



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**

Working together for a safer Scotland

**PUBLIC MEETING – PEOPLE COMMITTEE**

**TUESDAY 21 JUNE 2022 @ 1000 HOURS**

**BY CONFERENCE FACILITIES**

**PRESENT:**

Mhairi Wylie (Chair) (MW)  
Malcolm Payton (MP)  
Paul Stollard (PSt)

Steve Barron (Deputy Chair) (SBa)  
Fiona Thorburn (FT)

**IN ATTENDANCE:**

Liz Barnes (LBa)	Director of People and Organisational Development
Andrew Watt (AW)	Assistant Chief Officer, Director of Training, Safety and Assurance
Stuart Stevens (SS)	Assistant Chief Officer, Director of Service Delivery
Bruce Farquharson (BF)	Head of Training
Scott Semple (SSe)	Head of People and Organisational Development
Lyndsey Gaja (LG)	Head of People and Organisational Development
Jim Holden (JHo)	Head of Safety and Assurance
Ceri Dodd (CD)	Deputy Head of Human Resources and Organisational Development
Mary Corry (MC)	People and Organisational Development Business Manager
Sandra Haig (SH)	HROD Manager
Roz Munro (RM)	HROD Manager
Justin Smithson (JS)	Clinical Lead (Occupational Health)
Kirsty Darwent (KD)	Chair of the Board
Alasdair Cameron (AC)	Group Commander, Board Support
Heather Greig (HG)	Board Support Executive Officer
Pamela Nicol (PN)	Corporate Admin Assistant Team Leader / Minutes

**OBSERVERS**

Lynn Mills, Scottish Government

**1 CHAIR'S WELCOME**

- 1.1 The Committee Chair opened the meeting, welcomed those present and in particular, Andrew Watt to the People Committee in his new role as Assistant Chief Officer, Director of Training, Safety and Assurance.
- 1.2 The Committee were reminded to keep their microphones on mute unless speaking and use the hand raising function on MS Teams, in accordance with the remote meeting protocol, should they wish to ask a question.

**2 APOLOGIES FOR ABSENCE**

- 2.1 No formal apologies were received.

**3 CONSIDERATION OF AND DECISION ON ANY ITEMS TO BE TAKEN IN PRIVATE**

3.1 No items were identified to be taken in private.

**4 DECLARATIONS OF INTERESTS**

4.1 No conflict of interest were declared.

**5 MINUTES OF PREVIOUS MEETING: THURSDAY 3 MARCH 2022**

5.1 The minutes of the meeting held on 3 March 2022 were approved as an accurate record of the meeting.

**5.2 Matters Arising**

5.2.1 No matters arising from the minutes of the previous meeting.

**6 ACTION LOG**

6.1 The Committee considered the Action Log, noted the updates and approved the removal of the closed items.

**7 ANNUAL VALUE ADDED STATEMENT 2021/22**

7.1 MW presented the People Committee (PC) and Remuneration, Appointments and Nominations Sub-Committee (RANSC) Annual Value Added Statement 2021/22, outlining evidence of how the Committee supports the effective functioning of the Board for approval.

7.2 **The Committee approved the Annual Value Added Statement 2021/22.**

**8 EMPLOYEE PARTNERSHIP FORUM REVISED TERMS OF REFERENCE**

8.1 SBa presented a revised Employee Partnership Forum (EPF) Terms of Reference (ToR) to the People Committee as part of an annual review and for recommendation prior to submission for approval by the Scottish Fire and Rescue Service (SFRS) Board, thereby ensuring the continued effectiveness of the governance arrangements and for positive employee partnership working within the SFRS. SBa advised the Committee that changes were procedural and highlighted the following updates -

- Update throughout the ToR to state 'Representative Bodies' as opposed to referencing 'Trade Unions' to align with our revised Working Together Framework.
- Update to state the Chair and now Deputy Chair will be Board Members who sit on the People Committee negating the need to rotate every two years with Representative Body.
- Agreed this would be trialled for a period of twelve months and reviewed as part of the Annual Governance Review April 2023.

