**Present:** Fiona Davidson (Chair) Councillor Ian Cameron, David Caldwell
**Attending:** Heather Stuart, Claire Hall, Joanne Tierney, Diane White
**Apologies:** Kirsty Keay

1. **Welcome and Apologies**

FD welcomed everyone to the meeting. The apologies were noted above
2. **Declarations of Interest**

There were no declarations of interest.
3. **Minutes of the meeting of 14th November 2018**

The minutes were accepted as an accurate record of the meeting. The possibility of strike action has not been added to the risk register as the pay award has been accepted.
4. **Matters Arising/Action Points**
1 – Card for Graham Ritchie in hand – close
2 - Opening Hours Paper to come to the next meeting if needed – Ongoing
3.- Internet policy to be circulated round the HRC then to Board. – Ongoing
4 - Absence Management Policy to come to next meeting. – Ongoing FD had discussed this with LMcG and its importance FD would like an update on this in the next few weeks but no new deadline has been set. Unions to be invited to a Board meeting or Board to come to JNCF. DW to start looking for a date for JNCF.
5 - Strike action removed as per previous point.
6 - Performance report to keep evolving. Numbers need context, less info needed for HRC, too much Health and Safety information. Headlines only but with links to further information if wanted.
7 – Complete – to be removed.
8 - HS/KK to send an email update re Casual Worker Review before the next meeting.
9 – Complete – to be removed
5. **Opening Hours Review – Learning**

JT explained the great work undertaken with Rachel Thompson meeting staff and the extremely positive working relationship with Sharron. All staff were given options and these were adjusted to fit in as much as possible. A lot of people chose to drop hours rather than take up branch relief hours. One of the greatest challenges was that some reactions were stronger than had been anticipated. The consultation process took up more time than anticipated. A learning review would be done internally then the Unions invited to a debrief. JT and HS explained why the change to the start date for new opening hours had been made. There was some discussion around problems with comms strategy and press releases etc. An update would go to the Board. The possibility of a presentation at the March Board Meeting was discussed.
6. **Recruitment Review – Project Overview**As Jennifer Taylor wasn’t present, this item will be carried forward. There was some discussion around the recruitment process. FD reminded everyone that the Board can help with problematic recruitment. HS reported that work was ongoing around operations and commercial structures. It was agreed that once there was something to show then this should be brought to the HRC then possibly go to the Board if appropriate.
7. **Risk Report – Paper 1**

There was some discussion around the Risk Report. It was felt that the report had moved on but that there wasn’t enough detail about how we go from risk score to target score. This needs to be added in. The biggest amount of work to be done needs to be on the mitigation section.
8. **Performance Report – Paper 2**

It was agreed that a “key people” risk strategy was needed. This would be done as a future piece of work, no time frame for this at the moment. It was agreed that benchmarks were needed for some of the data. It was thought that the reduction in absences was a good news story, and showed that managers were being supported to better manage absence. The accuracy of itrent reporting needs to be checked. How do the absence figures compare against other organisations? This to be checked.
**Action – LMcG to look into the accuracy of itrent absence reporting
Action – LMcG to look into how FCT Absence figures compare with other organisations.**
9. **Staff Engagement Strategy**

As LMcG wasn’t present, the committee asked that she send some information regarding the strategy if appropriate before the next meeting. If not, this should be discussed at the next meeting.
**Action – LMCG to pass over any appropriate information to the committee before the next meeting if appropriate and the paper should be discussed at the next meeting.**
10. **Policy review: 2019 priorities**

There was some discussion around the policy tracker, and the importance of this moving forward. An overview of the existing policy tracker was needed and priorities identified for future as soon as possible.
11. **Staff privacy notice – Final Draft**

FD pointed out that volunteers were not included in the notice does this need to be added in? It was also felt that the document still was very legal and not in plain English. Can it not be made clearer and more accessible? Checks also need to be made to find out who is responsible for information on contractors.
**Action – LMcG to find out who is responsible for information from contractors**
12. **Update: Progress Statutory Reporting**.

CH explained the paper on gender pay gap and equalities and also explained the difference from the figures reported on equalities last time. The papers will be signed off by HS. The link to the published report will then be sent to the Board.
13. **Chair’s Business.**

Board recruitment – FD reported that a “Showcase” type of event would be set up to be used for more than one purpose. A more diverse audience would be invited to allow Board recruitment. Board commitment is needed for this event scheduled for May. An invitation list would be started asap. There was some discussion around the upcoming Cllr appointment to the Board.
14. **AOCB**There was no other Competent Business

Date of Next Meeting- 13th May.