



		Action
1.	<p>Attendees</p> <p>Susan Deery, Morna Sands, Patricia Stevenson, Monica Sweeney, Kelly Campbell and Eden Denham</p> <p>Apologies</p> <p>Adele McCormick, Gillian Henderson, Jim McClafferty</p>	
2.	<p>Minute of Previous Meeting and Matters Arising</p> <p>Notes of meeting</p> <p>The group agreed accuracy of the minutes of the previous meeting held on 11 March 2021.</p> <p>Matters arising</p> <ul style="list-style-type: none">• Virtual Hearings Pilot – pilot was due to run until end of April although actual exercise is running until end of June. May and June being used to evaluate the early work up to the end of April. Positive feedback received so far.• Ochil House Feasibility Study – There was a meeting on 23 April updating members of Ochil House what the property plans are with main hearing suite being extended. Physical work likely to be done in 2022. Similar will be done in Hamilton Office.	
3.	<p>Coronavirus and Wellbeing</p> <ul style="list-style-type: none">• As restrictions are easing most Localities will be planning for more face to face hearings.• Susan has asked Health Protection Scotland to review our Risk Assessments again. From the Scottish Government Guidance there are no changes to our Risk Assessments but we want to provide staff and other centre users further assurance that our premises are as safe as they can be.• Monica and Kelly confirming that there is an overall sense of relief that the restrictions are starting to ease.• There may be some people (particularly those who have been shielding) who will find this move back much more difficult so supportive approach in getting them back to work will be helpful.• ACTION: Would be helpful to get further guidance and reminders to staff on what the home office based working balance might be.	SD

4.	<p>Recruitment and Selection – Recovery Team</p> <ul style="list-style-type: none"> At last HR Sub Group a brief discussion was held about the impact of those staff who have been temporary Reporters and have chosen to move into the Recovery Team and how that might impact on them where vacancies arise in their home locality. Concerns were about people who were on temporary contracts and who had more than 12 months service in a locality and who may have been eligible for shortened recruitment process had they remained within their Locality. Susan suggested a temporary amendment to the policy that for staff in the Recovery Team where a vacancy arose in their contractual base/locality then Section 6.10 of the R&S policy would apply. ACTION: HR to draft up paragraph on this agreement to distribute to Recovery Team managers and other managers. Will only apply for the duration of the Recovery Team. 	PS
5.	<p>Agile Working Policy</p> <ul style="list-style-type: none"> Susan gave an overview of the policy and how this policy will shift the culture of how we work. Susan asked the group to agree that we work to the principles of the draft policy whilst we finalise the detail. There will be briefing and FAQ sessions with managers to give people an indication of direction of travel as restrictions are easing, managers are planning more face to face hearings, more staff returning to offices etc. We do not want to see everyone back in the office at the same time. Jim’s written observation on Section 4.2 “employees are able to have control over where they can best deliver their role and that others are respectful of that”. He agrees on the principles but there is wording further on the policy that caveats that – “the line manager and the employee will agree the best pattern of flexibility to ensure that service delivery is maintained or improved and team development/support is positively impacted”. ACTION: Jim suggestion to bring this wording forward. Monica agrees that the whole policy opens up the opportunity for cross locality collaboration. ACTION: To explicitly mention cross locality collaboration. An FAQ update will be produced to bring the policy to life. Kelly asked if LRMs will also be required to adhere to the clear desk policy when they will have an assigned fixed desk. Susan clarified that clear desk policy will apply to everyone. Section 5.10 – Jim had a written question “can an employee be assigned a set desk based on a health/wellbeing or equalities basis?”. Susan confirmed that if a reasonable adjustment needs to be set up to support people to deliver the role then appropriate arrangements will be made, however the clear desk policy still applies. Section 6.6 – Jim’s written observation that a number of local team members have spoken about a tendency for office based workers being seen as the first and most convenient person to approach regarding phone calls etc for vacant caseloads and be the first point of contact rather than calling a colleague working from home. This may have an indirect impact on those individuals workload. Susan pointed out that it will likely be a transient community in the office so it won’t be the same people in the office all the time. There is an eLearning opportunity for managers on the eLearning Hub called ‘Agile Working: Managing Remote Team’ from Employers Network for 	SD SD