8.2 AC clarified at Section 5, Rights, that it should include the ability for the Forum to hold private workshop sessions as required for development purposes to accommodate organisational input and support. In terms of any short life working group, AC added that this would likely require more resource and input, which would need further discussion and approval from the Committee and Board. SBa to provide a verbal update on the discussions during item 14 of the agenda.

8.3 The Committee sought amendment to the wording of Section 7.2 for the ease of reading.

**ACTION: BST**

8.4 **Subject to amendments noted, the Committee recommended the Employee Partnership Forum's revised Terms of Reference for approval by the Board.**

## 9 PERFORMANCE AND RISK REPORT QUARTER 4 2021/22

### 9.1 People and Organisational Development (POD)

9.1.1 LG presented the POD Progress and Performance Report Quarter 4 2021/22 to the Committee. The following key areas were highlighted from the Executive Summary:

- Recent changes to Firefighter (FF) pension arrangements mean that FF's who are over 50 years old and have more than 25 years' service now have the option of retiring earlier than previous workforce planning assumptions indicated. This has the potential to significantly alter the Service's retirement profile, impacting headcount, operational availability and skills profile. A Staffing Tactical Action Group (TAG) has been set up, supported by a Staffing Solutions Team, to identify and implement mechanisms to mitigate the impact of increased retirements. Options being progressed include on-call to wholetime migration, inter-service transfers, re-employment and increased recruitment into wholetime and on-call rolls.
- Recruitment continues to be a challenge in a highly competitive labour market. The number of vacancies increased by 47 (3.8% increase). The vacancy rate in Operations Control has increased from 2.3% to 6.6% since the previous quarter, due to a combination of early retirements and leavers. This is being addressed through recruitment campaigns, promotion of flexible working options and succession planning. Fifteen new trainees have since joined Operations Control in Q1 2022/23.
- The overall absence rate increased from 5.56% in Q3 to 6.57% in Q4. Short term absences increased whilst long term absences decreased during this period. The short-term absence rate was driven by Covid-19 cases, where the number of days lost to sickness (displaying Covid-19 symptoms) more than doubled to 14,025 compared to 6,405 the previous Quarter. This was the highest number of Covid-19 sickness absence days lost recorded by the Service since the start of the pandemic, however absence levels have since returned to pre-pandemic levels following the end of Government regulations around testing and self-isolation at the start of May.

9.1.2 With regard to the Staffing TAG, the Committee sought clarification on when the planning processes would be able to take account of the spending review implications. SS advises of considerable piece of work currently being commissioned by Senior Leadership Team (SLT) and is in the mindset of Staffing TAG at present.

9.1.3 LG would circulate (via email) further information to provide greater insight of the attrition rate outside retirement and risks associated, together with any impact to recruitment and retention.

**ACTION: LG**

9.1.4 The Committee asked in relation to section 2.1.2 (discipline cases), in particular breaches of the Code of Conduct regarding criminal convictions, whether there was any correlation with the PVG process. LG explains that while a number of these convictions occurred outside the employment environment, a significant amount of work has been carried out and promoted across the Service in relation to the Dignity and Respect at Work policy which may have heightened awareness, resulting in issues being addressed in the correct and appropriate manner.

9.1.5 The Committee suggested that with Retained Duty System (RDS) and Volunteer Duty System (VDS) vacancies remaining high they would expect to hear at a future meeting when these will be returning to 'business as usual' levels.

9.1.6 The Committee referred to Section 2 (Support, promote and monitor the development of a diverse workforce and inclusive culture, aligned with SFRS values) and suggested that the 3 measures used to highlight this were not aligned. The Committee would like to see closer alignment with the measures and the objective at future meetings.

9.1.7 The Committee conveyed their thanks to LG for providing a comprehensive report.

9.1.8 **The Committee scrutinised the report.**

## 9.2 Training, Safety and Assurance

9.2.1 BF presented the Training, Safety and Assurance Progress and Performance Q4 Report 2021/22 and highlighted the following key successes for the Training Function within this quarter:

- 63 Wholetime Trainee Firefighters completed the new Foundation Training Programme delivery model at the National Training Centre.
- Following a review of the Training for Operational Competence (TfOC) Framework, the new TfOC went live on 4 April 2022 which has been well received and allows a more targeted approach in the delivery of Training.

