



		Action
1.	<p><b>Attendees</b></p> <p>Susan Deery, Morna Sands, Monica Sweeney, Jim McClafferty, Gillian Henderson, Adele McCormick, Elizabeth Lloyd Kelly, Kelly Campbell, Kirstie Chalmers, Cathy MacKinnon</p> <p><b>Apologies</b> Patricia Stevenson</p>	
2.	<p><b>Minute of Previous Meeting and Matters Arising</b></p> <p><b>Notes of meeting</b> SD welcomed ELK to the group The group agreed accuracy of the minutes of the previous meeting held on 18 January 2022.</p> <p><b>Matters arising</b></p> <ul style="list-style-type: none"><li>• Queen's Jubilee bank holiday approved and this has been communicated.</li><li>• Updated Discipline and Grievance Policies and Procedures and Investigation Guidelines now finalised <b>ACTION:</b> Patricia to launch updated policies</li><li>•</li></ul>	PS
3.	<p><b>Coronavirus and Wellbeing</b></p> <ul style="list-style-type: none"><li>• Comms was published on Connect confirming the changes from 21<sup>st</sup> March but subsequently further detailed guidance was issued from SG still recommending 1m distance where face masks are not being worn. It's good to see some restrictions being lifted and more opportunity for staff to come back into offices. <b>ACTION:</b> HR to update comms and FAQs to clarify these points</li><li>• MS briefed the group on the Mental Wealth Group agenda for 4<sup>th</sup> March including feedback from the recent Time to Talk Day which was successful, deciding which mental health awareness days to focus on in 2022 from the Diversity &amp; Wellbeing Calendar, informing the group of upcoming resilience training, re-promotion around MHFAs and the upcoming second cohort and an update on wellbeing days taken to date and encouragement for staff to book these in.</li><li>• 10% of absences over the last 12 months have been directly related to Covid-19 with 523 days lost. The group acknowledged this figure will not be completely accurate as there would have been staff who have returned to work following a covid-19 related absence who were not working at full capacity e.g. completing phased returns/reduced duties for a period – so further lost resource.</li><li>• Absence is at 5.5% which has risen from just over 4% in the previous year.</li></ul>	HR

	<p>Psychological related absence remains the highest – accounting for around 39% of overall absence, which can be for many reasons such as bereavement, anxiety, depression, stress (work and personal). This is the main reason for absence across the public sector according to CIPD.</p> <ul style="list-style-type: none"> <li>• KC provides regular absence data to the EMT and they are comfortable that the correct plans and tools are in place for staff, including MHFAs. People are using the MHFA service but this could be utilised more.</li> <li>• Equity around a ‘wellbeing hour’ needs further explored at the national H&amp;W Group. Need to consider protected time to do other things such as catch up on emails, connect and L&amp;D which all relate to wellbeing. It is also important that managers are included in this as their wellbeing is as crucial as any other member of staff. This has been recognised and resilience training is going to be rolled out for managers in the first instance later this year. <b>ACTION:</b> HR to take the ‘wellbeing hour’ discussion to the national Health and Wellbeing Group</li> </ul>	<b>HR</b>
4.	<p><b>Revised Agile Working Policy and FAQs</b></p> <ul style="list-style-type: none"> <li>• Localities are at different stages of introducing the policy. Requires local strategy and implementation.. Ensuring people’s preferences align with operational demand. Some localities introducing fixed days and some not – not one size fits all.</li> <li>• Sense of team within the office, supporting each other face to face.</li> <li>• Some localities are finding that the approach feels different depending on role – important to ensure equity across the staff group as best as possible, whilst cognisant of different roles requiring varying office / court presence.</li> <li>• The group agreed no changes were required for the time being.</li> </ul>	
