricia to explore training options with MIND and Monica, eLearning beneficial in current circumstances. • Monica stated as a Union, UNISON will be putting the message out that this is a hugely supportive approach being taken by SCRA and you do not need to suffer from a mental health condition for this to be beneficial, everyone has mental health. It is a general wellbeing tool to support staff to be the best they can at work and to ensure there is nothing preventing them from working to their full potential. • Adele highlighted ensuring staff are supported by managers to attend training if it is arranged • ACTION: Patricia will provide comms to managers first so that they are aware of the approach and to accommodate staff • Gillian thought the document was quite big and suggested bringing the summary page to the forefront. The meeting agreed. • ACTION: Patricia to re-order the format with the summary page and wellness action plan form separate to the guidance which will sit alongside it. • Gillian raised issue of sleep which is not specifically mentioned in the document. Asking if it is worth acknowledging that sleep is an issue that impacts whole life. Susan explained this is something that would be discussed within wellness action plan. • The Mental Wealth Group is meeting this week and will be putting out supportive resources for Time to Talk next week. Morna explained there are tips and resources on sleep on the health & wellbeing page of Connect and these can be brought to the forefront again. • It was highlighted that Supervision is an important place to have these conversations but that it does not need to be restricted to arranged Supervision meetings and can be visited at any time the employee feels is necessary. 	<p><i>PS</i></p> <p><i>PS</i></p> <p><i>PS</i></p>
7.	<p>AOB</p> <ul style="list-style-type: none"> • Recruitment & Selection Policy Rewording – The wording regarding references in the R&S Policy has been amended and circulated to the group. This provides more clarity and feeds into the BPSS security check which involves validating employment. 	