9.2.2 BF offered clarity to the Committee on the following three points:

- Page 61 of the report shows a drop in the number of Flexi Duty Officers (FDO) who have completed the TfOC module, reasoning that each time an FDO gains promotion they will always be behind the curve in relation to the number of modules completed as these are calculated each April in the reporting year.
- Page 64 and 65 shows delivery of more than 100% in relation to water rescue and mask decontamination, following review, more people have now been trained than is required.
- Page 68 of the report shows VDS Personnel having only achieved one of the advanced modules but explained that this is over and above the twelve standard modules required to carry out their duties. This is due to the reduced number of incidents in which volunteers would be mobilised to, predominantly road traffic collisions and wildfires.

9.2.3 The Committee thanked BF for the detailed report.

9.2.4 JHo presented the Training, Safety and Assurance Progress and Performance Q4 Report 2021/22 and highlighted the following key areas within Safety and Assurance Annual Improvement Plan:

- Of the 85 Actions to date, the Service displays 71% progress towards completion, advising that dips were in relation to specific actions within the Service Delivery Area (SDA) plans regarding SDA Handbooks in which progress has now been made.
- Reduction in RIDDOR Reportable events of 40% which shows a positive trend.
- One of the key events where injuries occurring at primary fires where reporting of such incidents are most common.
- Downward trend in relation to training injuries-
- In relation to the types of events, injuries relating to Compartment Fire Behaviour Training (CFBT) and musculoskeletal (MSK) injuries, these continue to be an issue within the training environment. An action plan is now in place for CFBT which is being progressed within the training function and MSK group are looking at specific issues as well as the MSK campaign which is expected to go live in August.
- Working days lost due to health and safety events showed a reduction in long term absences and remains very low. Causations of short term absences are from moving objects, gates and doors, all of which is avoidable if guidance was followed, situational awareness would eliminate these types of injuries. Further instruction has been issued regarding stowage of equipment within appliances
- Downward trend in near misses however the ratio gives the Department cause for concern in terms of the number of near misses in relation to RIDDOR reportable events, despite promotional campaigns and issuing of fact sheets. In trying to be proactive, an anonymous hazard reporting option will be made available in due course. Trends in near misses include leaks in Breathing Apparatus (BA) sets mostly relating to hoses and stowage issues which have resulted in the setting up of a working group and external advice has also been sought.

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- Acts of Violence continues to increase. These issues were being addressed through Partnership working in which a pledge of zero tolerance has been signed by colleagues within the Local Authority, NHS and Ambulance Service which has had a degree of success in terms of raising awareness.
- Increase in vehicle accidents (slow speed manoeuvres). The Drivers Safety Group is collating approaches taken in the North Service Delivery area and will look to mirror this across the Service. An interactive Low Speed Manoeuvre Module has also been introduced as part of TfOC in Q1 and will take the student through a series of hard hitting case studies and addresses potential harm which may result in prosecution.

9.2.4 The Committee thanked JHo for the detailed report, acknowledging the hard work required to keep RIDDOR levels as low and congratulated the team on zero RIDDOR's within the last quarter adding that this type of achievement should be headlined.

9.2.5 In relation to acts of violence, the Committee asked if these are broken down into types of violence, for example physical or verbal. JHo advised that most of these acts are verbal and that physical acts involve objects being thrown at appliances. The Committee queried whether the higher awareness has had a positive impact on the number of incidents being reporting. JHo reminded the Committee of the work carried out to promote the reporting of incidents and encourage staff to log any type of violent incident.

9.2.6 In relation to low speed manoeuvres, the Committee asked as part of basic training for a new driver, whether drivers are also trained in being a Banks person and how to use one. BF advises that this task is part of Firefighter training and Drivers are taught how to use a Banks person during their training process, this reinforcement forms part of the ongoing 3-year maintenance phase development planner and the modules within.