	<p>Equality Inclusion (ENEI). The principles and good guidance are there to support managers.</p> <ul style="list-style-type: none"> • Monica queried about emergency cover and that it is fairly dealt with. There is an automatic tendency to call the person geographically nearest to you regardless if that person is working from home. We need to be careful that it doesn't work adversely for people who live locally to an office. Monica suggested that a reporter attend the hearing virtually by maximising the use of technology. Kelly informed the group that her locality work on a rota basis and if that person is on duty then they are expected to do the emergency cover and panels seem happy with the remote support from the Reporter. • Written observation from Jim in relation to "Section 7.5 - Managers must discuss, agree and review, in regular supervision, working arrangements that fit with hearings/court/office service delivery vs home working. This should include consideration that staff will provide cover for office based work on an emergency basis e.g. hearing cover and how this will be arranged when necessary. This is to ensure that productivity, quality of work, service delivery and timescales are not impeded by agile working.". Jim's comment is that he suspects some further guidance for managers would be beneficial and could be built in the eLearning module. • Supervisions – it's important to have face to face supervision sessions. • The expectation with the new policy is that staff are expected to be working during working hours and not doing child or other care. There may be different arrangements to put in place to help people manage their personal life but when at work staff should not be doing childcare. • Monica hoping that the implementation of this policy people will recognise that we still have a service to deliver but this is a benefit for staff and the organisation and for people to be as flexible as they can. • Jim had asked if we need to pilot the policy. Susan doesn't feel the need to do this as the organisation has already been through it during the pandemic. • Jim noticed that local experience suggests that they could make some minor improvements in relation to external communications and their responsiveness. Staff feedback on this matter points to reduced office staffing levels which are particularly challenging at times of planned and unplanned absence. They will be exploring this matter further locally and will share any further understanding/solutions in future HR Sub meeting. • Jim queried the potential unintended consequences relating to the reduction of "line of sight" management. • ACTION: Morna suggests adding a separate paragraph to cover all caring commitments to set the tone in the policy might be helpful. To be inserted under the Principles section. 	SD
6.	<p>Fixed Term Workers Guidance</p> <ul style="list-style-type: none"> • Patricia informed the group that the policy requires updating. With a number of fixed terms workers coming into the organisation ie. Recovery Team we need to refresh the policy and be clear what the process is in terms of managing staff on fixed term contracts e.g. consulting staff whose contracts are coming to an end and looking at alternatives where they exist. Ensuring that where we are ending a fixed term contract that we are following legislative requirements as well as following a supportive process for staff. • ACTION: Monica to take it to Branch for comments. • ACTION: Group to send comments to Patricia before next meeting. 	MSw ALL

7.	<p>Security Checks References</p> <ul style="list-style-type: none"> • Morna wished for this to be noted and slightly amending the wording for what our requirements are in relation to employment references. • Discussed offline with Unison and change has been adopted. 	
8.	<p>AOB</p> <ul style="list-style-type: none"> • <u>Disability Leave Policy</u> allows us to extend full sick pay by up to 4 weeks for those absences that are aligned to a disability. One question asked is how many times can that be applied because we have had a couple of situations where it has been applied more than once in the last 12 months. Individual has gone off sick again and automatically gone on half pay and is seeking for the Disability Leave Policy to be applied again. • Fairness across the board needs to be applied. • Susan suggests that like absence which is calculated on a rolling 12 month basis the application of the extension of 4 weeks disability pay is also calculated on a 12 month rolling basis. A draft of the policy change will be tabled at the next HR Sub Group. • <u>Reimbursement of Annual Leave</u> – within our Maximising Attendance Policy when someone becomes unwell before a period of planned leave, as long as they report their absence in line with the procedure, they can self cert for first 7 days then a fit note. They will be reimbursed with their annual leave that they had planned. • If you are off on annual leave and you become unwell when on leave, you are still required to report your first day of sickness to your line manager. A fit note would be required as you will effectively be asking the organisation to change your annual leave to paid sick leave. • During the pandemic it is increasingly difficult to get a GP appointment. It was agreed that there will be a temporary relaxation of the fit note requirement only during the pandemic. 	
9.	<p>Date of next meeting</p> <p>Wednesday, 9 June 2021 at 10:00am</p>	

