



SCOTTISH
FIRE AND RESCUE SERVICE

Working together for a safer Scotland

PUBLIC MEETING – PEOPLE COMMITTEE

THURSDAY 8 JUNE 2023 @ 1300 HOURS

**BRAIDWOOD SUITE, SCOTTISH FIRE AND RESCUE SERVICE HEADQUARTERS,
WESTBURN DRIVE, CAMBUSLANG, G72 7NA / CONFERENCE FACILITIES**

PRESENT:

Mhairi Wylie (Chair) (MW)
Fiona Thorburn (FT)
Paul Stollard (PS)

Steve Barron (Deputy Chair) (SB)
Malcolm Payton (MP)

IN ATTENDANCE:

Andrew Watt (AW)	Assistant Chief Officer, Director of Training, Safety and Assurance
Kirsty Darwent (KD)	Chair of the SFRS Board
Lyndsey Gaja (LG)	Head of People
Fiona Munro (FM)	Head of People
Jim Holden (JHo)	Head of Safety and Assurance
Chris Getty (CG)	Area Commander, Head of Training Delivery
Ceri Dodd (CD)	Deputy Head of People (Item 13)
Gillian Clark (GC)	HR/People Manager (Item 17.1)
Kevin Murphy (KM)	Group Commander, Board Support Manager
Heather Greig (HG)	Board Support Executive Officer
Kimberly Gogarty (KG)	Corporate Business Support/Minutes

OBSERVERS

None

1 CHAIR'S WELCOME

- 1.1 The Committee Chair opened the meeting and welcomed those present.
- 1.2 Those participating via MS Teams were reminded to raise their hands, in accordance with the remote meeting protocol, should they wish to ask a question. This meeting would be recorded for minute taking purposes only.

2 APOLOGIES FOR ABSENCE

- 2.1 Liz Barnes, Interim Deputy Chief Officer, Corporate Services
David Farries, Assistant Chief Officer, Director of Service Delivery
Bruce Farquharson, Deputy Assistant Chief Officer, Head of Training

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

- 3.1 The Committee discussed and agreed that the *Key Case Update Report* would be heard in private session due to the small number of individuals involved and confidentiality in line with Standing Orders (Item 9D). The draft minutes/verbal update of the *Remuneration, Appointments and Nominations Sub Committee* would also be taken in private due to the confidential nature of business taken to this meeting.
- 3.2 No further items were identified.

4 DECLARATIONS OF INTERESTS

- 4.1 No conflict of interests were declared.

5 MINUTES OF PREVIOUS MEETING: THURSDAY 2 MARCH 2023

- 5.1 The minutes of the meeting held on 2 March 2023 were approved as an accurate record of the meeting.
- 5.1.1 With regards to paragraph 9.2 specific reference to representative bodies in the Partnership Advisory Group Terms of Reference was clarified. LG apologised for this not being actioned and confirmed an update would be provided outwith 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 PERFORMANCE AND RISK REPORT

7.1 People Directorate Quarter 3 2022/23

- 7.1.1 LG provided the People Directorate Progress and Performance Report Quarter 3 2022/23 to the Committee noting that this had been circulated via email (21 March 2023) and was now being formally presented to the Committee for recording purposes.

7.1.2 The Committee noted the report.

7.2 People Directorate Quarter 4 2022/23

- 7.2.1 LG provided the People Directorate Progress and Performance Report Quarter 4 2022/23 to the Committee, highlighting the following key areas:

- Ongoing challenges around the uncertainties relating to the pensions remedy for uniformed personnel. In excess of 460 uniformed staff could potentially retire this year. Key dates where personnel may decide to retire were linked to pay offers and remedy implementation: October 2023 and July 2024. A monthly paper is provided to the Strategic Leadership Team (SLT) to allow review of workforce planning data. 48 trainees joined in May 2023 with 48 joining in September 2023. There was potential for a further intake in January 2024.
- Current support staff vacancy rate was sitting at 12% and work was to be actioned in a number of areas around staff reward and benefits, and attraction and selection processes, to address the challenges around this. This linked to the risk spotlight on Training Capacity later in the meeting.
- Positive reduction in absence rates in Operations Control which had, in the past, been significantly higher than other staff groups. There had also been a reduction in musculoskeletal (MSK) injuries. An in-house physiotherapist had been appointed and this had generated positive feedback. The team were gathering data to provide evidence in support of the appointment of this.

