



		Action
1.	<p>Attendees</p> <p>Susan Deery, Morna Sands, Patricia Stevenson, Jim McClafferty, Gillian Henderson, Kelly Campbell, Anne Marie McGinley, Lynne Hobbs and Eden Denham</p> <p>Apologies</p> <p>Adele McCormick, Monica Sweeney</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 9 June 2021.</p> <p>Matters arising</p> <ul style="list-style-type: none">• IT Team – IT Team restructure has been completed.• Support Administrator Consultation Sessions – 12 sessions in total took place. 8 sessions for Support Administrators, 2 for LSM's and 2 for LRMs. Second sessions for the Support Administrators have yet to be arranged. Main themes were predominantly on getting the timing right on implementing new changes, capacity, many were looking for variety in their role, it transpired that Support Administrator roles and Support Assistant Reception roles are covering elements of each other's jobs that previously only one role would do. ACTION: Susan to organise a further session with Support Administrators to discuss their job descriptions in more detail. <p>Jim asked if there was any feedback during the consultations on concerns around capacity. Support staff can see what CSAS is capable of doing but they do not have the capacity to absorb it due to NVP being delivered and staff are adjusting to that. It's important to allow staff the time to this properly and involve staff in discussions.</p>	<p>Completed</p> <p>SD</p>
3.	<p>Coronavirus and Wellbeing</p> <ul style="list-style-type: none">• We are maintaining the 2m distancing rule, allowing to 1m in hearings if necessary but face coverings to be worn at all times.• A wellbeing brochure is being produced to encapsulate all different strands of wellbeing.• Some localities are still finding the relentless change very difficult. Preparation for rollout of the Standard Operating Model (SOM) and intensive training are putting people under pressure. The constant changes of the RAVHI form is causing anxiety.• Absence is being monitored given the recent increase in absences. Concerns that during the winter season there may be a surge of absences as sicknesses and different illnesses surface	

	<ul style="list-style-type: none"> • Some localities still having difficulties with issues in using the technology in hearing rooms. • Capita are visiting most localities to show staff how technology should be used. • Although the work side of recovery is looking good, the people side of recovery now needs to take prominence. • ACTION: Susan to share these concerns to EMT. 	SD
4.	<p>Revised Agile Working Policy and FAQs – for approval</p> <ul style="list-style-type: none"> • The revised Agile Working Policy and FAQs were circulated to staff for further consultation. • Policy and FAQs will be kept as a live document and will be a standing item on the HR Sub agenda. • Some comments received from managers were that the policy is written as staff preference rather than working in a more balanced approach between operational needs and employee preference. Locality discussions need to take place with their teams around having a consistent approach on the best practice around agile working. • Fixed desks will only apply to those Fixed Workers as an exception due to necessary reasonable adjustments due to health issues. If these desks are not in use then a booking system or a rota can be used as normal. • It was suggested that the policy needs to be more explicit about treating other colleagues with consideration and respect. Both within Head Office and Localities. For this process to work everyone needs to be considerate of each other and respect the systems in place. ACTION: Susan to put a question in the FAQ around this point and to cover the question on why some colleagues are working in a different way from others. • It may help managers to have something in the guidance of the minimum requirement of being in the office and that this is an ongoing evaluation depending on operational pressures. • Staff are expected to take accountability of doing their roles and plan their time of when they need to in the office to deliver their own jobs. This policy does not give staff the right to work at home if it does not meet operational requirements. People are expected to be flexible and take that professional responsibility to understand when they need to be in the office. ACTION: Susan to put a question in FAQ around expectations on flexibly working from home and that the agreed hybrid working pattern is not a fixed agreement. If line manager expects you to be in the office then staff need ensure this happens. • Training for managers is currently being set up on 'Leading Hybrid Working Teams'. ACTION: Managers in the HR Sub Group are invited to take part in the first session which is a 2 hour intensive session for up to 12 managers. Feedback on the session is required. We can also organise a 45 minute Webinar for up to 100 members of staff to have a discussion on how hybrid working operates. 	
5.	<p>Whistleblowing Policy</p> <ul style="list-style-type: none"> • This is a revised policy which gives people a different route to raise particular concerns within the organisation and for the individual raising the concern to be protected from any harassment or any action raised against them if they meet the criteria. • ACTION: Reference into policy about the protection in relation to that matter not having an end date in case people are fearful in raising an issue in case of any vendetta. • Intention is to take this policy to Board in December for approval. 	HR

	<ul style="list-style-type: none"> • ACTION: Policy to be circulated to the Branch before going to Board. • ACTION: A process to be put in the policy in relation to contacting the Information Governance Officer on a confidential basis. 	<p><i>LH</i></p> <p><i>HR</i></p>
6.	<p>COP26 Plans – Standby Cover</p> <ul style="list-style-type: none"> • Susan gave a verbal update that COP26 will require a level of standby working over a period of 3 weekends. On these weekends there will be two shifts of standby. One starting at 8:00 am – 1:00 pm and the second shift at 1:00 pm – 6:00 pm. People are not expected to cover but to volunteer to go on standby. • Potentially covering Glasgow and Edinburgh areas and possibly Aberdeen area. • Working with Scottish Government to increase the standby allowance. ACTION: Susan to confirm when Scottish Government responds. • There is potential for a lot of young people to get involved in the protests and SCRA need to ensure that we have the resources and the staff available at the weekends. We are preparing on the basis of scaling up to stand down. During all 3 weekends we are expecting 2 Reporters doing the first shift and two doing the second shift on both days. There will also be a need for a Support Administrator or an LSM. There will be an operational briefing meeting at 8:00 pm each night and 11:00 am in the morning to get an update on how many youth custodies there and during the course of the Saturdays and Sundays SPR2s could be sent which will be marked by Procurator Fiscal. Support involvement will be needed for the custody hearings to help Reporters set up. • Panel members will be available in Glasgow, Edinburgh and Aberdeen. • RAVHI team member also required for Virtual Hearings . • LRMs on standby for potential unusual jurisdictional issues from outside Scotland and dealing with unusual situations. • Standby staff will probably be ringfenced to the 3 main areas and they will be offered the standby allowance plus the overtime hours they work. 	<p><i>SD</i></p>
7.	<p>Exception to Leave Policy</p> <ul style="list-style-type: none"> • For noting that it has been agreed offline that staff can carry over up to 10 days annual leave to 2022. At the end of 2022, normal policy entitlements will apply 	
8.	<p>Amendment to Leave and Associated Allowances Policy</p> <ul style="list-style-type: none"> • Amendment to policy for when an employee has to attend court on a non SCRA matter which is normally leave without pay. Staff can either take holidays to ensure they are paid or SCRA can continue to pay staff and they reimburse SCRA with the out of pocket expenses (to cover salary) claimed from the court. This was approved • ACTION: To add policy to Connect 	<p><i>HR</i></p>
9.	<p>AOB</p> <p>Disability Leave Policy</p> <ul style="list-style-type: none"> • Further amendments to policy. Updated language on how we refer to someone with a disability, agreed with Inclusion and Diversity Manager. • Section 4 – Staff who are diagnosed with Cancer, HIV and Multiple Sclerosis automatically fall under the Disability Act and for staff who have those conditions we do not need to do a referral in relation to these conditions. Disability Leave will be applied from the point they make that request. 	

10.	Date of next meeting Thursday, 21 October 2021 at 10:00am, MS Teams	
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