

## **SCTS People Committee: Remit and Membership**

1. The People Committee acts on behalf of the SCTS Board to ensure that SCTS staff have the skills, support and motivation, now and in the future, to fulfil the organisation's core functions as set out in the Judiciary and Courts (Scotland) Act 2008 and to meet its statutory and other obligations as an employer.

2. The Committee undertakes a strategic decision and scrutiny function on behalf of the Board. The Committee will:

- consider the implications for SCTS staff of the strategic decisions taken by the SCTS Board or its other Committees;
- scrutinises evidence on current levels of staff engagement, resourcing and deployment, morale, skills and qualifications;
- identify key risks and issues which undermine the ability of the SCTS to provide highly skilled and well- motivated staff now and in the future, and ensuring these are managed or mitigated effectively;
- review and agree strategic workforce planning, including career paths and the organisation's learning and development strategy; and
- ensure that the SCTS meets its statutory obligations as an employer (with the exception of health and safety obligations which are covered by the Estates Committee).

3. In relation to policy matters the Committee provides advice on the strategic direction of policy making and policies. The Committee will be given an opportunity of comment, in advance of formal consultation with the trade union side or other interests, in circumstances in which a proposed policy direction is likely to:

- be contrary to the strategic direction for people matters as set out in the SCTS People Strategy; or
- have a major financial impact to an extent as to require the Board to allocate additional funding not anticipated in the approved SCTS budget for the year; or
- represent a significant change in the terms and conditions of employees that may have a consequence for organisational performance.

Changes which are not material may be implemented by the Executive without prior approval by the Committee, but all changes should be notified to the Committee which is empowered to discuss them, and if necessary recommend further changes.

4. The attached annex sets out the outline delegated responsibilities from the SCTS Board to the People Committee, included within the SCTS Scheme of Delegation.

5. Day to day management of staff deployment, HR and associated matters is delegated to the Chief Executive and the delegated responsible executive officers in line with responsibilities already agreed within the Scheme of Delegation.

6. The Committee will meet approximately quarterly.

### **Membership**

7. Membership of the Committee comprises:

- Johan Findlay JP, non-Executive member SCTS Board (Chair)
- Dr Kirsty Hood, non-Executive member SCTS Board (Deputy Chair)
- Elaine Noad (external member)
- Julie Ward (external member)
- Billy Harkness, HR Director, Registers of Scotland (external member)
- Sheriff Susan Craig (external member)

#### **Attendees**

- SCTS Director Human Resources (Executive lead)
- SCTS Chief Operations Officer

8. Up to four external members of the Committee may be appointed for a period of three years, renewable once by mutual consent.

9. For the Committee to be quorate, three members must be in attendance at any meeting, one of whom must be a member of the SCTS Board.

10. It was agreed that representatives of the PCS trade union may attend meetings of the Committee but would have observer status only.

11. External members who are not already remunerated from public funds receive a fee. All members are entitled to reasonable expenses in line with the SCTS Travel and Subsistence Policy.

### **Agenda Items**

12. The Executive will provide for each meeting:

- the HR Business Plan RAG Report; and
- a report detailing any dismissals, serious health and safety incidents and significant HR issues, including any *ex gratia* payments over £10,000 but under £50,000 in the period since the previous meeting.

13. The Committee will receive for consideration and approval any significant strategic changes to People policies.

## SCHEME OF DELEGATION – SCS PEOPLE COMMITTEE

Board Responsibility	Delegated Responsibility	Delegated To
<p style="text-align: center;"><b>1. Governance, Scrutiny &amp; Risk</b></p> <p>1.1 Ensure effective governance and scrutiny of all aspects of the business of the SCS.</p> <p>1.2 Set the overall framework for risk, control and governance.</p>	<p>1.1.4 On behalf of the SCS Board, scrutinise staff engagement, morale, resourcing and deployment, skills and qualifications and how well these fit with current and anticipated business needs.</p> <p>1.2.2 Identify key risks to the effective, efficient and economical operation of the SCS arising from staffing issues and ensure that these are managed and mitigated effectively.</p>	<p>People Committee</p> <p>People Committee</p>
<p style="text-align: center;"><b>2. Strategy, Planning &amp; Performance</b></p> <p>2.2 Monitor performance against agreed framework and progress on Business plan delivery. Approve remedial action where required.</p> <p>2.3 Respond to proposals and consultations issued by Scottish Ministers, the Scottish Parliament or any other body or group where the proposed changes would have a substantial impact on the future operation, jurisdiction or core function of the SCS and/or would increase costs by more than £250k.</p>	<p>2.2.2 Advise on the formulation and monitor delivery of the SCS people strategy. Scrutinise proposals, consultations, policies, reports and performance information relevant to SCS people issues. Ensure alignment of these with other SCS strategies and priorities – approving remedial action and reporting to the Board where these would have a substantial impact.</p> <p>2.3.2 Consider and provide advice to the SCS Board, as required, on any consultations or proposals with significant potential implications for the SCS as an employer.</p>	<p>People Committee</p> <p>People Committee</p>
<p style="text-align: center;"><b>3. Resourcing &amp; Expenditure</b></p> <p>3.3 Authorise payments in respect of legal claims or ex gratia payments above £50k.</p> <p>3.4 Approve any increase in permanent, full-time equivalent staff numbers over current agreed baseline.</p>	<p>3.3.2 Monitor individual legal claims by, or <i>ex gratia</i> payments made to, staff (or former staff) for failures in people management systems.</p> <p>3.4.1 Scrutinise information on SCS workforce data and its alignment with the SCS pay budget.</p>	<p>People Committee</p> <p>People Committee</p>

Board Responsibility	Delegated Responsibility	Delegated To
<p><b>4. Project Approval &amp; Management</b></p> <p>4.2 Approve changes to business case, including budget, for level 1 and 2 projects if beyond the agreed contingency allocation for the project.</p> <p><i>Note – project levels are defined below</i></p>	<p>4.2.2 Consider and approve business cases for all level 1 and 2 HR projects. Monitor routinely level 1 project reports and, monitor reports if level 1 and 2 projects are not on track.</p>	<p>People Committee</p>
<p><b>5. Statutory Compliance</b></p> <p>5.1 Ensure SCS meets all statutory obligations, including those relating to health and safety, employment, building regulations, data protection, freedom of information and equality.</p>	<p>5.1.3 Scrutinise information on compliance by the SCS with its statutory and other obligations relating to employment issues. Report to the SCS Board any significant risks of non-compliance which have the potential for reputational damage or financial impact.</p>	<p>People Committee</p>

### Project Levels

The SCS Project Control Framework characterises 3 levels of project:

- **Level 1** (high risk) – corporate projects which are subject to the Scottish Government’s Gateway Review criteria i.e. projects with a value of £5m or over or which are otherwise high risk or “mission critical”;
- **Level 2** (medium risk) – corporate projects which are not subject to the Gateway Review criteria or estate or other capital projects with a value between £1m and £5m.
- **Level 3** (low risk) – projects within individual directorates or estate or other capital projects with a value below £1m