

		Action
1.	<p>Attendees</p> <p>Patricia Stevenson, Morna Sands, Kirstie Chalmers, Elizabeth Lloyd Kelly, Dawn Turner, Julie McManus, Donna Redfern, Lyndsey Frazer, Monica Sweeney, Adele McCormick.</p> <p>Apologies</p> <p>Susan Deery, Jim McClafferty, Lynne Hobbs, Alison Gear, Kelly Campbell, Cathy MacKinnon</p> <p>Guest Attendees for relevant Items</p> <p>C Duncan, OD Team for Item 3 + S Eodanable / H Etchells for Item 7</p>	
2.	<p>Minute of Previous Meeting and Matters Arising</p> <p><u>Notes of meeting</u></p> <p>The Group agreed accuracy of the Minutes of the previous meeting on 22nd February 2024.</p> <p><u>Matters arising</u></p> <ul style="list-style-type: none"> • Inclusive Standards and Behaviours Framework – the first phase of training is complete. There will be further training at the Manager's Event on 8th May. Wash up training for around 70 staff will be arranged. A plan for next steps beyond this will be brought to a future meeting. ACTION: next steps plan to be brought to a future HR Sub • Development and Supervision Framework – ACTION: final version to be circulated once paper has been to EMT to clarify amendments • 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. • eRecruitment update – development training in March completed to develop background workflows on iTrent. Checking of this will take place over the next c. 4 weeks then a revised timetable for launch created – not launched in April due to competing demands. Hope to launch before summer. • First Aid (FA)/Fire Wardens (FW) – ACTION: guidelines to be sent around Head Office Managers if not already • Data Classification Policy – Bruce aware this has been approved and is with him to action user comms. • Agile working – agenda item added on agile working for the upcoming LRM/LSM network. There was an agile working scenario included in the workbook in the constructive conversations session at the Manager Event in March but this may not have been looked at by all attendees – can be picked up in future. • JE Training – training provided by Korn Ferry is now complete for HR/Unison staff. • People Strategy – approved at March Board. Will be published on Connect in the next few weeks. 	<p>PS/SW</p> <p>PS</p> <p>AM</p>
3.	<p>Standby Cover Arrangements</p> <ul style="list-style-type: none"> • CD from the Operational Development team joined to discuss the National Standby Report following the national approach taken on Good Friday. The feedback from those involved was very positive overall with the most time-consuming part of the process being recruiting volunteers. The session highlighted the ability to widen the pool of volunteers going forward to include Assistant Reporters. 	

	<p>align these to Jan-Dec leave year. And is there value in encouraging staff to take 2024/25 Wellbeing Day by 31 Dec 2024, rather than March 25. The purpose being so the holiday year entitlement in 2025 represents 2025 annual leave + any future Wellbeing Day if agreed as part of the 2025/26 pay review – i.e. alignment of the periods. If people have already scheduled 2024 Wellbeing Day for Q4 then it would of course be honoured. Taking the approach to encourage staff to take the Wellbeing Day in 2024 would minimise the amount of manual calculation at the leave year end on 31 Dec 24.</p> <ul style="list-style-type: none"> • The Group discussed the difficulty of this with regards the timeline of pay awards being agreed, this would only work if an agreement was sought quickly which is not guaranteed. This could result in staff having a shorter period of time to take the day. • A query was raised in the Group discussion as to whether we could look to amend the leave year to run from April to March each year to tie in with pay negotiations? • The Group agreed that as the pay award for 2024/25 is already agreed and staff have been told they have until 31st March 2025 to take this, we should not encourage people to take by 31 December 2024 (with anyone having booked it or hoping to take in Q1 of 2025 – still being able to do so). • There are already issues with ensuring staff take their annual leave by the end of the year, and adding a Wellbeing Day to be taken by then too may be difficult. • Unison appreciated that it causes extra work but their view was that the current agreement cannot be changed and going forward, there is no guarantee when a pay settlement will happen which could leave a small window for the Wellbeing Day to be taken in future if it was aligned to the leave year. • The Group explored if there is another way to record the Wellbeing Day on iTrent but this has already been explored with Midland and unfortunately due to pro-rating there is no functionality to do differently. • Feedback will be taken back to SD and payroll. 	
6.	<p>Agile Working</p> <ul style="list-style-type: none"> • I was noted that here will be an agenda item at the upcoming LSM/LRM network to allow managers to have a conversation about agile working. Consideration was given to whether it would be helpful for HO managers to have a similar conversation. ACTION: ask HO managers whether they would find this useful. • Agile working was a standard agenda item at the HO wellbeing group previously but recently removed. It was noted that it could be re-added to capture feedback from HO. 	HR
7.	<p>SCRA Breach Reporting Forms</p> <ul style="list-style-type: none"> • SE and HE joined the Group to discuss the proposed changes to the recording of breach reports. The intention is to include the name of those responsible for a data breach. The primary reason to start recording names is to provide support to staff who may require additional training and / or pastoral support and to reduce the risk to the organisation. • It was noted that the SOMs feel this is a proportionate and appropriate response to SCRA's current gap in recording. The proposal is to trial this for 6 months initially then look at benefits and any potential unintended consequences and review as appropriate. This would allow SCRA to demonstrate to ICO that they are actively taking remedial action. • Concerns were raised around the number of people copied into the form identifying an individual and the potential negative consequences of that. SE explained the audience should be limited and perhaps we need to look at how the form is being used in Localities to ensure the audience remains limited. • It was noted that if the breach is due to a partner agency, no SCRA staff member would require to be named. • Question raised regarding implications if the breach is linked to a compensation claim. SE explained that IG team will never approach the individual directly, they would liaise with the LRM sensitively and there would be no need for the individual to be aware of any compensation paid. • Unison indicated their concerns and that the proposed change to the form feels punitive and not supportive. Unison indicated that they were struggling to see how the recording of a name will change how it is addressed, as the manager would already know who is involved. 	

	<ul style="list-style-type: none"> • It was suggested that there is evidence to show that managers are not always aware who is responsible, and that there was a risk that the organisation does not record this information. • SE explained that whilst this is not a requirement of the ICO, they link actions with level of risk. Given the level of risk in SCRA, ICO would expect SCRA to be doing more in terms of proportionate and appropriate steps. IG feels this approach is reasonable. • A number of alternative options were discussed however it was agreed that further offline discussion was required. ACTION: Further conversation to be had offline with IG and Unison, and HR to support • 	
8.	<p>PDA Completion</p> <ul style="list-style-type: none"> • Proposal to amend the wording in Reporter's and Assistant Reporter's contract of employment, to explain that if staff move to a related promoted post before completion of PDA, e.g. to SP or LRM was discussed. • The Group asked if this applies to those moving into a management role too. Yes – they would need to speak to Accreditation Manager about how to gain necessary experience to complete it. • The Group agreed with these changes but it was also raised that the PDA requires review as it is not working as effectively as it could. ACTION: action changes as agreed and raise review PDA with Accreditation Manager and AH as part of the upcoming review of the role. 	<i>HR</i>
9.	<p>Flexible Working Changes</p> <ul style="list-style-type: none"> - The paper confirming the flexible working changes introduced on 6 April was discussed and it was noted that some of these were already in place in SCRA Policy • It was noted that the policy will be updated to reflect the changes. ACTION: HR to update policy 	<i>HR</i>
10.	<p>AOB</p> <p>N/A</p>	
11.	<p>Date of next meeting</p> <p>6 June 2024</p>	