Meeting	People Committee
Meeting date	15 August 2023
Meeting time	10:00-13:00
Meeting location	SPPA Tweedbank; MS Teams (hybrid)

In attendance	Garry Cossar	Chair, Head of People, Strategy and Communications
	Jane Malcolm	Non-executive board member
	Mark Adderley	Non-executive board member
	Helen Shuttleworth	People Development Manager
	Samantha Kellock	HR Manager
	Debbie Trafford	People Transformation Lead
	Clare Moffat	Corporate Governance Manager
Apologies	Rachel Miller	Planning and Performance Manager
Minute Taker	Kerry Glass	Corporate Governance Officer

1. Welcome and apologies

1.1 The Chair welcomed the committee to its third meeting.

1.2 Apologies were received from Rachel Miller.

2. Declaration of interests

There were no changes to committee members' Register of Interests nor were there any declarations of interest in the business to be conducted.

3. Minutes of the previous meeting

3.1 The committee **agreed** that the minutes of the previous meeting were a true and correct record.

4. Actions

4.1 The committee reviewed the action tracker. The following actions were approved for closure:

PC 1022.01
PC 0323.01
PC 0323.02
PC 0323.03
PC 0323.04

4.2 Updates on the remaining open actions were noted.

> Action PC 0823.01
>
> Updates on actions **PC0323.05** and **PC0323.06** to be provided prior to the next meeting.
>
> Owner: Marnie Davis Wood
> Target completion date: 31 October 2023

5. Engagement: People Survey and Pulse Survey

(incl year on year analysis & action plan)

5.1 The Chair summarised the results and engagement to date and highlighted good response rates across the agency.

5.2 Mark Adderley summarised the recent MAB discussion on the Pulse Survey, which noted that overall, the numbers are positive.

5.3 The committee discussed:

- Key themes identified from survey results
- Ongoing improvement in key areas
- Underlying factors shaping survey results

5.4 The committee highlighted the importance of staff wellbeing, and suggested management could focus on:

- Continued leadership training, development, and support for managers to handle management level responsibility
- Focus on team performance and foundations
- Increased focus on colleague recognition.

6. Capacity and Capability Overview

6.1 An overview of the Capacity and Capability review was provided and forward movement in the organisational structure, workforce strategy and workforce plan was highlighted:

- HR systems are now able to provide data in regard to the organisational structure
- A workforce planning group is in place
- Structure changes and robust recruitment controls are in place
- Next stages have been identified

7. HRMI and Workforce Overview

7.1 Information presented was taken from the recent People Survey., along with detailed TRS breakdown including grades and timescales.

The committee discussed:

- TRS RAG status, TRS head count and effective recruitment of permanent posts
- Current approved vacancies, and on boarding of 16 fixed term appointments
- Absence patterns and actions taken to promote early interventions via effective conversations
- Staff turnover is stable. Moving forward, this will be presented by grade to reflect potential promotion opportunities
- Scottish Government planned reduction in working hours and the recently implemented Well Being Hour
- End year review figures, the importance of meaningful objectives and complete and consistent marking across departments

Confidence that the migration to the Oracle Cloud will result in more accurate workforce information was noted.

Action PC 0823.02

HR to present the grid once all outstanding EYRs are completed

Owner: Sam Kellock
Target completion date: 14 November 2023

Action PC 0823.03
HR to investigate/identify potential calibration exercises relating to competencies required for staff review markings, liaising with other Executive Agencies

(Sam Kellock, Garry Cossar)
Target completion date: 14 November 2023

8. People Development Update

8.1 A program of work overview outlined plans to support Remedy, including a review and implementation of technical training and support.

8.2 Leadership Development Programme:

- first phase has now concluded; options for next steps and further training are being considered
- Programme feedback was positive overall
- HR have established a Leadership network and are working to identify areas where leadership development training can be used for best practice
- A two-day training pilot has been completed and provided positive feedback

The committee discussed concerns regarding engagement levels and meeting etiquette. As programme feedback highlighted a preference for face-to-face sessions, it was suggested that this may support higher levels of engagement.

Recommendations for phase two include:

- Collaboration and knowledge sharing with external providers and/or other agencies for development of manager training
- Utilising existing training resources and communication channels
- In-depth evaluation to evidence Return on Investment

8.3 A Workforce Planning overview outlined immediate training needs, up skilling, and technical training plans.

The committee noted the importance of increasing capability through technical training.

8.4 A mandatory learning audit is underway for all SPPA colleagues.

9. Any Other Business

9.1 There were no other points raised for discussion.

10. Date of next meeting

10.1   The committee will next meet on 14 November 2023.

Version Control		
		Version number
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