



		Action
1.	<p>Attendees</p> <p>Susan Deery, Morna Sands, Monica Sweeney, Kirstie Chalmers, Elizabeth Lloyd Kelly, Adele McCormick, Cathy MacKinnon</p> <p>Apologies</p> <p>Lynne Hobbs, Patricia Stevenson, Jim McClafferty, Kelly Campbell</p>	
2.	<p>Minute of Previous Meeting and Matters Arising</p> <p>Notes of meeting</p> <p>The group agreed accuracy of the minutes of the previous meeting held on 21 September 2023.</p> <p>Matters arising</p> <ul style="list-style-type: none"> • Standby policy – OD Team have taken a paper to EMT last week on a national model which will be piloted with a couple of teams. Update will be provided once received. • Inclusive behaviours <ul style="list-style-type: none"> - training and implementation about to start. HR Team and EMT will be trained over the next 2 weeks. - policy won't be rolled out until January to allow all staff to have training. <p>Feedback from group:</p> <ul style="list-style-type: none"> - Importance of ensuring the routes and pathways for people are clear if inclusive behaviours are fallen short of, and this should be included in the training provided. ACTION: ensure this is included in training - It was agreed by the group that it is important to reflect the inclusive behaviours in all policies going forward. There is ongoing dialogue in HR Team on the rebranding of policies ensuring they are easy to read and user friendly but a recognition that this is resource intensive. ACTION: Plan to be put in place to do this work and ensure inclusive behaviours are reflected clearly through rolling review of policies • Updated supervision framework Unison feedback from Branch meeting: <ul style="list-style-type: none"> - Happy with content of the document but wondered about the timing of this as it would be helpful to go out after Inclusive Behaviours. This was agreed by the HR Sub Group - Lack of consistent messaging across the framework to reflect inclusive behaviours, needs to be clearer throughout and also in the supervision discussion checklist - Uncertainty around what the changes were – clarity provided that there will no longer be an appraisal scheme as this is now rolled into the supervision process with 1 meeting per year focusing on looking back over the last year and planning for the year ahead. There will also be 1 wellbeing focused session per year. The policy reflects providing proper feedback, planning and recognition, and aligning it under Supervision framework. There is also added reference to probation policy. • Wellness Plans – the re-launch of wellness plans will be noted in the next HR newsletter. These have been moved on Connect to bring them more to the forefront too. The group discussed the wording in the template as being focused on mental health and agreed that this should reflect physical health too, to prevent it being a barrier to being utilised. ACTION: amend language in template to reflect physical health as well as mental health • Staff code of conduct 	<p>HR</p> <p>HR</p> <p>MSa</p>