- 7.2.2 The increased level of turnover for On Call roles, which linked to a target model that was no longer valid was raised. The PC queried when the target operating model (TOM) would be reviewed to ensure the report did not present statistics that were inaccurate given that the noted TOM is reflective of legacy service arrangements. It was confirmed that significant work was being carried out through the On Call Improvement Programme including development of the model going forward. Recommendations would be discussed at SLT later this month. There was no clear timescale at present, however, an updated TOM would be put in place once the recommendations were considered.
- 7.2.3 LG clarified the 12% vacancy rate was specifically for support staff. Day Duty vacancies were also high at over 10% and some of this was due to off station roles being historically hard to fill. All other groups were considered as being within normal parameters.
- 7.2.4 SB noted the complexity of On Call staffing, however, with the report appearing to show 973 vacancies against what is a notional Retained Duty System (RDS) TOM and a 30% vacancy rate it was considered that some context around this within the report would be helpful. LG acknowledged this and agreed to update this for the next report.
- 7.2.5 With regards to the 12% support staff vacancy level, LG confirmed that the policy was not to keep vacancies open, however the vacancy approval process required SLT decision which could result in additional timeframes.
- 7.2.6 **The Committee scrutinised the report.**

7.3 Training, Safety and Assurance (TSA) Quarter 4 2022/23

- 7.3.1 CG presented the Training, Safety and Assurance Performance and Risk Report Q4 2022/23 and highlighted the following key areas for the Training Function within this quarter:
- **Operational Core Skills** – slight increase across all crewing systems against the maintenance of core skill requirements.
 - **Advanced, Support and Emerging Risks Modules** – slight decline on this type of module and will continue to monitor this to identify and resolve the issues.
 - **Incident Command Competence** – slight decline in Incident Command Level 1 module, this was identified quickly and fortnightly updates have been provided to focus in this area. A positive response has been received and moving forward to Quarter 1 of this year the marker will be significantly increased.
 - **Specialist Rescue Competence – Heavy Rescue** – An increased TOM where Heavy Rescue qualifications were introduced into Urban Search and Rescue (USAR) capabilities across the Service. This had an impact on how competencies around this were reflected. A number of challenges were being faced in delivering courses, as well as with the availability of LGV vehicles, particularly within the North Service Delivery Area (NSDA), however courses were being redesigned to address these challenges. USAR had shown a slight decline which was reflective of current facilities however work was ongoing with the Asset Management Team to address some facilities issues.
- 7.3.2 In terms of the Advanced, Support and Emerging Risk Modules, AW highlighted a slight decrease in Resource Based Crewing (RBC) completion which was impacted by the 13.6% absence rate. It was also noted that this would be the last quarter of this style of reporting on the USAR Chart due to the new Key Performance Indicator's (KPI's) being developed which would provide more accurate detail moving forward.
- 7.3.3 FT asked for an example of the facilities challenges being faced. AW gave an example of the cost of a rubble pile and confirmed that quarterly meetings were being held with Asset Management to work through the challenges. A Training Asset Strategy for the next 5 years was also being produced.