9.2.7 The Committee offered assistance in relation to acts of violence whether via communications networks or offering support to staff members who have gone through the trauma of verbal or physical abuse incidents and would encourage the Executive to ask the Board for direct support and ensures a supportive response.

9.2.8 The Chair wished to make note within the minute of achieving zero RIDDOR. The Committee congratulated everyone involved in this significant achievement and will make the Board aware of this.

9.2.9 **The Committee scrutinised the report.**

### 9.3 Staffing Tactical Action Group Update

9.3.1 LG provided a verbal update on Staffing TAG which has been formed to lead the activity in the Service on addressing the challenges faced due to the changes in the retirement profile and to support work in carrying through these actions, a Staffing Solutions Team (SST) has been created. The SST were working on six distinct work packages covering different areas of activity, which include:

- Staffing and skill rebalancing, asking what is the retirement profile doing to staffing numbers and distribution of skills across Operational colleagues
- Staffing Business continuity arrangements to ensure that this area is appropriately refined or amended as required by changes to retirement profile.
- The Group will also look at the capabilities within the Day Duty population and when/how we may want to use colleagues currently in Day Duty roles to support the 5 Watch Duty System.
- Significant amount of work is also linked to the activity of the On-Call Improvement Programme around On-Call to Wholetime migration for those On-Call colleagues seeking a Wholetime career within the Service and look to expedite their pathway to competence in recognition of their current skills.
- Re-employment and maximising availability policy is being reviewed and discussions with colleagues around abatement and Pensions being mindful not to provide Pension advice

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but making sure access to accurate information is available and how re-employment into a different role may or may not affect their Pension. Local Senior Officers (LSO) within Service Delivery areas have been discussing with colleagues who are potentially in scope for the Pension changes to explore re-employment opportunities.

- Management of pre-arranged overtime and how this can be used to maintain availability.

9.3.2 In addition, a significant amount of work is being undertaken by Workforce Planning Team to model what the retirement profile may look like over the next couple of years and using this to inform Wholetime Firefighter campaigns and promotion campaigns.

9.3.3 SS advises of significant challenges ahead in plugging the experience gap but also gives us the opportunity to reshape the Organisation. SS praises the relationship with Staffing TAG, SST and Rep bodies who are working exceptionally well together and wishes to highlight this to the Committee.

9.3.4 LB wished to emphasise that People and Organisational Development (POD) are currently looking at realigning focus on Leadership Development to help plug the gap that losing a number of Managers and Senior Personnel creates so that we are expediting the development of people to avoid diluting leadership capacity.

9.3.5 The Committee are enthused by the report due the scope of strategic changes within the Organisation.

9.3.6 **The Committee scrutinised the verbal report.**

## 10 INDEPENDENT AUDIT / INSPECTION ACTION PLAN UPDATE

### 10.1 Training of RDS Personnel

10.1.1 BF presented the HMFSI Report relating to the Training of RDS Personnel and gave an update following the independent audit.

10.1.2 BF explained that the Action Plan is currently 92% complete and all other actions are nearing completion.

10.1.3 The Committee are asked to consider a revised due date for action 9.3 relating to improving Broadband capacity at RDS stations in the new Wide Area Network (WAN) contract to May 2022 which is recognised as past, this relates to ICT work to improve the situation which reached 100% completion in mid-May as opposed to the anticipated completion date of March 2022.

10.1.4 The Committee are also asked to consider action 21.1 be moved to business as usual following emergence from Covid working practices as networking and engaging in training now become business as usual.

10.1.5 The Committee thanked BF for delivering the report and are content with the requests.

10.1.5 **The Committee scrutinised the report.**

*(The meeting broke at 1100 hrs and reconvened at 1108 hrs)*

## 11 HEALTH AND SAFETY ANNUAL REPORT 2020-2021

11.1 JHo presented the report which provides analysis of the key areas of performance during the reporting year and details the intended risk reduction approaches on key themes. JHo apologised for the delay in bringing this report before The Committee, explaining the reasoning for a significant amount of re-prioritisation within the period.

