

		Action
1.	<p>Attendees</p> <p>Susan Deery, Morna Sands, Monica Sweeney, Jim McClafferty, Kirstie Chalmers, Elizabeth Lloyd Kelly, Kelly Campbell, Cathy MacKinnon</p> <p>Apologies</p> <p>Adele McCormick, Lynne Hobbs, Patricia Stevenson</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 5 July 2023.</p> <p>Matters arising</p> <ul style="list-style-type: none"> Standby policy – OD are working on this and will link in with HR. Proposals will take account of the challenge of working across localities. Flexible retirement – on Connect now Inclusive behaviours – contract issued to enei – meeting on 29 September. Development – updated supervision framework at last meeting, awaiting feedback from group, trauma training for HO TBC, internal trauma trainers now been trained, roll-out timing TBC, potential mandatory element, linking it to supervision discussion. Feedback that positive response to provision of trauma training for staff. Summer newsletter went out – feedback positive – intend to do twice a year. Learning plan – Monica will provide feedback to Patricia over the next week. 	
3.	<p>Wellbeing – Updates</p> <ul style="list-style-type: none"> NES Wellbeing Planning Tool, Wellness Action Plan template circulated in advance of meeting. ACTION: Agreed to relaunch of the Wellness Plan and how we can use it, which would link well to the end of the trauma training and potentially Mental Health Day at the end of October. Will seek an anonymous testimonial of someone who has used the Wellness Plan and found it beneficial, to bring it to life. JMcC highlighted that there are questions in the wellness plan that managers could ask on a regular basis that are really useful in supporting staff Discussion about the value of it as a once a year 'wellbeing review' during supervision; or as an ongoing conversation throughout the year and once a year discussion about any changes since the last time the wellbeing plan was reviewed. SD advised that the Wellness Plans are not mandatory but SCRA strongly encourages staff to work through it and share with their manager. MSw – it is right that there should be a focus on well-being in every supervision but merit in asking every year about how things have gone and if there's anything else that can be done or done differently going forward. Worth doing once a year. Can be staggered within supervisee group. ACTION: Agreed to state in the updated supervision framework that at least one of supervision sessions per year will focus on Wellness Plan not just wellbeing in general as discussed in regular supervisions. Wellbeing tool sent out in advance of trauma training – review to see how it is aligned 	<p><i>MSa</i></p> <p><i>HR</i></p> <p><i>HR</i></p>

	<p>with other tools we are planning to use.</p> <ul style="list-style-type: none"> • Mental Health Day 10 Oct – promote supports and resources. • Menopause stand at Staff Event for menopause awareness. Information available that anyone could take away. Menopause Awareness Day on 18 October again – reminder of Menopause Toolkit and resources on Connect. 	<p><i>HR</i></p> <p><i>HR</i></p>
4.	<p>Agile Working</p> <ul style="list-style-type: none"> • Agreed with the Board that there would be a full review of Agile Working policy in Sept 2024. Need to review actual policy wording before then. • SD proposed to include as a topic at a management event in March - in advance of full review. • Discussions about the need for consistency - this means ensuring everyone has access to the policy in a fair and consistent way, but not a blanket approach. 	<p><i>SD</i></p>
5.	<p>Draft Staff Code of Conduct</p> <p>Right time to revise and modernise the Staff Code of Conduct.</p> <ul style="list-style-type: none"> • Amendments to the Section 9.14 Corporate Hospitality and Out of Office Social Events • Extensive review conducted by PS - referenced a number of documents including SG and took into account the Internal Review recommendations – the content is fairly robust but changes proposed to update it and make it more inclusive. It is intended as a supportive document. Work also to take place to make it more user friendly. • Will go to the Board for approval once finalised, potentially January or March next year. • Action: MSw to take to Branch Committee and provide feedback before next meeting on 6th November. • Initial observations were that changes seemed uncontroversial, reasonable and sensible. • Bring forward to next meeting – consider how to bring the policy to life. 	<p><i>SD</i></p> <p><i>MSw</i></p>
6.	<p>Internal Review Action Plan</p> <ul style="list-style-type: none"> • Internal review took place after conviction of former manager. Thorough review, external input from enei and victims/witness. Report to EMT and then Board, now signed off. Action Plan as part of paper. Plan supports anyone who experiences inappropriate behaviours, or is witness to it, to raise concerns. Within overall HR plan. • ACTION: Review and refresh Dignity at Work Policy and Whistleblowing – aim to bring back to 6 November HR Sub Group. Need to raise awareness, and ties in well with the timing of the Inclusive Behaviour Framework. • Victims will provide testimonials to encourage others to reach out for support. • Plan includes actions on reflections from victims of what we as an organisation can learn. • Ensure support in place for victims and managers supporting victims. • Internal Review covered in last Team Brief and shared on Connect. • Ensuring everyone has access to wider network of support – can staff directory be more interactive, for example? • Raising awareness of senior team, HR team, Unison – links to staff survey also. • Culture – strong link to Inclusive Behaviours. • Active Bystander training – ensure able to raise concerns, in a way that feels safe. • Sessional register – reference checks will be bolstered. • Consider how we socialise with each other, ensuring inclusivity, safety and comfort of everyone within those environments – could be a separate policy or section within the Staff Code of Conduct (9.14). • MSw – section 4.9 in the Internal Review plan about informal reporting. May need to be considered further • Thanks to HE and MSa for work done and support given to victims/witness 	<p><i>MSa</i></p> <p><i>MSa / CM</i></p>

7.	<p>Travel Policy & Connect T&S Guidance</p> <ul style="list-style-type: none"> • Following updates to Travel Policy agreed: <ul style="list-style-type: none"> • References to 'car' to be changed to 'vehicle', to clarify includes electric vehicles / motorbikes • Embed link to Connect guidance note on how to claim T&S – to include reference to Electric Vehicles • Amendments agreed to the Time & Expenses Claims guidance on Connect about how to complete a claim if you have an electric vehicle, given limitations of iTrent system set-up • Confirmed pence per mile is the same regardless of fuel type. 	MSa
8.	<p>AOB</p> <ul style="list-style-type: none"> • Data Classification Policy August 2023 – HR Sub Group asked to review the final draft of this Policy. It has been necessary to make this a new version as the Government Security Classification Policy, on which it is based, was revised on 30 June 2023. <ul style="list-style-type: none"> ○ ACTION: To provide feedback to Susan within a week so that Bruce can progress it. Once it's signed off Bruce will do a comms out to explain. • First aiders – MSw asked about first aider numbers, and impact of agile working. Dependent on the number of people in the building, may not require a first aider. <ul style="list-style-type: none"> ○ ACTION: Alison Melrose to carry out an assessment and provide an update on first aiders at next HR Sub ○ MH suggested doing assessment of fire marshals at the same time. 	<p>ALL</p> <p>HR</p>
9.	<p>Date of next meeting</p> <p>TBC – 6 November 10.00 – 11.30am</p>	