

Present: Fiona Davidson (Chair) David Caldwell, Councillor Ian Cameron, Councillor Graham Ritchie

Attending: Heather Stuart, Kirsty Keay, Michelle Sweeney, Lisa McGrotty, Joanne Tierney, Rachel Thomson, Caroline Rochford

Apologies: Julie Aitchison

1. Welcome and Apologies

FD welcomed everyone to the meeting and introductions were made around the table. The apologies were noted above.

2. Declarations of interest

There were no declarations of interest

3. Minutes of the Meeting of 6th May

The minutes were accepted as an accurate record of the meeting

4. Matters Arising/Action Points

Action point 1 - KK informed the group that the Unions had noted the direction of travel on policies and were reassured by the confirmation that volunteers would not replace any paid employment. There was some concern expressed that there had been no further policies signed off by the Unions, nor any feedback on the social media policy despite being asked for feedback. FD asked that an update be provided by the end of the week regarding the meeting due to take place tomorrow. FD indicated that she would be happy to write to the Unions regarding the concerns if necessary. KK confirmed that while the Trust cannot directly monitor social media use, reports could be requested from Fife Council if there was suspected misuse of social media. It was hoped that the H&S policy could be signed off in September. It was agreed that a status report for policies should be created.

Action point 2 - Discussions regarding the VSS were ongoing but it was felt that it would not need to be used this year. There was discussion around what the outcome would be if the scheme were to be closed, and the succession planning issues that this would create. The committee agreed that they were content with any decision the Executive Team made about the VSS as there were positives and negatives on both sides. FS asked that a paper come to the next HR Meeting regarding the decision made Action points 3-5 were complete and removed from the table.

Action point 6 – The message regarding the impact of high absence figures had been cascaded to the management team. Whilst there was a desire to make these statistics known to all staff there was an acknowledgement that this could be a sensitive communication and we did not want to encourage staff to be present at work when not fit.

It was also agreed that some further training may be needed for supervisors in using the absence management procedures and conducting return to work interviews; which can be difficult but require sensitivity. It was possible that some Q1 absences had not been recorded due to a change in system. Work on the absence policy would continue in the background. Action points 6-8 to close as complete.

Action point 9 –It had been discovered that there had been an error in completing forms which had led to staff's reasons for leaving being marked as withheld. This was a training issue, and would be rectified. Action point closed as complete.

Action point 10. – This would be covered in Agenda point 9

Action point 11. – Health & Safety Committee meetings would begin in September in a workshop style, the importance of completing and submitting HS1 forms would be emphasised. Action point closed as complete.

Action point 12 - 15 closed as complete.

Action point 16 – This would be covered in Agenda point 7.

Action points 17 – 19 – closed as complete.

Action – KK to provide an update to FD after the meeting of the Unions tomorrow. FD to write to the Unions regarding concerns surrounding policies if necessary.

Action – KK/LM to create a status report for Trust policies.

Action – A paper to come to the next HR Committee meeting regarding the decision made on the VSS

5. Risk Report

KK ran through the Risk Report and highlighted a few issues. These included:

The risk around the lack of HR support had lowered since the report had been written. This was due to the appointment of LM and Nicole Kelly.

PVG remains a managed risk, this will probably be added the Risk Register in future. KK explained FCT processes regarding PVG and confirmed that training had been undertaken by relevant managers and progress was being made in relation to reducing the risk. .

FD asked if a comparison could be provided between current risk and target risk scores.

There was some discussion around succession planning, and transfer of corporate knowledge. It was agreed that this needed to be added into the end to end recruitment process.

Action – A comparison between current risk and target risk scores to be brought to the next HR Committee Meeting.

6. Performance Report

KK confirmed that it is an aim for Comparative Data to become live by Q3. There was some discussion around alternative roles identified for some current long term absentees, some work would continue to be undertaken on the absence policy to allow this to move forward, and an update on this should be brought to the next meeting . Protected salaries may apply in certain situations so each post would be looked at case by case. There was also discussion around unconscious bias in recruitment and flexible workforce development.

Action – An update on absence management policy to be brought to the next meeting

7. Opening Hours Verbal Update

RT ran through the update on the Opening Hours Review. Letters were being developed along with dates for consultation now being set. It was confirmed that the change control process was being used. Fife Council Community Managers would be briefed in October.

8. Dress Code and Uniforms

JT ran through the Dress Code and Uniforms paper and gave the reasons behind the decisions made in it. It was thought to be a good paper, but needed some more work. Clarity was needed on why a dress code/uniform was needed, and whether a uniform would be the preferred option. Dress code guidelines needed to be improved and the financial implications to the Trust need to be considered. It was agreed that only existing staff would get a financial contribution to a dress code, and any new member of staff would have this written into their terms of employment. It was thought that it might be worth talking to clothing companies regarding any dress code or uniform introduced.

Action – JT to provide a paper outlining the cost implications of expanding the dress code and possible introduction of a uniform across the estate.

9. Recruitment Review

KK ran through the recruitment review paper. It was agreed that traditional recruitment methods were not working. The proposal to find an external partner to create and implement a new recruitment process was welcomed by the committee. It was agreed that FD, HS, KK, and LM would meet separately to discuss this with the view to moving the process forward.

Action – FD, HS, KK and LM to meet to discuss the recruitment review

10. HR Team Verbal Update

KK gave a verbal update regarding the HR team, it was agreed that it was positive that new people had joined the team and it was hoped that this would give more stability. The recruitment review would also help to making appointments to this and other teams more streamlined and positive.

11. Casual Worker Review Verbal Update

CR gave a verbal update on the Casual Worker review. The Operations department were checking that the people currently employed on a casual basis still wish to be on the books, and meetings were taking place to confirm contract types. An update on the policy would be brought to the November meeting. Training in

annualised hours working may be needed for Venue Managers.

12. Employee Data Policy

KK explained the thinking behind the policy and where it had come from. There was some discussion around changes to the policy and FD agreed to send a track change copy to KK. Retention policy to be developed. Unions need to see this, but for information rather than signed off. It was agreed that the updated copy should be sent to the Board for the September meeting, as part of the appendices.

Action – FD to send a track change copy of the employee data policy to KK.

Action – The updated employee data policy to go to the Board for the September meeting as part of the appendices.

13. Young People on Boards Verbal Update

HS explained the ongoing discussion regarding how the Trust better engage with young people. She confirmed that some strategic time given to this at the Sept 26th Board Meeting and that an invitation had been sent to Girlguiding Scotland to come and speak at the meeting. There was some discussion around Trustee recruitment, and HS confirmed that this would be discussed in the meeting to be set up regarding the recruitment review with FD, KK, and LM.

Action – Meeting set up to discuss the recruitment review to be expanded to cover Trustee recruitment.

Action – Look into ways of approaching local companies regarding Trustee recruitment and the possibility of engaging young people with the Board.

14. Chair's Business

Nominations Committee.

The Nomination Committee remit was circulated and FD explained the background to the paper. She asked committee members to take the document away and feedback any comments within a week. The links to the remuneration committee were discussed.

Action – Any comments on the Nomination Committee remit to be fed back to FD by 13th August.

Action – The updated Nomination Committee remit to be sent to the Board for the September meeting.

15. AOCB

There was no other Competent Business.

16. Date of Next Meeting

Monday 5th November