- Many of the existing health and safety arrangements had been reviewed and updated to ensure appropriate control measures were in place to manage the new hazard. The changes were necessary to ensure continued safety of staff and the public whilst

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maintaining a high level of emergency response, these changes were recognised by the Health and Safety Executive (HSE).

- SFRS continues to carry out benchmarking of H & S performance against other UK Fire and Rescue Services (FRS's) where data is available. For this reporting period, usable data was received from 6 of the other 50 UK FRS's.
- The total number of accidents, injuries and RIDDOR's show a positive downward trend. Body movement and manual handling was the most common cause of accidents / injuries. This equates to one injury sustained every 6,583 operational incidents attended compared to one in 3,054 in the previous reporting year.
- Inaccuracy at item 3.6 of the report relating to slips, trips and falls, this will be adjusted to read an increase of 70%, not 11% as reported. These were primarily associated with inclement weather.
- There were no specified RIDDOR injuries during the reporting year compared to 3 in the previous reporting year. All RIDDOR's (17) were over 7-day accident / injuries events.
- Although reported separately, SFRS staff recorded 352 confirmed cases of Covid-19, of these 15% (54 of 352) were deemed as having reasonable evidence to be determined as workplace transmissions and subsequently reported to the HSE under RIDDOR.
- Near miss reporting has a ratio of 9:1 which shows a reduction from the previous year split between 47% operational issues and 44% property issues.
- Analysis of accident / injuries by activity indicate a 16% decrease in events occurring at operational incidents with a Firefighter injured every 1,258 operational incidents attended.
- A vehicle accident is reported every 590 operational incidents attended, although a 10% decrease from the previous year, this still shows the need for continued improvement.

11.2 The Committee are encouraged by benchmarking against other UK FRS's and commented on the value in this process.

11.3 The Committee commented on the delay in the presentation of the Annual Report and were advised that the actions highlighted within the report had been progressed timeously. It was the intention for the 2021/22 Annual Report to be brought to the Committee later this year.

11.4 The Committee praised the report and the positive effect on the Department and function within the Organisation

11.5 **The Committee scrutinised the report.**

## 12 MENTAL HEALTH STRATEGY / MENTAL WELLBEING CHAMPION UPDATE

12.1 SH presented the report to the Committee providing an update on progress of the Mental Health and Wellbeing Action Plan and implementation of Mental Wellbeing Champion Model. SH highlighted the following areas

- The Service was now aligned to the UK's Blue Light Together 'Mental Health at Work Commitment' signed by the senior leaders of the emergency service bodies in the UK, adopting its six commitments and integrating them into our action plan which will allow SFRS to measure its success by benchmarking against other FRS's.
- Absence levels continue to be a key issue due to psychological reasons related to mental ill health. In 2020/21, 373 employees were absent resulting in 10,080 days being lost which carries associated resourcing challenges.
- A pattern of change is noticed in the referrals being received from self-referrals and management referrals and notes an increase in the number of referrals received via the crisis route which suggests that staff are seeking help and support earlier.
- Another key element of the services preventative approach was the creation of a network of wellbeing champions, expectations were vastly exceeded in terms of the number of applicants and the process of appointment and development is well underway.

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12.2 The Committee gained further insight into the role of a wellbeing champion and asked whether retirees could help as this may allow the group to tap into an excellent skill base. SH advises the upcoming campaign has reached far and wide and would include retirees in a wellbeing role.

12.3 The Committee thanked SH and team for excellent work and wished them well. SS added that the impact of the Group was massive and embraced within the Service.