5.	<p><b>Right to Disconnect</b></p> <ul style="list-style-type: none"> <li>• CM briefed the group on the draft Right to Disconnect policy. Acknowledging that SCRA have gone through so much change in the last two years from working from home to technological changes – the purpose is to combine this policy with the flexibility of the Agile Working policy and reassure staff that their personal time is respected. It is vital for wellbeing and personal resilience that we actively encourage staff to switch off and fully utilise their personal time.</li> <li>• Research carried out – very little publically available at the moment. Used a template from CIPD and looked at what other organisations are currently doing which is limited in Scotland but other countries have started adopting this policy.</li> <li>• There are 3 key areas – right to completely disconnect whatever your working day looks like, actively wanting staff to feel confident in asserting their right to disconnect and also to ask individuals to think about the impact of their actions on colleagues e.g. sending an email out with normal hours.</li> <li>• An FAQ will accompany the policy to convey the message. The policy is part of a wellbeing strategy on how to create a work life balance.</li> <li>• This has wide reaching implications. Some people are working from their living space at home and we need to give people permission to separate that.</li> <li>• There will be training for managers and a briefing for staff on this policy when the timing is right – need to position this at the correct time.</li> <li>• Staff survey results told us that people were working out with their normal working hours – we need to have an ethos that we are encouraging staff not to do that. There are a lot of practicalities around how we manage this e.g. minimising email traffic.</li> <li>• Culture shift and technicalities around this e.g. personal mobile numbers being shared with all agencies – external demands are harder to control. The professions we recruit from have a tradition of ‘working every hour’ – need to change that mindset. Have to support staff to make this transition.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Need to have something aligned to the policy on how we communicate – culture of emailing everyone. Use Teams better. Don't copy people into emails unless necessary. Don't need to respond "thanks" to every email. <b>ACTION:</b> CM to create a crib sheet of do's and don'ts or top tips to help embed the policy – MS offered to support development.</li> <li>• Managers often use non-working time to catch up on emails/do big communications. They need space and time to do those pieces of work – this should be considered.</li> <li>• Overall the group felt like this is a much welcomed policy coming at the right time. <b>ACTION:</b> MSw to take to Unison Branch and CM to bring revised policy to the next meeting</li> </ul>	<p><b>CM</b></p> <p><b>CM</b></p>
6.	<p><b>SCRA Learning Plan</b></p> <ul style="list-style-type: none"> <li>• PS has been working with the Learning Network to look at learning and development. The strategy and plan was shared with the group. We've had plans in the past but this is more comprehensive and covers all area of business.</li> <li>• There was a learning brochure in the past but this will see the introduction of a learning hub which will be live and encourage people to share learning experiences such as webinars for other members of staff to attend. It's not about one or two people keeping it alive but sharing learning opportunities as a staff group.</li> <li>• Two way commitment to people's learning and development. Staff should think about their personal development and record this on iTrent.</li> <li>• Work is being done around career pathway development – how to bridge from one role to another and having signposted opportunities to do these.</li> <li>• Exciting plan. Some learning will be mandatory and some voluntary – hoping to launch in April. For consultation in this group and with Unison. <b>ACTION:</b> group to feedback to PS offline</li> </ul>	<p><b>PS</b></p>
7.	<p><b>Annual Workforce Report 2022/23</b></p> <ul style="list-style-type: none"> <li>• This will go to the Board in March and brought to the HR Sub Group in April. The first half of the report is on the composition shift of the workforce and the second half is on the people strategy element of business. <b>ACTION:</b> SD to share offline once EMT have seen it</li> </ul>	<p><b>SD</b></p>
8.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Standby - the group discussed standby as there are still mixed messages on whether to have a volunteer approach or set rota. SCRA are in early stages of looking at national cover but in the meantime some localities are struggling for volunteers, specifically those with more fixed holidays. Any standby rota would require a EHIRA to ensure no one is disadvantaged. <b>ACTION:</b> Susan to suggest PM/HE take to the LRM Networks</li> <li>• Volunteering policy – staff have raised concern that there is not enough time offered within the policy to make a meaningful impact. CM from the HR team is looking at this and doing some research around volunteering policies. She will bring this back to the next meeting.</li> <li>• Gillian retirement – the group thanked Gillian for her invaluable input to this group and wished her all the best for the future.</li> </ul>	<p><b>SD</b></p>
9.	<p><b>Date of next meeting</b></p> <p>26<sup>th</sup> April 2022.</p>	