



		Action
1.	<p><b>Attendees</b></p> <p>Susan Deery, Morna Sands, Monica Sweeney, Jim McClafferty, Adele McCormick, Elizabeth Lloyd Kelly, Kelly Campbell, Kirstie Chalmers, Cathy MacKinnon, Lynne Hobbs</p> <p><b>Apologies</b></p> <p>Adele McCormick</p>	
2.	<p><b>Minute of Previous Meeting and Matters Arising</b></p> <p><b>Notes of meeting</b></p> <p>The group agreed accuracy of the minutes of the previous meeting held on 3 March 2022.</p> <p><b>Matters arising</b></p> <ul style="list-style-type: none"><li>The Learning Plan has been to EMT and PS is now working with the Comms Team to replicate the plan on Connect. This has been soft launched at the moment with a big launch planned for May to launch the learning hub and strategy.</li></ul>	
3.	<p><b>Coronavirus and Wellbeing</b></p> <ul style="list-style-type: none"><li>The final covid legal restrictions have been lifted but SCRA will continue to encourage staff to wear a face covering in communal areas and continue good hand/cough hygiene. This is a positive step forward with more staff being able to come into offices. SCRA will continue to follow SG advice.</li><li>Lateral flow tests are being wound down nationally until stocks run out. SCRA never enforced testing but encouraged it – there will no longer be tests available in offices. SCRA will keep an eye on advice in relation to LFTs.</li><li>Staff are encouraged to work from home if they are well enough to do so but have any symptoms of covid or even a common cold/flu. This is more possible now we have the agile working policy, however, staff should not feel like they have to work when unwell just because they have the equipment to do so.</li><li>Zoono will no longer be used in SCRA after September in line with safe working guidelines as agreed at the H&amp;S Committee. Regular cleaning of keyboards/equipment will continue to be encouraged.</li><li>Property will remind localities where there are offices which are not used as thoroughly, of the process for those as this differs from normal practice.</li><li>It was noted that there is still a level of anxiety around covid and coming into the office in numbers. There is also still an operational impact due to covid with staff being off sick or on phased returns following a period of covid symptoms. This is having an impact on colleagues who are picking up work. If any teams are feeling under pressure they should reach out for support. Level of infection is expected when restrictions lift but having operational impact.</li></ul>	

	<ul style="list-style-type: none"> <li>• Long covid seems to be impacting some staff – can this be added to the FAQs to increase manager awareness on the side effects and how we can best support these e.g. referral to Occupational Health. <b>ACTION:</b> FAQs to be updated to include section on Long Covid</li> <li>• There are 7 current covid related absence cases today. This does not account for those who are well enough to work whilst positive, or those on phased returns post-covid.</li> <li>• MS briefed the group on the main agenda item for tomorrow's Mental Wealth group which is the upcoming Mental Health Awareness Week commencing 9<sup>th</sup> May. The group intends to create a dedicated landing page on Connect with information and resources with the help of the Comms Team, there will be two lunch time webinars on Combatting Loneliness for staff; the relaunch of the Wellbeing Brochure; another Big Team Walking Challenge – content of week to be agreed at tomorrow's meeting.</li> </ul>	<b>HR</b>
4.	<p><b>Revised Agile Working Policy and FAQs</b></p> <ul style="list-style-type: none"> <li>• The HR Team were part of an Operational Session with LRMs to look at standby and agile working but the majority of conversation was focused on standby. Another session is to be arranged. It was noted that it would be helpful for a similar session to be run with LSMs <b>ACTION:</b> Susan to link in with SOMs re a further Operational Update and restarting LSM networks</li> </ul>	<b>SD</b>
5.	<p><b>Right to Disconnect</b></p> <ul style="list-style-type: none"> <li>• CM received a small amount of feedback since the last meeting with regards the Right to Disconnect Policy. The response has been positive. <b>ACTION:</b> Monica to provide Unison feedback offline, then Cathy to update policy and send out offline</li> </ul>	<b>CM</b>
6.	<p><b>Volunteering Policy</b></p> <ul style="list-style-type: none"> <li>• CM explained she had been reviewing the Volunteering Policy and completed a benchmarking exercise. In comparison to other organisations – SCRA's policy compares favourably with 2 days paid leave per year being in the average offering.</li> <li>• There is no urgent need to change policy, but we want to be clear what we want the policy to achieve. Currently c. 25 staff have made use of the volunteers days over the last few years. There are people who volunteer out with their normal working hours as well, on a regular basis.</li> <li>• MSw suggested that staff could use the volunteering policy to be able to leave work early to ensure they arrive at the place they volunteer on time e.g. if it's a 5pm start.</li> <li>• The group discussed the possibility of arranging charities to visit to talk about what opportunities are available to help raise volunteering profile.</li> <li>• <b>ACTION:</b> CM to consider the above as part of the review and arrange a survey to be completed by staff then move on to focus groups to gain information from staff</li> </ul>	<b>CM</b>
7.	<p><b>Annual Workforce Report 2022/23</b></p> <ul style="list-style-type: none"> <li>• SD highlighted the key points from this year's Annual Workforce Report. <b>ACTION:</b> Monica to provide Unison feedback offline and Susan to update if necessary</li> </ul>	<b>SD</b>
8.	<p><b>Change to Pension Contributions Calculations</b></p>	

