**Present:** Fiona Davidson, Chair (FD)

Councillor Ian Cameron (IC)

David Caldwell, Chair of FCT Board (DC)

**Attending:** Heather Stuart, CEO (HS)

Kirsty Keay, Director of Corporate and Commercial Development (KK)

Laura Brotherton, HR Advisor (LB)

Lisa McGrotty, Head of HR (LM)

Caroline Rochford, HR Consultant (CR)

Julie Aitchison, Note Taker (JA)

**Apologies:** None

1. **Welcome and Apologies**  
     
   FD welcomed everyone to the meeting, there were no apologies noted.
2. **Declarations of Interest**

There were no declarations of interest.

1. **Minutes of the meeting of 13th May 2019**

The minutes were accepted as an accurate record of the meeting.

1. **Matters Arising/Action Points**

All outstanding actions closed.

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| --- | --- | --- |
| Action Ref | Description | Status |
| 1 | Staff Privacy Notice: Contractors | Closed |
| 2 | LOHR – work plan for Stage 3 to be shared | Closed |
| 3 | LOHR - review outcomes be shared | Closed |
| 4 | People Strategy – meeting to discuss the timelines | Closed |
| 5 | Strategic Update - L&D section to be added | Closed |
| 6 | Policies due at next HRC to be sent to FD in advance | Closed |
| 7 | Risk: TU Relationship – review RA | Closed |
| 8 | Risk: Staff Survey - Strategy needed to map out the timeline | Closed |

**5. HR Strategic Update – Paper 1**

FD asked the committee for questions regarding the paper and advised that the pitch and tone of section 2 was good in terms of information provided at a strategic level.

IC commented that the number of people absent per venue was interesting but it would be of more value if the amount of people at that venue was also provided. LM advised that she would aim to include this information on the next report.

It was noted that there was a reduction in short term absence and there was further discussion around long term absence and staff wellness. IC suggested that it may be interesting to look at some comparative information from other trusts. LM advised that she would put a call out to other trusts to request this information. KK suggested that demographic information regarding staff also be added to the report to provide context regarding long team sickness.

FD requested that absence information continued to be added to the report at a strategic level to give the board reassurance that the situation was being managed.

IC asked for an update on the LOHR specifically around re-establishing relationships with frontline team members. LM advised that the focus of stage 2 was meeting and listening to our staff face to face, gaining a full understand of their circumstances and, when possible, adapting plans to meet their needs. Work in this will continue through the people Forum and Stage 3.

DC noted that he found the budget information around Learning and Development very interesting and he would like to hear more about this. FD suggested that L&D was added to the agenda for the next meeting.

**Action – Total number of staff per venue to be added to the absence report**

**Action – Demographic information relating to staff to be added to Strategic Update**

**Action – Provide a paper/report around the work being undertaken around L&D for the next HRC Meeting**

1. **New Policies and Policy Tracker**  
     
   KK provided an overview of the process currently followed to approve policies and the proposed JNCF approval timeline. KK asked the Committee what their approval expectations were and for feedback regarding the timelines involved.

IC asked questions around the current process and existing barriers for approval. It was suggested that the commentary from the staff survey may highlight what is impacting the staff and could be used as a reference point for our policies.

HS advised that there are two main factors when reviewing policies, the first is to ensure that they are fit for purpose for an ALEO. The second, from a managerial level, is to identify current gaps due to circumstances or culture change and also to establish the number and type of policies required. It was also important that when a policy was submitted to the Committee that the context around this was provided.

FD suggested that in regards to the policies we are legally obligated to have it would be beneficial to see some governance around these ensuring that the policies are up to date, in place and on a review cycle. The other policies should be reviewed to agree if these should be policies or guidelines as a policy brings expectations and requirements that guidance does not.

It was agreed that the role of HRC was to approve policy and guidance once it had reached a final draft stage; prior to this time there was a role for committee members to provide input on the basis of their own knowledge and experience.

A policy tracker would allow HRC to have oversight, and consideration, of the schedule of policy and guidance updates / review.

There was further discussion around the categorisation of policy v guidelines, staff training required to support these and what the tracker would look like.

FD asked the committee for comments around the policies that had been submitted. DC suggested that rather than having separate policies for specific health issues it may be an idea to have for some guidance for staff around staff wellbeing. IC suggested that a questioning flow chart or algorithm could form part of this that helps managers decided what there next steps for specific issues should be.

Policy outcomes:

* Mental Health, Menopause and Casual Worker policies should be reviewed and challenged to confirm if these should be policy, guidance or form part of wellbeing.
* Privacy Policy requires review; the labels used for staff members are unclear. This should be updated and submitted to HRC for review before submitting to the next Board Meeting.

**Action – All policies to be reviewed, re-categorised if required and a tracker provided for future meetings**

**Action – Privacy Policy to be updated and sent to HRC for review before submitting to the next Board Meeting**

1. **Risk Report – Paper 2**

KK advised of the change to the format of the report to reflect the timelines involved and progress made. An outline was provided of the current highest risks areas and the Committee were asked for questions relating to the report.

FD suggested that RAG arrows could perhaps be added to highlight the status of specific risks.

There were further questions around the engagement and morale of staff following the staff survey results and the suggestion of a staff ‘Play Book’ to encourage cohesion.

**Action – RAG arrows to be added to the report to highlight the status of specific risks**

1. **LOHR – Paper 3**

KK outlined the report advising that the regular updates on the progress of Stage 3 would be brought to HRC.

The committee asked questions around shaping people environments, supporting Supervisors and Managers and staff breaks.

1. **JNCF Annual Meeting Update**

KK provided an overview of the meeting and outstanding actions.

**Action – Outstanding actions to be picked up with trade union representative**

1. **Casual Workers Update**

FD outlined the agreed review framework; check how many casual workers are currently on the list, ensure they were being utilised and managed correctly and to produce a managers guide to casual workers.

CR advised that the policy document will be reviewed following the policy conversation today. An update was provided detailing the engagement work being completed with venue managers and the data review underway.

FD requested that a note was added to the strategic update for the next meeting detailing the progress made so far (the bigger plan) and the work currently being undertaken.

**Action – A section to be added to the Strategic Update detailing progress made and work being undertaken**

1. **Strategic Business Plan**

KK gave an overview of the report and outlined the key strategic objectives for the Corporate Services team.

DC likes the format of the strategy and welcomed a review of the outcomes when actions were implemented.

IC noted that he thought the questions asked with in the staff survey were great and asked if managers should be asked how they think there team will answer the questions. HS advised that staff are being engaged through the People Forum, venue by venue LM is prompting discussion around the outcomes and issues raised with in the survey with frontline staff and managers. There was further discussion around creating the right space to evoke conversations, how we establish what good looks like and the timing and design of the next staff survey.

**Action – Approach to next staff survey for discussion at next HRC**

1. **Chairs Business**   
     
   FD suggested that one of the new Board Members could perhaps be asked to join HRC. HS suggested that mentors could have a conversation with them direct to establish what time commitment they could give to Sub Committees before taking this forward to the Nominations Committee.

**Action – Board Mentors to speak to new Board Members about Sub Committee membership**

1. **AOCB**FD asked if the expenses policy would be submitted to HRC. KK confirmed this is to be submitted to the Finance and Audit Committee due to take place on the 20th Aug before being submitted to The Board.

**Action - Expenses policy to be submitted to the Finance and Audit Committee 20th Aug before being submitted to The Board**

**Date of Next Meeting: 28th October 2019**