



		Action
1.	<p>Attendees</p> <p>Susan Deery, Morna Sands, Patricia Stevenson, Monica Sweeney, Anne Marie McGinley and Eden Denham</p> <p>Apologies</p> <p>Adele McCormick, Gillian Henderson, Jim McClafferty, Kelly Campbell</p>	
2.	<p>Minute of Previous Meeting and Matters Arising</p> <p>Susan welcomed Anne Marie McGinley, LRM to the group. ACTION: Susan to forward on the remit of the group to Anne Marie.</p> <p>Notes of meeting</p> <p>The group agreed accuracy of the minutes of the previous meeting held on 27 April 2021.</p> <p>Matters arising</p> <ul style="list-style-type: none"> Virtual Hearings Pilot – Middle of evaluation. Some LRMS, LSMs, Reporters, Panel Members and Young people are involved in a survey on the use of the pilot. Information is currently being analysed and a report will be submitted to EMT by the end of June 2021. Security Checks References – concluded and now adopted. Reimbursement of Annual Leave – concluded. ACTION: Patricia to forward the Fixed Term Workers Guidance to Anne Marie to give her an opportunity to comment on the document. Comments will then be Equality Impact Assessed and bring back to the table as the final version of the policy. 	<p>SD</p> <p>Completed Completed</p> <p>PS</p>
3.	<p>Coronavirus and Wellbeing</p> <ul style="list-style-type: none"> Public Health Scotland advised that we to reinforce FACTS, the underpinning approach they've continued to use. Also asked that we ensure staff use an antibacterial wipe on all things that we touch as well as our workstations. ACTION: HR to update FAQ links on shielding, holidays going into green/red/amber areas, approach by different local authorities when children are sent home to self isolate. It was noted that staff in some localities are feeling flat and dejected and moral is low. LSMs are finding things very stressful and have a level of anxiety about current processes. As an organisation a lot has been implemented to support people and Susan interested to know if there is something missing to help people further. It was noted that the intention is to resume the LRM and LSM networks – probably after Summer. Discussion around whether this should be earlier. ACTION: Ann Marie to contact Helen Etchells in the first instance. 	<p>HR</p> <p>AMcG</p>

	<ul style="list-style-type: none"> The Group noted the impact of training staff on the Standard Operating Model during the summer holidays. ACTION: HR to feed back to Paul Mulvanny the impact on rolling out the Standard Operating Model over the summer has been raised as a concern and the wellbeing of staff. Staff are being reminded and encouraged to take leave. There was a discussion on the use and impact of the Recovery Team which was varied in terms of focusing on recovery but welcomed as additional support to the Localities. 	<i>HR</i>
4.	<p>Recruitment and Selection Section 6.10 – Recovery Team</p> <ul style="list-style-type: none"> Patricia had circulated a proposed paragraph which states that where staff have a locality base and have more than 12 months or more fixed term contract service in that locality that they become eligible alongside temporary members of staff for consideration for any post being converted to permanency or being filled on a permanent basis. Discussion on which locality would a member of the recovery team rely on should their base be with one locality yet spend 12 months with another locality. ACTION: HR to suggest different wording to be clear that they will not be able to apply for opportunities from both localities and they will be considered from their base locality only. ACTION: HR to link in with Shona Spence and Joe Hamilton to inform them of the outcome of Section 6.10 for the Recovery Team. Draft up communication and include interim arrangements. 	<i>PS</i> <i>PS/MS</i>
5.	<p>Right to Work</p> <ul style="list-style-type: none"> An update to the group regarding the legislative changes coming in on 1 July 2021 for people who are from outwith the UK who apply to work with us. Currently only passports are checked but now SCRA have to check people's right to work in the UK and check again if time limited. There is now a Government Checklist that we will be following and no requirement to retrospectively check candidates that we have already recruited. It will be reinstated that recruiting managers physically check candidates passports. HR are looking to encourage EU members who are employed with SCRA to apply for the Settlement Scheme before the 30th of June 2021. 	
6.	<p>Agile Working Policy</p> <ul style="list-style-type: none"> Susan provided the group with an update and tabled a FAQ for discussion that would work alongside the policy. ACTION: Susan asked that the group provide off-line feedback on the FAQ and we would aim to publish this along with the second draft of the policy to staff as part of the consultation. Aim is to formally adopt this policy by the end of summer. ACTION: Group agreed to provide feedback by 25th June and get it out by end of the month. 	<i>ALL</i> <i>ALL</i>

7.	<p>St. Andrew's Day 2021</p> <ul style="list-style-type: none"> For noting that St Andrew's Day is on 6th December 2021. 	SD
8.	<p>Disability Leave Policy</p> <ul style="list-style-type: none"> Discussed the number of occasions a person could apply to extend their full sick pay, if registered for Disability Leave. Agreed 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 starting on the date the absence period began. Morna circulated the amended wording to the group which was agreed. 	
9.	<p>AOB</p> <p>IT Team</p> <ul style="list-style-type: none"> The group was updated of the upcoming changes to job descriptions within the IT team. Head of IT has assessed the needs of the IT team going forward following the implementation of CSAS. Given the numbers of evaluations required a pragmatic approach to job evaluation was agreed with Unison which remains within our agreed processes. The outcome will be reported back to the Job Evaluation Committee for confirmation. <p>Support Administration Consultation Sessions</p> <ul style="list-style-type: none"> Support Administrator Consultation – Susan to start consultation sessions 24 June 2021 on the review of their role. 	
9.	<p>Date of next meeting</p> <p>Wednesday, 21 July 2021 at 10:00am</p>	