

Scottish Children's Reporter Administration Note of Meeting of HR Sub Group held on 26 April 2024, MS Teams 10.30am – 12pm

		Action
1.	Attendees	
	Patricia Stevenson, Morna Sands, Kirstie Chalmers, Elizabeth Lloyd Kelly, Dawn Turner, Julie McManus, Donna Redfern, Lyndsey Frazer, Monica Sweeney, Adele McCormick.	
	Apologies Susan Deery, Jim McClafferty, Lynne Hobbs, Alison Gear, Kelly Campbell, Cathy MacKinnon	
	Guest Attendees for relevant Items C Duncan, OD Team for Item 3 + S Eodanable / H Etchells for Item 7	
2.	Minute of Previous Meeting and Matters Arising	
	Notes of meeting The Group agreed accuracy of the Minutes of the previous meeting on 22 nd February 2024. Matters arising	
	 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. 	PS/SW PS
3.	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.	

The recommendation moving forward is for the national standby model to be extended to cover all emergency hearings, including custodies. SCRA are engaging with Police Scotland to seek to establish an agreed national protocol for children in custody, to transfer them to somewhere that they can participate in a hearing if need be. The hope is for this to be in place by St Andrews Day. Feedback from the Group included:o recruiting volunteers is a wider issue having 2 models in place is not ideal o lack of VH licences makes it difficult for LSAs to cover and puts more of a burden on those with licences, what will happen on local public holidays that are not national holidays? was the reason for moving to this approach cost-based? Is this a big enough sample to base a policy on – one pre-known hearing? Is this as child-centred as could be if all virtual. One size fits all may not be the solution. Custody hearings should be local. Has consideration been given to the change in legislation and potential increase in emergency hearings? The decision of having a national approach was from an efficiency point of view, with less need for Reporters to be on standby, and to support as many staff as possible to have the benefit of the public holiday. It was suggested that some children prefer virtual hearings as they feel comfortable and safe and it may be worth seeking feedback from children and families It was suggested that it may be worthwhile surveying managers to seek their views. There could be a combination standby model where a Reporter from the national team makes a decision in the morning and a local team carries out the hearing in the afternoon - this could be an Assistant Reporter. Are there costings on the savings made from this approach? **ACTION:** OD team to CD provide savings from Good Friday LSMs feel they should have VH licences as they cannot manage how things are being done if they don't know/can't see this themselves - even if this was only read only CD access. ACTION: OD team to look at possibility of licences for LSMs ACTION: Communication to go out to Localities to let them know there will not be a CD national approach for the May bank holidays. Wellbeing Updates 4. Mental Health Awareness Week is WC 13th May. There will be another Big Team Challenge launching for the 5th year, which is in line with this year's theme of "Movement: moving more for mental health". Italian route and theme. Focus is on steps achieved through movement, so this year challenge open to walkers and wheelchair users (wheelers) only. There will be a separate challenge for cyclists in October for Mental Request for managers to highlight the Big Team Challenge to their teams. MHFAs had a refresher training course in March with same trainer. Good refresher of the skills and purpose of the role - to support, listen without judgement and signpost to professional supports. There was a session on Resilience at the Manager's event in March recognising the significant levels of change. Thrivewise collated collective management responses themes and shared these.. And all individuals received an induvial report also. The hope is to roll this out further to staff and have a follow up session with managers in 24/25 financial year. 5. **Calculation of Wellbeing Days** This year's wellbeing day has been added on to iTrent and sits in everyone's overall annual leave balance. Anyone who did not take last year's Wellbeing Day by March 2024 has been informed that this will be removed from their 2024 holiday balance - payroll are working on this. Most people have taken it. Wellbeing Days were part of the 2023/24 and 2024/25 pay review, and pay cycle runs from April - March. The Wellbeing Day sits within the annual leave entitlement for the holiday year, which runs Jan - Dec. The different timelines here cause a lot of manual work in the background on iTrent. Informal Proposal – if there value that if any Wellbeing Days are agreed in future, we

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. 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. **Agile Working** 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**: HR 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. 7. **SCRA Breach Reporting Forms** 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 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.

	 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 discussion 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.	PDA Completion	
	 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. 	HR
9.	Flexible Working Changes	
	 The paper confirming the flexible working changes introduced on 6 April was discussed and it was noted that some of these were already in pace in SCRA Policy It was noted that the policy will be updated to reflect the changes. ACTION: HR to update policy 	HR
10.	AOB	
	N/A	
11.	Date of next meeting	
	6 June 2024	