

		<i>Action</i>
1.	<p><b>Attendees</b></p> <p>Susan Deery, Morna Sands, Monica Sweeney, Jim McClafferty, Adele McCormick, Kirstie Chalmers, Elizabeth Lloyd Kelly, Patricia Stevenson</p> <p><b>Apologies</b> Kelly Campbell, Cathy MacKinnon</p>	
2.	<p><b>Minute of Previous Meeting and Matters Arising</b></p> <p><b>Notes of meeting</b> The group agreed accuracy of the minutes of the previous meeting held on 18 May 2023.</p> <p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• <b>Standby policy</b> – OD Team are looking at this. MSa meeting with NM to discuss work done to date on standby. The aim is to work towards policy in place by the end of the calendar year.</li> <li>• <b>Flexible retirement</b> – paper shared with the group for feedback which was all positive. Clarity to be sought regarding whether the 2 year vesting period applied if you continue to pay into the scheme following flexible retirement.</li> </ul>	<p><i>MSa</i></p> <p><i>HR</i></p>
3.	<p><b>Wellbeing – Updates</b></p> <ul style="list-style-type: none"> <li>• Big Team Challenge has concluded. 159 participants and there was also an added scavenger hunt this year for fun. Prize winners will be announced soon.</li> <li>• Right to Disconnect policy was launched on 29<sup>th</sup> June.</li> <li>• The Mental Wealth Group exploring fertility treatment awareness raising with nurses who have expertise in this area, to support colleagues.</li> <li>• The Disability Sub Group are looking at cancer related illness awareness raising.</li> </ul>	
4.	<p><b>Agile Working</b></p> <ul style="list-style-type: none"> <li>• No further update on agile working but the group agreed to separate the update within the HR Summer communication on agile working to a separate communication so that there is a clear national message communicated and it is not lost within a communication.</li> </ul>	<i>SD</i>
5.	<p><b>Inclusive Standard &amp; Behaviours Framework – Update</b></p> <ul style="list-style-type: none"> <li>• HR are in the process of procuring consultant support to advise and assist with the implementation of the framework throughout localities. It is hoped that this will be in place in September. There will be development sessions for senior management, management and then localities.</li> <li>• There was a discussion about Unison undertaking survey of members. A number of views were expressed about the survey including the importance of partnership working, linking any survey to the inclusive behaviours framework, benchmarking before and after the implementation of the Standards and the intention behind undertaking a survey. <ul style="list-style-type: none"> <li>• <b>In conclusion, Unison noted that they would discuss this further at the Branch Meeting on 26<sup>th</sup> July.</b></li> </ul> </li> </ul>	<i>MSw</i>

6.	<p><b>Development &amp; Supervision Framework – Update</b></p> <ul style="list-style-type: none"> <li>• Draft shared with the group for comment.</li> <li>• The Framework includes elements of appraisal combined with supervision and is focussed on supporting and developing staff.</li> <li>• One of the outcomes from Programme Protect is having a progressing performance management system and this document seeks to support this aim..</li> <li>• It was suggested that building in a dedicated annual supervision session for wellbeing could be explored and linked into wellness plans – <b>comment to be added to the draft.</b></li> <li>• <b>Explore if a completion date for supervision sessions can be added to iTrent as the current process can be misleading.</b></li> <li>• <b>Group to review and add comments to the document on the Teams Channel</b></li> <li>• <b>Unison to take to Branch Meeting on 26<sup>th</sup> July and feedback comments.</b></li> </ul>	<p><i>JM</i> <i>PS</i></p> <p><i>ALL</i> <i>MSw</i></p>
7.	<p><b>Trauma Training – Update</b></p> <ul style="list-style-type: none"> <li>• PS has been rolling out trauma training to individual localities, only a few left to have the training which are scheduled in for September.</li> <li>• NES training is now being introduced which is about transforming connections. From September some regular sessions on trauma skilled practice will be rolled out and NES will be supporting this.</li> <li>• SCRA are training up staff to be able to deliver a sustainable approach so that new starts will receive training on these topics when joining the organisation.</li> <li>• SCRA are also looking at developing some trauma coaches to provide support ahead of someone going to look at difficult evidence for example. The detail of what this will look like is not finalised yet.</li> <li>• Training for managers on how to support colleagues is also being considered.</li> <li>• A proposal will be pulled together over summer on what this looks like and the training will be rolled out over the latter part of 2023.</li> <li>• The Justice workstream looked at trauma informed workforce from a justice perspective and a large part of that was focused on witnesses. There is work being done to determine how this applies to SCRA and it is anticipated there will be training required as it relates to witnesses for Reporters/Assistant Reporters and an update will be provided as and when SCRA know more.</li> </ul>	
8.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>HR Sub Group Interest</b> – communication to go out from HR Helpdesk to seek interest in management joining the group.</li> <li>• <b>Summer Newsletter</b> – group to provide feedback on the HR communication due to go out on Connect which includes a summary of the work of the HR Sub Group.</li> <li>• <b>MS Teams Recording – HR Meetings</b> – MS Teams will soon activate the recording function across SG. IG Leads are meeting in August to discuss if SCRA can utilise this function. Clear steer from SG that any sensitive staff discussions should not be recorded.</li> <li>• <b>3 Bills received Royal Assent in may 2023</b> – government will lay down 2<sup>nd</sup> legislation to implement these into new entitlements:- <ul style="list-style-type: none"> <li>• <b>Carer’s Leave Act 2023</b> - Parents and carers to be given new protections at work covering leave entitlement – to have same protection as other family related leave such as parental leave e.g. protection from dismissal if take leave. <ul style="list-style-type: none"> <li>• A new entitlement for unpaid carers to a week of flexible unpaid leave a year, for employees who are caring for a dependant with a long-term care need. This will enable carers to better balance their caring and work responsibilities, supporting them to remain in employment.</li> <li>• Can be taken as half or whole days of up to one week a year – no min length of service required</li> <li>• Expected to come into force in 2024</li> </ul> </li> <li>• <b>Neonatal Care (Leave &amp; Pay) Act 2023</b> <ul style="list-style-type: none"> <li>• <b>Up to 12 weeks of paid neonatal care leave</b> for employed parents whose children are admitted to neonatal care, so that they can spend more time with</li> </ul> </li> </ul> </li> </ul>	<p><i>HR</i></p> <p><i>ALL</i></p> <p><i>HR</i></p> <p><i>ALL</i></p>

	<p>their baby at what is a hugely stressful time. This is in addition to other leave and pay entitlements such as maternity and paternity.</p> <ul style="list-style-type: none"> <li>• <b>Protection from Redundancy (Pregnancy and Family Leave) Act</b> – Redundancy protection for pregnant women and new parents with the extension of existing redundancy protections to cover pregnancy and a period of time after parents return to work.</li> <li>○</li> <li>• <b>Learning Plan</b> – the Learning Network have developed a draft learning plan which has been shared with the group for comment. This is intended to cover SCRA to 2025. There will be some consultation on the plan between now and the end of August for feedback/raising awareness. It will then be reviewed quarterly to ensure it is up to date. <b>Group to provide feedback and Unison to take to Branch Meeting on 26<sup>th</sup> July.</b></li> </ul>	
9.	<p><b>Date of next meeting</b></p> <p><b>21 September 2023 12.30pm – 2pm</b></p>	

