



**Community Leisure Scotland HR Group Meeting
The Music Institute, Dunfermline. 9th May 2019**

Present:

<i>Lana Turnbull</i>	<i>Fife Sports & Leisure Trust</i>	<i>Diane Gaffney</i>	<i>Live Active Leisure</i>
<i>Karen Marsh</i>	<i>Fife Sports & Leisure Trust</i>	<i>Carol Forbes</i>	<i>Live Active Leisure</i>
<i>Claire Telford</i>	<i>Fife Sports & Leisure Trust</i>	<i>Lisa McGrotty</i>	<i>Fife Cultural Trust</i>
<i>Jane McFarlane</i>	<i>Active Stirling</i>	<i>Kirsty Cumming</i>	<i>Community Leisure UK</i>

Apologies: Morven McLeod (High Life Highland), Nicki Scorgie (Sport Aberdeen), Iain Stevens (ANGUSalve), Amanda Spence (The Pickaquoy Centre), Sarah Halliday (Live Borders), Ann Marie Garczewski (Renfrewshire Leisure), Natalie Stewart (Renfrewshire Leisure)

Discussion Summary	Action Point
Welcome	
Kirsty Cumming welcomed the group and round the table introductions were given.	
Group Purpose and Remit - Recap	
<p>Kirsty Cumming recapped that the group had not met for over a year, but there seemed to be real appetite among HR colleagues to restart the group.</p> <p>Members felt that the group meetings were useful in bringing external speakers to talk with members on pertinent issues (e.g. Disclosure Scotland), with a clear focus on the leisure trust sector.</p> <p>There was also desire for benchmarking with other organisations and sharing learning and challenges around national issues, such as GDPR, gender pay gap reporting etc.</p> <p>Balfour and Manson solicitors have offered to support the HR group meetings going forward, providing some horizon scanning and providing an opinion on issues and discussions as appropriate. They previously delivered a workshop at the autumn conference for members, which was well received.</p> <p>The group agreed that there should be two meetings per year.</p>	KC to invite Balfour & Manson to next meeting
Disclosure Scotland: Review of the PVG schemes and current Disclosure regime update – proposed policy, disclosure bill and next steps	
<p>Kirsty Cumming that Disclosure Scotland began a review of the PVG scheme at the end of 2016, with a written consultation in 2017 and further consultation with stakeholders through engagement events.</p> <p>The aim is to simplify the disclosure system and bring it up to date for the current landscape and current needs.</p> <p>There were over 350 responses received with a bill due to go to parliament in June.</p>	

<p>Disclosure Scotland are now keen to understand from Community Leisure Scotland's members whether they would be likely to support this Bill (with the proposals being very much in line with those in the consultation). They would then seek to engage with members after the bill has been introduced.</p> <p>Kirsty Cumming is due to meet with Disclosure Scotland colleagues on 20.5.19 to feed in any member views.</p> <p>The group highlighted that:</p> <ul style="list-style-type: none"> - Disclosure Scotland needs to do more to raise awareness of the scheme and improve individuals' understanding of it. - There should be a communications plan clearly articulating the changes and reasoning. - Disclosure Scotland should work with members to ensure that the relevant changes are fully understood - The online platform needs to be far slicker to improve the experience and reduce the onerous admin task <p>In principle, members support the change and the idea of reviewing the scheme and updating it. It was also noted that no one from the sector had been invited to trial the system.</p>	<p>Invite Disclosure Scotland to attend next meeting</p> <p>KC to circulate bullet points to members ahead of meeting for any additional thoughts</p>
<p>Community Leisure HR Survey</p>	
<p>A draft copy of the HR Survey had been circulated in advance of the meeting, and members were asked for any feedback/amendments to incorporate.</p> <p>Small amendments to questions were suggested, with the inclusion of a question around number of volunteers more specifically and a question around gender pay gap reporting.</p>	<p>KC to amend survey and circulate to members</p>
<p>Open discussion</p>	
<p><u>Mental Health</u></p> <p>There was discussion around increasing levels of absence as a result of mental health within trusts. There is a particular increase among younger staff, who may be less resilient.</p> <p>Some members have attended first aid mental health training, though in some cases it has been too in depth – covering a large range of sectors and professionals.</p> <p>Some members mentioned that they are struggling to signpost people to appropriate services for the support that they need.</p> <p>There was discussion around SAMH's Mental Health Charter for Physical Activity and Sport, and whether members have signed up to the Charter. KC commented that 3 Community Leisure members (Glasgow, North Lanarkshire, North Ayrshire) had been involved in the development of the Charter and other members have since signed up.</p>	<p>KC to include Mental Health as a topic for the next meeting agenda – invite SAMH</p> <p>KC to circulate Charter and number of members signed up</p>

<p>Kirsty Cumming mentioned that Community Leisure had previously developed a bespoke Making Every Contact Count resource for members. This was intended to support staff with member trusts to engage with and signpost customers, but contains a wealth of resource, some of which may be useful to support members both internally as well as externally.</p> <p>Westfield Health, one of Community Leisure’s Business Partners, offer products and services for members, focusing around health needs. They have previously presented at some members meetings and may fit in to some of the mental health discussions.</p> <p><u>Minimum Wage/Living Wage</u> The implementation of the voluntary living wage is proving challenging for some members, with a reducing pay gap between different levels. The increases to the voluntary living wage will continue to increase these challenges.</p> <p>Active Stirling have introduced more multi-role posts to help address this pressure, offering training to staff to perform gym/reception/membership/sales/poolside roles.</p> <p><u>Swimming Qualifications</u> There was discussion around the new Learn to Swim qualifications and whether these are approved by the SQA.</p> <p>There was also discussion around the new STA new all-inclusive pool lifeguard qualification. It is equivalent to the RLSS qualification, but queries over the cost element of transferring staff and a reduced number of hours for first aid training. Members expressed concerns around ensuring that pools are safe, with adequate training for staff.</p> <p>There was also discussion of CIMSPA’s professional standards, and agreement that it would be helpful to have an update on progress.</p> <p><u>Awards Scheme Accreditation</u> There was discussion around awards scheme accreditation, with some members moving away from IIP and similar schemes, primarily due to the cost implications. It was agreed that Living Wage accreditation is valued more by employees and prospective employees.</p> <p><u>Volunteers</u> Members discussed volunteers and volunteer pathways within their organisations. Active Stirling require their coaches to volunteer before becoming coaches, and also have a volunteer management pathway.</p>	<p>KC to circulate MECC link</p> <p>Invite Westfield Health to next meeting</p> <p>KC to check on validity of qualifications</p> <p>KC to investigate STA qualification and feedback any member views</p> <p>KC to circulate list of professional standards</p> <p>KC to invite CIMSPA to next meeting</p> <p>Active Stirling to share volunteer management pathway</p>
<p>AOB</p>	
<p><u>Safeguarding Webinar</u> Community Leisure are looking to facilitate a webinar with colleagues from Sport England around inclusion of transgender communities in leisure facilities.</p>	<p>KC to circulate webinar details</p>

Next meeting

The next meeting will take place on Thursday 14th November, hosted by Live Active Leisure in Perth, venue tbc.

KC to circulate meeting date

Meeting closed at 1pm