12.4 **The Committee scrutinised the report.**

### 13 PEOPLE COMMITTEE RISK REGISTER

#### 13.1 Committee aligned Directorate Risk

13.1.1 SSe presented the Risk Report, identifying Directorate risks and controls pertinent to the business of the Board and highlighted the following POD risks:

- POD004 (staff recruitment): The probability score increased from 3 – 4 to reflect current market conditions and challenges experienced around pay and ability to onboard quickly when recruiting to vacancies.
- POD008 (medical restrictions): The probability score decreased from 3 – 2 given the progress made in recruiting staff to the Health and Wellbeing Team.
- POD009 (employment tribunals): The impact has decreased from 5 - 3 with recent conclusion of employment tribunal cases bringing this to a small number, along with introduction of revised Dignity and Respect policy.

13.1.2 JHo highlighted the following H&S risks:

- TSA009 (Health and Safety Legislation and TASS system): Probability increased from 4 - 5 due to continued challenges within ICT.
- TSA010 (staff resources): Risk of insufficient staff capacity and resources available to meet service demands with regard improvement plan and HSMS due to the impact of pension changes within uniformed staff.
- TSA003 (lessons learnt): An organisational learning group has been established which will ensure outstanding actions are prioritised accordingly.
- TSA005 (Health and Safety Legislation and audit programme): H&S auditor has now been appointed and audit programme was being progressed.

13.1.3 BF highlighted the following progress made within Training Resources:

- Police Scotland would assist in the delivery of Emergency Response driving modules and would train 2 FDO's in Borders area.
- Emergency Services Training co-ordination group are looking at areas of overlap in specialist training and seeking to generate shared capacity.
- Capacity to recruit trainees has been increased with 96 trainees on the next 2 courses of Wholtime Firefighter Foundation Programme which is an increase of 30+ on previous courses.
- The current Service Delivery model was being utilised for Rural Full Time Support Officers and building a role for a training instructor, delivering training at point of need rather than bringing staff into a central location. This was more efficient and allowed specialist training to be delivered in rural locations.

13.1.4 **The Committee scrutinised the report.**

#### 13.2 Risk Spotlight: SD006 On Call Retained / Volunteer Duty System People Specific and around Recruitment / Training

13.2.1 SS presented the Risk Spotlight Briefing note to the Committee and noted the following key points:

- Service Delivery Risk SD006 (There is a risk the Service Delivery is unable to maintain an effective level of capacity and resource within the Directorate because of challenges relating to the recruitment, promotion and retention of staff): Meaning that Service

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Delivery does not meet its statutory duties and POD Directorate Risk - The risk of being unable to support the recruitment of staff across SFRS in a timely manner and aligned with workforce planning requirements and 2021 approved business cases due to prolonged recruitment processes or delayed recruitment scheduling resulting in a rise in vacant posts and an inability of SFRS to deliver core services.

- Current On Call deficiency of 1060 against Target Operating Model of 3693 full time equivalent based on legacy numbers.
- Controls and mitigation actions being taken include ongoing negotiations to standardise RDS terms and conditions, several projects to help attract and recruit staff, reviewing establishment methodologies and training at the 'point of need' as per the launch of Training for Operation Competency (TfOC). Work was also being progressed to provide variable contract options which would provide greater flexibility during specific challenging time slots.

13.2.2 The Committee commended the content of the report and were optimistic if progress continued on the same trajectory.

**11.3 The Committee scrutinised the report.**

## **14 PARTNERSHIP WORKING**

### **14.1 Employee Partnership Forum**

14.1.1 SBa provided the Committee with a verbal update detailing the content of EPF meeting on 19 May 2022 and proposes the establishment of a Short Life Working Group.

14.1.2 SBa advised the Committee that he was encouraged by the gender equality discussions and felt positive regarding the EPF being collaborative, inclusive and honest, however, felt that it exposed a challenge for the Service requiring the issues to be raised and prioritised.

14.1.3 Elaine Gerrard has agreed to lead on the Short Life Working Group with the intention of meeting three times over 3 months to highlight and consider evidence and finally to consider recommendations to take forward.