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- 7.3.4 MW noted that the Red, Amber, Green (RAG) graph was really helpful and wondered if there was scope to have subsequent quarters set up like this in reports going forward, as it showed progression. AW agreed and would arrange for this to be added going forward.
- 7.3.5 JHo presented the TSA Performance and Risk Report Q4 2022/23 and highlighted the following key areas for the Health and Safety (H&S) function within the quarter:
- H&S improvement plans show 78% completion across the Service but many separate Directorates have achieved 90% completion. Operations and TSA had slipped due to other priorities, including preparation for Industrial Action. Assurances were provided that these actions would be moved forward to completion.
 - KPI Dashboard overview shows a reduction of accidents and injuries. In Quarter 4 there was an increase in RIDDOR Reportable Incidents due to the Jenner's incident. Near misses have increased with a significant increase in North and East SDA's. This was due to Safety & Assurance Improvement Group initiatives and a safety culture initiative being developed to help reporting of events. Acts of Violence had increased however only 1 minor injury had resulted during these incidents.
 - Vehicle accidents and low speed manoeuvres have increased with a focus group set up to look at these areas. A report was being produced and would be submitted to the next PC meeting with some recommendations in terms of standardising the approach, both proactively and reactively, to address the low speed manoeuvre training element.
 - Liberton Brae investigation finalisation had been paused due to some staff being involved in the Jenner's investigation.
- 7.3.6 AW noted the positive report and praised the team for the work being carried out in this area. He highlighted that an Act of Violence reported at an incident in Falkirk had led to 6 arrests.
- 7.3.7 MP referred to a number of health and safety events where no information was available, noting that this had been highlighted previously. JHo explained that where an investigation was on-going or someone was still absent at the point of reporting, a figure was not added unless it was beyond 28 days. It was considered that the process was improving and information was now being received more quickly.
- 7.3.8 JHo clarified that further analysis on non-operational accidents was contained within the report. With regards to non-operational injuries, JHo confirmed that 63% of Acts of Violence were verbal with the remainder being non-verbal.
- 7.3.9 AW clarified that 3 members of uniformed personnel were providing support to JHo to ensure workloads were being managed appropriately.
- 7.3.10 PS queried the lengthy timelines for the Committee to receive the Annual Health and Safety Report. AW noted that the challenges were not necessarily around the work to complete the report, but the governance routes and the finished graphic publication which took time. It was agreed that the report would come forward in draft format, with a final version with graphics being developed for publication thereafter. The report would be submitted to PC in September 2023.
- 7.3.11 MW requested that future reports provide a quarterly breakdown of Acts of Violence and proposed that, in time, costs in relation to damage to vehicles and appliances as a result of these acts would be welcomed.
- 7.3.12 **The Committee scrutinised the report.**

8 INDEPENDENT AUDIT / INSPECTION ACTION PLAN UPDATE

8.1 Training of RDS Personnel/Health and Safety

- 8.1.1 CG/JHo presented the report updating the Committee on the progress against the action plan developed in response to the HMFSI Report relating to Training of Retained Duty System (RDS) Personnel and Health and Safety: An Operational Focus.

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- The action plan for Training of RDS Personnel contains 37 actions, 35 have been completed with 2 outstanding. The closure of these actions had now been approved by Senior Management Board (SMB) and through monitoring progress of the Service Delivery Model Programme (SDMP) and the Strategic Service Review Programme (SSRP) would be managed and reviewed through the appropriate governance processes going forward.
- The action plan for Health and Safety contains 17 actions to address the 8 recommendations raised, 15 have green RAG status and 7 have been completed within the reporting period. 5 actions have proposed amendments to due dates due to the impact of other workloads and interdependencies. The report and action plan would be monitored through the Organisational Learning Group and there was continued focus on the progression of the actions.

8.1.2 With regards to slipping timescales due to unexpected secondments, AW clarified that this linked to personnel being involved in ongoing investigations and the time required to backfill posts through relevant processes, but that this was being progressed.

8.1.3 **The Committee scrutinised the report.**

9 COMMITTEE ASSURANCE STATEMENT 2022/23

9.1 MW presented the PC and Remuneration, Appointments and Nominations Sub-Committee (RANSC) Assurance Statement 2022/23, which outlined evidence of how the Committee and its Sub-Committee supports the effective functioning of the Board.

9.2 SB noted that the statement had changed its title from Value Added Statement to Committee Assurance Statement in line with continuing implementation of the Good Governance Framework, however, it referred to added value and proposed further work was required to update this for the next reporting year.

9.3 **The Committee approved the contents of the Committee Assurance Statement 2022/23.**

10 SFRS MENTAL HEALTH AND WELLBEING PROVISION AND LIFELINES SCOTLAND TRAINING

10.1 LG presented a report to the Committee to provide an overview of current Scottish Fire and Rescue Service (SFRS) mental health and wellbeing provision; an update on the future provision for Lifelines Scotland and further information on future plans for ongoing mental health training and support, highlighting the introduction of mental health and wellbeing champions and the invaluable use of the Rivers Centre.

10.2 In terms of Lifelines Scotland, it was noted that work was ongoing to bring some of the provision and content to an in-house delivery model and to deliver this on a more flexible and sustainable basis. However, funding of c.£30k had been received from the Fire Fighters Charity to support the work with Lifelines Scotland over the remainder of the current financial year.

