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| 1. | <p>Attendees</p> <p>Susan Deery, Morna Sands, Kirstie Chalmers, Elizabeth Lloyd Kelly, Lynne Hobbs, Patricia Stevenson, Jim McClafferty, Julie McManus, Donna Redfern, Lyndsey Frazer, Monica Sweeney, Adele McCormick,</p> <p>Apologies</p> <p>Dawn Turner, Alison Gear, Kelly Campbell, Cathy MacKinnon</p> | |
| 2. | <p>Minute of Previous Meeting and Matters Arising</p> <p>The Group welcomed Lyndsey Frazer as a new member. .</p> <p>Notes of meeting</p> <p>The group agreed accuracy of the minutes of the previous meeting held on 11 January 2024.</p> <p>Matters arising</p> <ul style="list-style-type: none"> • Standby policy – No feedback so far. ACTION: Link in with Neil for feedback and any considerations for HR Sub Group in terms of policy • Inclusive Standards and Behaviours Framework - training has been taking place across the country and there will be follow up work with ENEI. There is a session at the upcoming LRM network specifically for managers which will cover implementation going forward in Localities. ACTION - EDI Manager pick up next steps once in post. • Development and Supervision Framework – ACTION: Circulate final version and implement prior to April's new cycle of Supervision. There are guidance documents to accompany the Framework. SCRA will consider training for managers on performance management conversations. • Staff Code of Conduct – to be published after Inclusive Standards and Behaviours Framework and Dignity at Work policy. This policy needs to go to the Board. • Learning plan – Unison to feedback to Patricia • eRecruitment update - refreshed project plan in place. Stages of work :- itrent workflow development, trial with HO vacancies, pilot with one locality, go live. Aim is to go live with the pilot after April - HR reps attending training from Midland (itrent provider) on 26/27 February. • First Aid (FA)/Fire Wardens (FW) – ACTION: to be sent around group if not already. • Data Classification Policy – Donna circulated updated version to the group and has received no further feedback. ACTION: inform Bruce policy was approved at HR Sub | <p>KC</p> <p>SW</p> <p>PS</p> <p>MSw</p> <p>MS</p> <p>AM</p> <p>DR</p> |
| 3. | <p>Wellbeing – Updates</p> <ul style="list-style-type: none"> • Mental Wealth (MW) Group meeting again in March to develop 2024 plan. • Light touch Time to Talk communications and resources in February – theme was checking in with colleagues, ensuring we all have opportunity to be listened to without judgement. Small conversations can changes lives. • Planning for Mental Health Awareness Week in May. 2024 Theme set by Mental Health Foundation is 'Movement'. AM looking at potential options for an inclusive movement challenge, building on success of Big Team Challenges. • Resilience support for managers will be part of the March Manager's Event. Longer term | |

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| | <p>plan is to roll out resilience support and training for all staff in 2025/26.</p> <ul style="list-style-type: none"> MW Group planning to develop success of menopause toolkit into other health supports for all genders. New legislation for carers in 2024 that the group want to promote, as well as a Fertility bill and Neonatal support changes. Group hoping to do more awareness / support work reminding staff and managers about maternity, adoption, paternity, fertility, neonatal and post-maternity supports. Mental Health First Aid (MHFA) cohort reduced slightly due to people moving on from the organisation. 18 trained MHFAs. AM is arranging refresher training for March for all MHFAs. | |
| 4. | <p>Agile Working</p> <ul style="list-style-type: none"> Agile working was well received in the staff survey and the results show this has made a positive difference to work life balance. The group discussed that some challenges remain following the reminder about the policy intentions – there may be some work for individual teams to do with HR if required. It was suggested that Agile Working could be a 6 monthly review in terms of the agenda for this meeting, rather than each meeting, unless specific issues arise. Although very much the minority the group noted that there was a small number of staff who considered they had a right to fixed working from home days– requirement is exigencies of service must be met with flexibility to support home working if those operational needs are met. Some negative impacts were referred to e.g. reduced team spirit, less peer learning, less time spent together. The group agreed it would be helpful to add an agenda item to the next LRM network for managers to discuss best practice. ACTION: Seek to add 45 minute slot to the LRM network agenda on Agile Working It was also agreed to have a scenario based on Agile Working during the session on constructive conversations at the manager’s event. This will allow for discussion and shared thoughts/feedback. ACTION: arrange for Agile Working based scenario. | <p><i>ELK</i></p> <p><i>PS</i></p> |
| 5. | <p>Manager’s Event</p> <ul style="list-style-type: none"> External speaker will facilitate resilience training. Context relates to supporting resilience during upcoming changes, including legislative ones, and delivery of Corporate Plan. Managers to receive a questionnaire before training which will generate an individual confidential report for each manager. The speaker will look at key themes across the management population and build this into workshops at event. Tangible action plans will be developed. Feedback from questionnaire positive – quick, helpful, interesting. Full agenda for the event will be circulated to managers soon. | |
| 6. | <p>Job Evaluation Proposed Changes</p> <ul style="list-style-type: none"> Proposed changes to the way the current committee structure works to enable the process to be more flexible and adaptable. System relies on a consultant from Hays which restricts the frequency of meetings. It is proposed that the new committee structure will comprise HR and Unison colleagues. SCRA will invest in Hays training for those members to develop greater knowledge and confidence in the evaluation methodology. This will allow for more regular meetings which will enable the committee to maintain and develop their skills, whilst also increasing flexibility and efficiency in responding quickly to amended / new job descriptions. There is a cost associated with the training which HR hope to action within this financial year so that the new structure can be in place from April onwards. The new process will put space between the committee and appeals panel, ensuring fair and transparent process. It was agreed this is a fairer approach. HR Sub Group endorsed the change, subject to Unison approval. ACTION: Unison to feedback as soon as possible to allow for training to be booked in March | <p><i>MSw</i></p> |
| 7. | <p>AOB</p> <ul style="list-style-type: none"> Draft People Strategy – draft was shared with the group for comments. This needs to go to the Board in March and will be accompanied by the Annual Workforce Report. The | |

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| | <p>draft has been kept fairly simple with a flexible approach for the next 3 years. Initial feedback was that it is in a helpful format with good chronology in terms of timelines. The draft is currently with Unison and is going out to the PPN. ACTION: provide feedback to Susan over the next week so that a final draft can be completed by start of March</p> <ul style="list-style-type: none"> • Job Evaluation – committee meeting next week to look at revised HR Assistant, Business Team (1 revised and 2 new) and two Digital job descriptions. • Policies to Review – the group have carried forward several policies to review this year – Staff Code of Conduct, Dignity at Work and Whistleblowing – the latter two generated by the internal review last year. The group agreed to look at the Flexi Scheme Policy and the Flexible Working Policy together as core hours have become a little muddled since introducing agile working. There is also new Flexible Working legislation so this can be tied into the review. Additionally, there may be future iterations of the Recruitment & Selection Policy once eRecruitment is up and running. | ALL |
| 8. | <p>Date of next meeting</p> <p>18 April 2024</p> | |

