**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)

Marcus Kenyon, Chief Operating Officer (MK)

Melanie Grant, HR Advisor (MG)

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. **Learning and Development Plan - Presentation**

Item will be carried forward to the next HR Committee Meeting

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

IC requested an update on item 5, Strategic Update. There was an action to contact other ALEO’s to try and obtain some comparative absence information. KK confirmed this had been completed via Community Leisure UK the initial information received indicates that FCT’s absence figures are comparable with other trusts.

 **Action: Add comparative absence information from other trusts to report for next meeting**

1. **Matters Arising/Action Points**

|  |  |  |
| --- | --- | --- |
| Action Ref | Description | Status |
| 1 | Absence reporting | Closed |
| 2 | Demographic information added to Strategic Update | Closed |
| 3 | L&D Paper | Closed  |
| 4 | Policies to be reviewed and re-categorised | Closed |
| 5 | Privacy Policy to be updated | Closed |
| 6 | RAG arrows to be added to the report | Closed |

|  |  |  |
| --- | --- | --- |
| 7 | JNCF - Outstanding actions | Ongoing |
| 8 | Casual Workers update added to Strategic Update | Closed |
| 9 | Next staff survey for discussion at next HRC | Closed |
| 10 | Sub Committee membership | Closed |
| 11 | Expenses policy to be submitted to the F&A | Closed |

It was noted that the JNCF representative was currently on holiday and no feedback had been received around action point 7.

**Action: KK to contact the Trade Union JNCF representative to seek an update on the outstanding JNCF actions**

**6. HR Strategic Update – Paper 1**

FD advised that the context behind the figures and level of information provided in the report was pitched well and asked the committee for questions regarding the paper.

There was discussion around the HR team’s current workload and the resource available to complete this mainly due to a lack of available funding. HS provided an update on the current unresolved budget position and the ongoing problems around cashflow. KK confirmed that we are still waiting on a formal response from Fife Council regarding the change control proposals, this makes planning and preparing the budget for next year very difficult.

There was further discussion around absence levels and attendance management process, ensuring our tone of voice was right in future policies and focusing on supporting people to remain at work, or return quickly. There was a discussion about the gender and age demographic in the Trust and how this will continue to impact on health and wellbeing at work. Linked to this KK provided an outline of the new one to one document currently being trialled with the focus being on staff wellbeing and development.

IC suggested that the committee could be provided with more information about staff to help build a picture and contextualise what he is hearing from staff at the frontline. He felt the results from the employee survey were too generalised and that it may be an idea to ask an external agent to complete this in the future to avoid a culture of fear and blame and ensure anonymity. IC would like to see more engagement with frontline staff to ensure their opinions and views are being listened to. HS confirmed that the staff survey is always anonymous and the information staff are asked for is deliberately vague so as not to identify individuals, departments or venues. The management team are continuing to work hard to create the right environment for engagement through the People Forum and actively encourage staff to give honest and frank feedback. To move forward and resolve issues for staff we need to understand the specifics around what the issues are, HS offered to meet with IC and discuss this in more detail. FD suggested that it would be helpful for the Board to have some guidance for engagement with frontline staff.

**Action: Option to create some guidelines around engagement with frontline staff to be included in Board Development plans . FD to take lead and discuss with Chair.**

1. **Policies/Guidelines Tracker Overview**

KK provided an overview of the new policy tracker with the key focus being to ensure this is embedded as a tool and to understand how we use it effectively. KK and FD to have a further discussion round this.

**Action: KK and FD to have a discussion around how the new policy tracker will be embedded as a tool and to understand how it will be used it effectively**

1. **Risk Report – Paper 2**

KK provided an outline of the current highest risks areas and the Committee were asked for questions relating to the report.

DC noted that the register was well laid out and easy to read

1. **Theatre Operations Review – Paper 3**

KK outlined the report highlighting current working practices and culture, available resources and the current financial position.

There was further discussion around the communication plan, current theatre income and expenditure and the operation plan including staffing. The committee agreed that the review was well thought out, costed and should be moved onto the next stage.

1. **Staff Survey – Paper 4**

All Committee members agreed that there should be another staff survey. Additional thought should be given to ensuring anonymity, extracting precise information, ensuring that the correct (multi-dimensional) tools are used to collate and interpreted the information and to ensure results are provided within a realistic timeframe.

It was agreed that the next quarter would be taken to investigate and research the tools that are available to complete staff surveys that could have a multipurpose use for other interactions so that general and targeted staff surveys could be carried out throughout the years.

**Action: Platform for multipurpose staff engagement surveys to be researched/investigated and a proposal brought to next HR Committee Meeting**

1. **Chairs Business**

FD shared a proposal about a Board pioneering programme, targeting mainly age and gender with a view to getting more diversity onto Board. They invite people to participate on Board for a 12 month period and in return the person gains business and Board experience. Some fresh ideas and suggestions around Board diversity will be brought to the March Board meeting.

**Action – Further ideas and suggestions around Board diversity will be brought to the March Board meeting**

1. **AOCB**HS shared the content of a letter with the Board that has been received from MSP David Torrance around zero hours contracts. A response letter will be sent to outline how we engage with staff on casual contract, and how that differs from the perception that people have around zero hours contracts.

IC noted that café staff have advised that sales have dropped as newspapers are no longer available, it was suggested that the Trading Sub paid for the newspapers. KK stated that the sales figures did not reflect this although sales will continue to be reviewed.

**Action – MG to draft a response to the letter**

**Action – Circulate the letter from David Torrance and our response to the Board** **once sent**

**Date of Next Meeting: 3rd February**