10.3 With regards to costs, LG explained that £2k reflected an honorarium paid to both of the chaplains to reflect the work that they carried out, and that they were also reimbursed for their expenses. There had been previous agreements with Workplace Chaplaincy Scotland with the intention that they would provide chaplaincy support as a national service across the whole organisation, which would have cost c£20k, however that organisation was no longer in operation.

10.4 MW asked if there was scope to provide chaplains for the North and East SDA's similar to that currently in place within the West SDA. LG advised that she would refer this back to the appropriate team.

10.5 MW asked about access to training and expectations for RDS staff to have access to home based broadband to undertake additional activities such as mental health champions. It was noted that the expectation was that course work was undertaken whilst at work or during drill nights and therefore access to broadband was available, however the challenges around this were recognised.

10.6 **The Committee scrutinised the report.**

11 **RESPONSE TO STAFF SURVEY ENGAGEMENTS**

11.1 LG presented a briefing note on Employee Engagement to provide an overview and some assurance to the Committee about the different interventions and activities that had taken place over the previous few years, which provided an opportunity for employee voice and employee feedback. Themes from the feedback and some of the activities which had taken place were detailed. A full employee survey would take place in 2024.

11.2 FT highlighted the significant work that had been undertaken and the reassurance provided by this, however, felt that all Board Members may not be aware of this. LG clarified that there was an action to bring this detail to the full Board at a future date. MW stated that details of response rates and themes should be included within the update provided to the Board.

11.3 **The Committee noted the briefing note and verbal update.**

12 **CULTURAL REVIEW WORKSHOP OUTCOMES**

12.1 FM provided a briefing note on Cultural Review noting that following recent scrutiny of Fire and Rescue Services in England, benchmarking had been undertaken and areas for improvement identified within the SFRS. This was then overlaid with the report into Values & Culture by His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) and 7 areas of recommendation were produced. This formed the basis for workshops with SLT and a draft action plan had been produced which was being finalised. The action plan contained approximately 40 points which were categorised under 9 headings.

12.2 SB noted that at the recent Employee Partnership Forum (EPF) consideration of a third-party reporting line was discussed. FM explained that the low number of complaints or concerns raised around behaviour from employees was recognised and one recommendation was to provide third-party lines that individuals could contact to raise their concerns. Different options were currently being explored.

12.3 SB encouraged making this an early priority in the action plan. LG explained that a member of the People Team had been leading research into the different providers available and a procurement process to secure an appropriate provider would take place.

12.4 FT anticipated that an improved approach to addressing the cultural issues could eventually lead to people feeling able to raise any concerns or issues. However, PS commented that always having the option of a third-party service, even if it was rarely used, would be favourable.

12.5 MW referenced improving existing pathways and that exit interviews were a good way of capturing information, not just of those who were disgruntled but people making life changes, because the current policies or circumstances did not accommodate them. Consideration could be given to the KPI's for 2024/25 around the assurance that enhanced practices were being developed in relation to aspects of this.

12.6 In terms of PVG checks, FM clarified that personnel should report any events that occurred in line with the employee Code of Conduct.

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12.7 MW noted that when talking about equality, diversity and inclusion she was keen that Wales and London were looked at but also to acknowledge our own local specific issues e.g. Glasgow sectarian divides. MW highlighted the need to ensure our messaging expressed the subtleties and complexities of these issues and to make it clear that this encompassed all types of inclusion. This was particularly important around resourcing and positive action and engagement with those communities. FM clarified that this was a priority.

12.8 **The Committee noted the briefing note and verbal update.**

13 LEARNING NEEDS ANALYSIS (LNA) 2022/23

13.1 CD presented a briefing note on the LNA covering Service Wide LNA 2022/23, the revised LNA Arrangements for 2023/24 and the Committee's requirements for future updates.

13.2 With regards to completion rates, CD advised that the new People team model was now in place and engagement activities would commence to drive the completion rate.

13.3 In terms of requirements for future updates, the PC requested information on areas such as where staff identified a learning need which was not able to be supported, either through lack of funding or affordability, or because it was not in the interests of the organisation as well as the positive aspects of the LNA.

13.4 PC confirmed that going forward a few high-level slides with a covering paragraph should be presented for the Committee's information in an annual update in June.