	<p>– Unison wondered about timing in terms of the review of SCRA’s vision and values which will inform the Corporate Plan for 24-27. Better to get vision and values in place first. This requires Board approval which will not be until March so it can go alongside corporate plan.</p> <ul style="list-style-type: none"> - Inclusive behaviours should be threaded through policy. - No strong feeling on objections/changes. - ACTION: Inclusive Behaviours, Dignity at Work and Code of Conduct to be launched together as those policies underpin Inclusive Behaviours. - ACTION: look at language within Disciplinary policy to ensure it reflects Inclusive Behaviours <ul style="list-style-type: none"> • Learning plan – some of dates need to be changed. ACTION: Unison to feedback to Patricia • Travel policy – has been updated on Connect • Data classification policy – feedback provided by Unison has been provided to Bruce – it is a complicated worded policy – Bruce going to look at this. 	<p><i>HR</i></p> <p><i>HR</i></p> <p><i>MSw</i></p>
<p>3.</p>	<p>Wellbeing – Updates</p> <ul style="list-style-type: none"> • Mental Health Day in October – focused on reminders of resources available etc. light touch. • Menopause Awareness Day – reminders on supports available through menopause toolkit. Also stall at staff event which was well attended on supports. • Awaiting staff survey results to understand if view on wellbeing supports is still positive. • Kindness to colleagues workshop at staff event – had hoped to have this but didn’t work out due to dates but they will come to HO event. Can provide feedback to locality wellbeing teams if this is well received. Glasgow will be looking at arranging this too. • Welfare seminar at weekend run by Unison, if there is anything that comes out of that that is new then MSw will liaise with MSa on this to update. ACTION: Provide relevant feedback to MSa 	<p><i>MSw</i></p>
<p>4.</p>	<p>Agile Working</p> <ul style="list-style-type: none"> • Due to take an update to Board in Sep 24 – look at this first quarter of 24/25 financial year • ACTION: Seek feedback at manager networks to inform feedback to the Board. 	<p><i>HR</i></p>
<p>5.</p>	<p>Dignity at Work</p> <ul style="list-style-type: none"> • Work has commenced on ensuring the Dignity at Work (DAW) and Whistleblowing policies reflect learnings from the recent Internal Review. <ul style="list-style-type: none"> - Whistleblowing is statutory, wouldn’t expect there to be many changes to this. - Assessed DAW policy against other organisations such as Unison, Acas, NHS Scotland, General Medical Council, NSPCC, British Film Industry, third sector organisations and private sector as well. Current policy is very much the status quo. - Mainly consisting of changes to language. - Also reflects feedback from victims and external lawyers about court and ensuring there is pastoral support provided throughout this period as best as we can. - Initial feedback from group was that the proposed style of the report is easier to navigate and understand as currently our policies are wordy. More user friendly with relevant links to take you to another place would be helpful.. - DAW draft will be brought back to group in January 2024 - Group discussed the right to manage and the feeling that some managers feel unsure about what would happen if they raised concern with members of staff. Managers should be reassured they have a right and expectation to manage which is a key part of this policy. Unison will continue to advise members of this – it’s about the approach. • ACTION: DAW draft to be completed and provided offline ahead of the next HR Sub Group meeting. 	<p><i>MSa/CM</i></p>

6.	<p>eRecruitment</p> <ul style="list-style-type: none"> • There are some small amendments being made to R&S policy that will be brought to January meeting. ACTION: bring revised policy to January meeting • Moving to eRecruitment over the coming months. Pilot will be carried out with Head Office then rolled out to localities with appropriate training for recruiting managers. • Recruitment process won't change but mechanics of how it's done is currently lengthy and could be done more efficiently through iTrent. • Onboarding module may be a future iteration – allows people to link in with the organisation once identified as preferred candidate. Can push out policies, receive information from them etc. It's about engagement during the gap of time between being identified as preferred candidate and starting with SCRA. • An updated will be provided at the January meeting. 	<p><i>KC/CM</i></p> <p><i>HR</i></p>
7.	<p>First Aid (FA)/Fire Wardens (FW)</p> <ul style="list-style-type: none"> • AM spoke to paper and recommendations. • 3 members of staff have retained the full FA allowance – the HR Sub agreed that SCRA don't require further trained FAs. It was however agreed that the elearning on First Aid should be made mandatory for all staff as part of the health and safety suite of mandatory training. • As a result of agile working there is often no fire wardens in a building. Further work on the important role of the fire warden and promoting the straightforward functions is required. • Following discussion it was agreed that where there was no volunteer available, the most senior person in the building/floor should take up that responsibility. This will require positive communications and guidance to be developed around this expectation. • • There is no FW eLearning it's a mandatory fire awareness one. • ACTION: Guidance note to be produced on the basis that the person on reception would take the visitor list outside, and the most senior person in the office takes the staff list and does a quick sweep – bring this to next meeting. • ACTION: Communication to go out about mandatory FA training. 	<p><i>AM</i></p> <p><i>AM</i></p>
8.	<p>AOB</p> <ul style="list-style-type: none"> • HR newsletter – next one will be published before end Dec. ACTION: Send offline to give heads up before it goes out. • Staff survey published – encourage staff to complete. • Reminder on Connect re Xmas working and annual leave carry over limits. Any authorisation for additional carryover HR need to be aware of so that this is not deducted. 	<p><i>SD</i></p>
9.	<p>Date of next meeting</p> <p>11th January 2024</p>	