	<ul style="list-style-type: none"> <li>• Currently SCRA provide a very flexible resource with regards pension contribution calculations. Going forward, there will be an automated pensions system which will be linked to SCRA's iTrent and the two systems will talk to each other.</li> <li>• Proposal is that changes will be made annually on April 1<sup>st</sup> only unless there is a material change in year to a member of staff's hours / role.</li> <li>• The group agreed with this proposal. <b>ACTION:</b> Communication to be put out to staff once final checks are complete</li> </ul>	<b>HR</b>
9.	<p><b>Support Staff Consultation</b></p> <ul style="list-style-type: none"> <li>• The job description is not quite finalised but following the extensive consultation process, SCRA is recommending that one job description covers both roles. This will provide more flexibility of resource and interest of work.</li> <li>• There will be some anxiety for some staff and a training plan will be arranged to support this. There is no expectation for staff to pick this up overnight. Managers will be expected to work to people's strengths and training provided in relation to the full scope no of duties.</li> <li>• It is hoped this process could be concluded in time for the VH team returning to localities.</li> <li>• <b>ACTION:</b> Susan to finalise job description and send offline then arrange consultations with staff for feedback before taking the JD to June's Job Evaluation Committee to conclude the process.</li> </ul>	<b>SD</b>
10.	<p><b>Job Descriptions going to JEC – for noting</b></p> <p>These were provided off-line</p>	
11.	<p><b>Standby</b></p> <ul style="list-style-type: none"> <li>• A discussion was had with LRMs at the Operational Update regarding standby. There is a willingness to review the process and suggestion of a national approach. <b>ACTION:</b> HR to do some research around this and bring a draft policy to the next meeting</li> </ul>	<b>MS</b>
12.	<p><b>Managing Fixed Term Workers</b></p> <ul style="list-style-type: none"> <li>• PS briefed the group on the Managing Fixed Term Workers Policy. SCRA currently have a large number of staff on fixed term contracts and want to have the policy and procedure in place to manage those fairly and consistently.</li> <li>• There was no further comment on this policy. <b>ACTION:</b> Patricia to finalise policy</li> </ul>	<b>PS</b>
13.	<p><b>Recognition of Prior Learning</b></p> <ul style="list-style-type: none"> <li>• There has been an update with regards recognition of prior learning to enable previous Reporter experience within certain parameters to be considered by the Accreditation Manager.</li> <li>• Comments from the group were that people feel it is difficult to gain exemption but this may be down to how the qualification is structured and the SQA rigour. Other comments focused on Reporters feeling pressured to complete the PDA when they don't have time, particularly over the course of the pandemic and the impact that time away to complete the PDA has on colleagues.</li> <li>• There was also a comment that the timing does not feel right when a Reporter has been temporary for a few years then becomes permanent and has to complete the PDA when they are already a fully functioning Reporter – feels like</li> </ul>	

	<p>a paper exercise rather than developmental.</p> <ul style="list-style-type: none"> <li>The PDA is a professional qualification and ensures consistency across the organisation. A conversation can be had with regards timescales for completion and opportunities to do units differently. <b>ACTION:</b> Patricia to tidy up policy and send round the group and also arrange a conversation offline with Catherine Rankine and Alistair Hogg on the topics raised today</li> </ul>	<b>PS</b>
14.	<p><b>Inclusive Leadership Standards</b></p> <ul style="list-style-type: none"> <li>PS updated the group that a framework has been developed and there would now be intensive consultation on this with a number of groups including this group, EMT, Inclusion Ambassadors and local focus groups.</li> <li>The group provided positive feedback on this, stating it is very clear and weaves standards into behaviours for everyone from the top down ensuring there is a role for everyone to play. It's a good framework to base conversations on e.g. in Supervision and also easily adapted into question format for interview questions.</li> <li>ELK noted the diversity and inclusion within the policy is very clear, it's a really positive policy in terms of where we are going as an Organisation.</li> <li><b>ACTION:</b> Patricia to arrange consultation with groups between now and end June</li> </ul>	<b>PS</b>
15.	<p><b>Gender Pay Gap</b></p> <ul style="list-style-type: none"> <li>The Gender Pay Gap is still very high – 24% and has attracted some media attention. It has incrementally come down over the last four years. The report tried to draw out the reasons for the gap including the fact that the majority of our grade A-D staff group are female and our male members of staff are mainly grade D-E which statistically impacts the gap.</li> <li>In terms of disability and diversity, there is more progress being made although the number of staff within those groups are quite small. The report recommends actions to take forward to reduce the gap including Women Into Leadership work and the Race Ethnicity Workforce Plan.</li> <li>Hopefully we will see some improvement over the next few years as we focus on workforce diversity and aim to attract different people to work with us from under represented communities including gender – this aligns with the Business Plan and recruitment work.</li> </ul>	
16.	<p><b>AOB</b></p> <p>N/A</p>	
17.	<p><b>Date of next meeting</b></p> <p>25<sup>th</sup> May 2022.</p>	