13.5 **The Committee noted the briefing note and verbal update.**

(The meeting broke at 1503 hrs and reconvened at 1510 hrs)

14 PEOPLE COMMITTEE RISK REGISTER

14.1 Committee Aligned Directorate Risk

14.1.1 LG presented the Risk Report, identifying Directorate risks and controls pertinent to the business of the PC and highlighted the following risks:

- 6 closed controls, 3 closed risks, 2 rating changes, 7 new controls and 4 new risks.
- Discussions between the Board and SLT have identified the need to review the current strategic risks and the related output reports. This would ensure that reports clearly identify the most significant risks facing the organisation and the alignment of risk information between Strategic and Directorate risks. This work would be undertaken in conjunction with Data Services with a revised report to be provided for future meetings.

14.1.2 With regards to consistency and standards when contributing risks, AW explained that the risk descriptors were now more specific than generic and that all the descriptors were currently being reviewed in anticipation of moving forward with the new process for the risk register.

14.1.3 The Committee requested that where the wording to a risk had been amended that it be highlighted to ensure clarity and coherence and demonstrate continuity.

14.1.4 **The Committee scrutinised the report.**

14.2 Risk Spotlight: TSA017 (Training Capacity)

14.2.1 AW presented the risk spotlight to the Committee highlighting the following:

- A number of challenges including an increased need within Service Delivery to facilitate training as a result of the backlog created by the COVID pandemic and the pensions remedy, thereby having the potential to affect the delivery of services and firefighter safety.

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- The above issues could lead to an inability to deliver all the training required to maintain competencies across all core skills, resulting in a negative impact on firefighter safety and political, reputational or financial risk to the Function, Directorate and Service.
- Increased pressure on the Training Function to deliver courses due to the prioritisation of Breathing Apparatus (BA), Compartment Fire Behaviour Training (CFBT) and Tactical Ventilation (TacVent) training.
- Training delivery model utilises the improving Instructor availability as a result of the restructure of delivery models in each SDA, to support areas of risk critical training where possible.
- Workload and capacity issues – The rebalancing of Instructor capabilities for both core and specialist skills, along with the introduction of Watch-based Instructors to aid training delivery would take time, due to the increased need to focus on core training delivery and current financial challenges which could impact on resources, facilities and capacity. Contaminants considerations and guidance was also impacting on training delivery models.
- Exploring Tri-Service approach with training to the same standard across all Services when attending incidents.

14.2.2 AW confirmed that training facilities were well utilised.

14.2.3 PS queried the training of ambulance staff to use BA equipment and the potential to sell training to other organisations. AW explained the training of ambulance staff to use BA had commenced and would be beneficial at incidents to use the same systems. External training would be looked at for future options, however internal training would be prioritised in the first instance.

14.2.4 **The Committee scrutinised the report.**

15 PARTNERSHIP WORKING

15.1 Employee Partnership Forum

15.1.1 SB provided the Committee with a verbal update detailing the content of the EPF meeting on 18 May 2023, noting the following key points:

- The discussion topic was the culture of the organisation. LB, LG and ACO Farries provided an update on the challenges and the work being undertaken in order to address cultural challenges for the organisation.
- There was recognition of a need to act specifically and for it to be made easier to call out the sorts of behaviours that have been highlighted in London Fire Brigade and other Fire Services South of the border.
- Discussion took place around changing attitudes, there was a policy aspect but the overall desire would be self-policing and for people to be confident to challenge unacceptable behaviours.
- Clear request from the representative bodies that there should be quicker and easier responses when inappropriate behaviour occurred.
- A recognition that there was a lack of diversity in the organisation and an aspiration to having an organisation that was more diverse and more representative of our communities. This was seen as part of the problem and if that diversity was addressed it would address some of the cultural challenges.
- Talk of positive discrimination and positive selection methods within the legal framework.

15.1.2 SB noted the discussion was very collaborative and the tone was one of partnership which was a big achievement in the context of not having had a meeting for 6 months.

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

15.2 Partnership Advisory Group

15.2.1 LG advised there were no agenda items put forward and the meeting was stood down.

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

16 REPORTS FOR INFORMATION ONLY

16.1 Contaminants Update Report

16.1.1 AW presented an update report on the developments and planned direction for the management of contaminants in the organisation. AW had attended the National Fire Chiefs Council (NFCC) Personal Protective Equipment (PPE) and Clothing conference in Birmingham with JHo where contaminants played a major part in the conference and this was beneficial to keeping up-to-date on developments in this area.

