



		Action
1.	<p>Attendees</p> <p>Susan Deery, Morna Sands, Monica Sweeney, Jim McClafferty, Gillian Henderson, Adele McCormick, Patricia Stevenson, Kelly Campbell, Kirstie Chalmers</p> <p>Apologies Anne Marie McGinley</p>	
2.	<p>Minute of Previous Meeting and Matters Arising</p> <p>Notes of meeting The group agreed accuracy of the minutes of the previous meeting held on 8 December 2021.</p> <p>Matters arising</p> <ul style="list-style-type: none">• Support Administrator Consultation Sessions – further work to be done including Support Assistant Reception consultations. Discussion around merits in having job families rather than job specific job descriptions with the Promise being likely to impact roles requiring frequent adaptations to job descriptions. ACTION: Susan to work towards finalising the outstanding SA tasks by end March• Group looking for new recruits, specifically another LRM/LSM• Queen's Jubilee – not included in pay policy guidance for 2022/23 so it's the organisation's decision on whether to award this additional bank holiday. ACTION: Susan to take paper to EMT in February to seek approval.• Whistleblowing Policy – approved and updated on Connect.	<p>SD</p> <p>SD</p>
3.	<p>Coronavirus and Wellbeing</p> <ul style="list-style-type: none">• Recently revised FAQs will be updated again following FM update. ACTION: Susan to ask Alison Melrose to updated FAQ.• It was agreed the group would await further update from the FM regarding social gatherings in relation to upcoming locality days and postponed Christmas nights out. ACTION: HR to communicate advice on this after FM update• General understanding that managers are responding well to advice about working from home/coming into office for wellbeing.• Staff still fatigued with covid – may not have had the break they'd hoped for over Christmas. Staff are resilient and adaptable but the accumulative effect cannot be underestimated. This group and the H&W group continue to identify best ways to support staff.• Loss of emergency powers around ICSSOs has been hard. There are ongoing conversations about this.• Wellbeing days have been very well received. These can now be recorded on iTrent and will allow us to identify how many people have used them.• Staff coming together to help when members of team are isolating.	<p>SD</p> <p>HR</p>

	<ul style="list-style-type: none"> Recovery Team have been a huge support to localities – extended to end March 23. Ochil House open to staff again. Online booking system for desks. Annual Time to Talk Day on 3rd Feb. Mental Wealth Group is pulling together material and resources for this including lunchtime webinar. 	
4.	<p>Revised Agile Working Policy and FAQs</p> <ul style="list-style-type: none"> Group to review the implementation of the policy in a few meetings time to determine whether it needs revised, if localities require support to help further embed it and also whether productivity has been impacted. LDG planning a formal launch of the policy locally to ensure subtle additional messages/approaches in the policy are embedded in addition to what they have virtually being doing for a while now in terms of agile working. It was hoped that other localities would take the same approach for long term sustainability of the policy. Work to be done on identifying what a standard working from home kit should be. This will be undertaken alongside a consolidation exercise of what kit staff already have at home. ACTION: Alison Melrose is leading on this work Staff should complete a working from home risk assessment and have conversation with their manager if they require any kit. Discussion around Glasgow support staff being able to work agilely. ACTION: Patricia will seek to understand this more off-line with Adele. 	<p><i>AM</i></p> <p><i>PS</i></p>
6.	<p>Updated Discipline and Grievance Policies and Procedures and Investigation Guidelines</p> <ul style="list-style-type: none"> Final versions of these documents were attached to the agenda. If no more comments these will be agreed as finalised before publishing and providing support/training to managers. ACTION: Monica to take to Unison branch meeting and feedback to Patricia offline 	<i>PS</i>
6.	<p>Supervision and Appraisal 2022/23</p> <ul style="list-style-type: none"> Group agreed there is work to be done on whether a separate appraisal system is required or whether to enhance the current Supervision framework to include an annual performance review. Communicate to staff that we will continue to suspend the current appraisal scheme for 22/23, however it's important to capture performance and learning opportunities as part of Supervision conversations. ACTION: HR to send out comms about this and encourage use of iTrent for recording learning events. ACTION: Group to focus on this as a policy development this year Learning Network has been established bringing together people who have learning within their remit – looking to explore sense of broader training 	<p><i>HR</i></p> <p><i>ALL</i></p>
7.	<p>New Start Contract</p> <ul style="list-style-type: none"> New start contract and Leave and Associated Allowances Policy have been updated to reflect the recent pay award improvement to annual leave - the length of service required to receive full annual leave entitlement will reduce from 10 years to 5 years. 	
8.	<p>Policy review cycle 2022</p> <ul style="list-style-type: none"> Group will focus on Performance, Staff Code of Conduct, Right to Disconnect, Career Break and Volunteering policies this year. Group due to review the Internal Transfer Scheme which was part of the Recruitment and Selection policy launched in 2020. ACTION: Morna to table 	

	<p>this at future HR Sub and arrange re-promotion of the scheme.</p> <ul style="list-style-type: none"> • Discussion around whether the Travel policy needs reviewed in terms of travel expenses in relation to agile working. This is covered within the Agile Working policy – employment base does not change. Fuel costs are based on cost/mileage incurred less normal home to contractual base costs/mileage. • The top 3 areas staff identified in Staff Survey, on what they would like SCRA to focus on are learning and development, staff wellbeing and roles within SCRA. ACTION: Group to focus on these areas. • Some staff working out with core hours and not in line with flexi scheme which has been beneficial for them over course of the pandemic. This might link to the Right to Disconnect work. ACTION: consider reviewing flexi scheme when reviewing Agile Working Policy. 	<p>MS</p> <p>ALL</p> <p>HR</p>
9.	<p>AOB</p> <p>None</p>	
10.	<p>Date of next meeting</p> <p>3rd March 2022.</p>	