**14.1.2 The Committee noted the verbal update.**

### **14.2 Partnership Advisory Group**

14.2.1 LG advised there were no new items so the meeting was stood down.

**14.2.2 The Committee noted the verbal update.**

## **15 REPORTS FOR INFORMATION ONLY**

### **15.1 Leadership for Change Programme Update**

15.1.1 CD provided an update on the Leadership for Change Programme (LfCP) following the first iteration of virtual delivery and detailed the future development and implementation plans for the programme

**15.1.2 The Committee noted the report.**

### **15.2 Graduate Recruitment Scheme**

15.2.1 CD provided an update on the first year of the SFRS POD Graduate Programme Pilot and set out the initial steps for a wider rollout proposal.

15.2.2 The Committee asked of the strategic intent of the graduate programme in terms of diversity, perspective, skills and challenges to the perceived 'norms' of the organisation. CD highlighted that many of these were addressed in the original report, which would be recirculate for information, and also to broaden out with a discussion on future progress.

**ACTION: CD**

**15.2.3 The Committee noted the report.**

**15.3 Bullying, Harassment and Discrimination Project Update / Policy Review**

15.3.1 RM provided an update on progress being made on the review of the SFRS policies, procedures and supporting arrangements relating to the Bullying, Harassment and Discrimination project and for noting the amended Dignity and Respect policy and accompanying procedures.

**15.3.2 The Committee noted the report.**

**15.4 Statutory Health and Medical Surveillance**

15.4.1 JS provided an update on the current provision of 'fitness for work medicals', health and medical surveillance currently in place and to present an options appraisal, including recommendations on the implementation of further health and medical surveillance resource requirements not currently in place, following a gap analysis of 'at risk staff'

15.4.2 The Committee asked that costings are circulated to better support the rationale behind the decisions.

**ACTION: JS**

**15.4.3 The Committee noted the report.**

**16 FORWARD PLANNING**

**16.1 POD Policy Review Schedule Update**

16.1.1 MC presented the POD Policy Review Schedule Update report to the Committee for information advising the schedule has been reviewed taking into account the Directorate Plan and priorities for 2022, with a focus on essential policies and stakeholder engagement required moving forward.

**16.1.2 The Committee noted the report.**

**16.2 Health and Safety Policy Management Arrangements Forward Planning Schedule**

16.2.1 AW presented the Health and Safety Policy and Management Arrangements to the Committee for information, detailing that there are no new Management Arrangements (MAs) scheduled for development by HS Department. The agreed suite of MAs identified for development and publication within 2019 – 2024 forward plan schedule was completed within 2021 – 2022 financial year.

**16.2.2 The Committee noted the report.**

**16.3 Committee Forward Plan Review**

16.3.1 The following items were noted for future meetings:

- Health and Safety Annual Report 2021–2022 (date to be confirmed)
- Potential risk spotlight on the support mechanisms in place for Operations Control

**16.3.2 The Committee noted the Forward Plan**

**16.4 Items for Consideration at Future IGF, Board and Strategy Meetings**

16.4.1 There were no items noted.

**17 REVIEW OF ACTIONS**

17.1 AC confirmed that 4 formal actions were recorded during the meeting

**18 DATE OF NEXT MEETING**

18.1 The next meeting is scheduled to take place on Thursday 15 September 2022.

18.2 There being no further matters to discuss, the public meeting closed at 1244hrs

**PRIVATE SESSION**

**19 MINUTES OF PREVIOUS PRIVATE MEETING: 3 MARCH 2022**

19.1 The minutes of the private meeting held on 3 March 2022 were approved as a true record of the meeting.

**20 REMUNERATION, APPOINTMENTS AND NOMINATIONS SUB COMMITTEE (RANSc) UPDATE**

20.1 The draft minutes of the RANSc meeting on 3 March 2022 had been circulated to the Committee.

20.2 **The Committee noted the draft minutes.**

**21 PARTNERSHIP WORKING**

**21.1 Update from Employee Partnership Forum**

21.1.1 Update provided within the public session.

**21.2 Update from Partnership Advisory Group**

21.2.1 Update provided within the public session.

**22 KEY CASE UPDATES 2021/22 – QUARTER 4**

22.1 LG presented the report to the Committee providing an overview on employee relations cases which have resulted in claims to the Employment Tribunal

22.2 **The Committee scrutinised the report.**