16.1.2 **The Committee noted the report.**

16.2 Training Function Update Report

16.2.1 AW presented an update report on the Training Function for information.

16.2.3 **The Committee noted the report.**

16.3 Training Continuous Improvement Programme Update

16.3.1 AW presented an update report on the Training Continuous Improvement Programme for information.

16.3.2 MW asked that any updates and improvements relating to the programme be reported back to the Committee.

16.3.3 **The Committee noted the report.**

17 FORWARD PLANNING

17.1 People Directorate Policy Review Schedule Update

17.1.1 GC presented the People Directorate Policy Review Schedule Update report to the Committee for information noting the following updates to the schedule since the publication of the report:

- Following the latest review of the rolling policy programme of work to reflect current and anticipated priorities and timescales the format of the People Policy Review Schedule Format was updated.
- The Policy Review Schedule remained under regular review due to work on the standardisation of uniformed terms and conditions of employment, the work around the pensions remedy and for any revised priority work arising from Service or legislative changes.
- During Quarter 4, policy work transferred to People Advisers within the People Employee Relations & Advice Team in the new People model to review the schedule.
- During this period, the Reservists Policy was implemented and published. The Appraisal Policy and Managing Employee Performance Policy were issued for final consultation and were progressing through governance for approval and implementation.

17.1.2 LG explained why many policies were marked as TBC, this was due to the fact some areas of policy development were paused due to COVID and this resulted in a backlog. The schedule is being reviewed and prioritised, with an assurance statement to be provided where review date extensions are proposed. It was expected that this would be complete by the September meeting.

17.1.3 PS asked if earlier mention of the policy on a page would be in all revisions. LG confirmed this would be rolled out to all policies when being reviewed.

17.1.4 **The Committee noted the report.**

17.2 Health and Safety Policy Management Arrangements Forward Planning Schedule

17.2.1 JHo presented the Health and Safety Policy and Management Arrangements to the Committee for information, detailing the ongoing work in relation to the development and review of the SFRS's H&S Policy and associated Management Arrangements (MA's).

17.2.2 The following points were highlighted:

- Previous year's updates have been removed leaving only the current year to view.
- Provision and Use of Work Equipment Regulations (PUWER) Management Arrangement delayed as subject to a more major review. It was currently out for consultation.
- All other work continuing and on track.
- Developed a new Legal Register and a short paper would be submitted to a future PC for information on how it would be managed going forward.

17.2.3 **The Committee noted the report.**

17.3 Committee Forward Plan Review

17.3.1 The Committee Forward Plan was presented for review. The following items would be added to the Plan.

- Learning Needs Analysis (LNA) - Annually in June
- Acts of Violence – September 2023
- Low Speed Manoeuvres – September 2023

17.3.2 **The Committee noted the Forward Plan.**

17.4 Items for Consideration at Future IGF, Board and Strategy Meetings

17.4.1 Active Management of Risk to be taken forward to the next IGF meeting.

18 REVIEW OF ACTIONS

18.1 KM confirmed that no formal actions were recorded during the meeting.

19 DATE OF NEXT MEETING

19.1 The next meeting is scheduled to take place on Thursday 14 September 2023.

19.2 There being no further matters to discuss, the public meeting closed at 1559 hrs.

PRIVATE SESSION

20 MINUTES OF PREVIOUS PRIVATE MEETING: 2 MARCH 2023

20.1 The minutes of the private meeting held on 2 March 2023 were approved as a true record of the meeting.

21 REMUNERATION, APPOINTMENTS AND NOMINATIONS SUB COMMITTEE (RANSC) UPDATE

21.1 The draft minutes of the RANSC meeting on 2 March 2023 had been circulated to the Committee and a verbal update had been provided at the previous meeting.

21.2 FT provided a verbal update from the meeting on 8 June 2023, highlighting the key points discussed.

21.3 **The Committee noted the draft minutes and verbal update.**

22 KEY CASE UPDATES 2022/23 – QUARTER 4

22.1 LG provided a verbal update to the Committee providing an overview on employee relations cases which have resulted in claims to the Employment Tribunal.

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