

The Scottish Parliamentary Delivery Plan

Plana Lìbhrigidh Seirbheis Phàrlamaideach na h-Alba

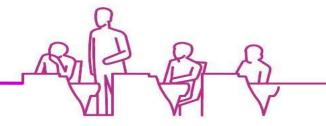


The Delivery Plan translates the ambitions of the Strategic Plan into reality. Reflecting the ongoing work to run the Parliament which accounts for the majority of our day-to-day activities, as well as initiatives to improve the Parliament.



Aim: Provide Members with high quality support and resources to allow them to excel in their roles as parliamentarians and representatives

| 'Run the Parliament' C | Objectives 'Impi | rove the Parliament' Objectives | Strategic Lead |
|---|------------------|---|------------------|
| Members are supported with research, procedural | | ent of SPCB services to best meet Members' evolving parliamentary and uency needs. | |
| professional advice. | _ | nent outcomes of Members' Expenses Scheme Review & new travel and ses system | Lis Craig |
| Members are provided with | | w system Procurement Contract award by October 2020 | |
| and services to fulfil their is support for them as | employers in by | solution to implement Scheme changes to be put to Parliament by end of Session 5 December 2020 | |
| Parliament and in their local of | 0 00 | mplete payment card trial with MSPs by March 2021 | |
| | o Imp | plement new scheme and supporting system fully by May 2021 | |
| | Review | v of Members' Staff Cost Provision | Michelle Hegarty |
| | | gh level recommendations for discussion at SPCB planning day by September 2020 all Review Report for SPCB agreement by October 2020 | |
| | | solution to implement changes to be put to Parliament by end of session 5 by March | |
| | Membe | ers are well supported during the transition to the sixth session of Parliament in 2021. | |
| | Election | on 2021 Programme | Callum Thomson |
| | | stainable Development Impact Assessment completed for FM by August 2020. | |
| | | ember questionnaire issued to gain feedback on Induction and PDP from Session 5 to form Session 6 Programme by September 2020 | |
| | | ember Enrolment Form agreed and developed with GDPR assessment undertaken by ptember 2020 | |
| | | ard to agree Budgets and Office Election Plans by September 2020 | |



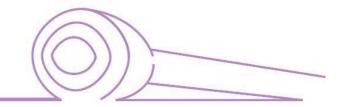
Aim: Strengthen democratic accountability through effective scrutiny and debate

| 'Run the Parliament' Objectives | 'Improve the Parliament' Objectives | Strategic Lead |
|---|--|------------------|
| Deliver clear, authoritative and consistent advice and high-quality services and facilities to ensure | Ensure robust plans and resources are in place to enable the Parliament to scrutinise and respond to the impact of the UK's withdrawal from the EU and any other constitutional change. | |
| parliamentary business is well supported. | Constitutional Issues Board Programme Regular updates on assessment of capacity and capability to SRB Quarterly update to SPCB and LG | David McGill |
| Promote constructive inter- parliamentary and Governmental activity through connections and | Biannual information sharing through the Parliamentary BREXIT Forum Ensure robust plans and resources are in place to allow Parliament to continue its functions in | |
| relationships. | light of the COVID 19 emergency | |
| Drive effective engagement and participation in the Parliament's work. | Responding to COVID 19 Emergency o Ensure appropriate response and amend any plans following SG Review dates on 9, 30 July 2020 and 20 August 2020 | Michelle Hegarty |
| | Safe resumption of Parliamentary Business on 11 August 2020 Safe expansion of business-related public access from 11 August 2020 Undertake all preparatory work on essential staffing, onsite arrangements and people policies | |
| | by 11 August 2020 Analyse and prepare advice to SPCB on medium term issues, including contracts and phased public access by SPCB planning day in September 2020 | |
| | Safe expansion of general public access over October 2020 Remote Voting | Alan Balharrie |
| | Development and testing of remote voting solution by 11 August 2020 | |



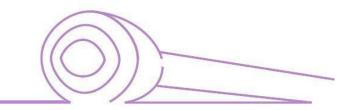
Aim: Encourage public involvement in our work through welcoming facilities and inclusive services

| 6 | Run the Parliament' Objectives | 'Improve the Parliament' Objectives | Strategic Lead |
|---|--|--|----------------|
| C | Promote awareness of the relevance and accessibility of the Parliament, particularly in underrepresented groups. | Enhance the accessibility and security of our facilities and services. Security Programme | Lynsey Hamill |
| | Provide safe, secure and welcoming physical and online facilities and services. | Define and seek SPCB approval of the security service to MSPs and their staff by September 2020 Review of Security Office to be complete by March 2021 Security culture projects embedded by March 2021 New office and operational structure identified by June 2021, moving to implementation from July 2021 Physical security works to be completed by August 2021 | |
| | | Review of Public Engagement Strategy | Susan Duffy |
| | | Development of phased approach to reintroducing the public engagement programme for discussion with SPCB in August 2020 Preparation for delivering agreed aspects of programme from October 2020 Ongoing development of Session 6 strategic approach to public engagement for agreement with SPCB by summer 2021 | |
| | | Session 6 Opening | Susan Duffy |
| | | Develop options appraisal for Leadership Group discussion by October 2020 Finalise budget bid for Session 6 by October 2020 High level discussion with SPCB by October 2020 Final proposals for the Opening of Session 6 to be agreed by SPCB by November 2020 | |



Aim: Efficiently provide the Parliament with high quality, effective corporate services and good governance

| 'Run the Parliament' Objectives ' | 'Improve the Parliament' Objectives | Strategic Lead |
|--|---|-----------------------|
| Processes, systems and resources are in place to ensure the effective use of services and facilities. | Invest in our facilities and systems to improve effectiveness, efficiency and flexibility. | |
| Well-managed, well informed and collaborative organisation with good governance arrangements that meet all statutory requirements. | Sound and Voting System Replacement Upgrades to software in existing voting consoles and replacement of management PC's and platform software by July 2020 Video Conference facilities in Committee rooms 1 & 2 updated to support Hybrid committee meetings by 11 th August 2020 Video Conference facilities in committee rooms 3,4,5 and 6 updated to support hybrid committee meetings by end of August 2020 Complete technical specification and issue tender for audio upgrades by November 2020 Construct plant room to house new equipment by March 2021 Complete audio upgrades by August 2021 | Tracey White |
| | Sustainable Development and Climate Change Plan Develop Delivery Plan by September 2020 for agreement with LG Prepare Session 6 Plan and budgetary assumptions by September 2020 Increase capability on use of sustainability tool with business areas by October 2020 Develop an agreed route to zero emissions targets by March 2021 | Lynsey Hamill |



| 'Run the Parliament' Objectives | 'Improve the Parliament' Objectives | Strategic Lead |
|---------------------------------|--|----------------|
| | A modern Parliament, demonstrating a smart, confident use of technology and information to drive improvements in how we communicate and work. | |
| | Deliver our Web and Online Project | Alan Balharrie |
| | Beta becomes main site with majority of content by December 2020 Incremental transition to content only being available on Beta until March 2021 Continuous service improvement plan in place by March 2021 | |
| | Committee Agenda System Redevelopment (Commit Application) | Callum Thomson |
| | Finalisation of technical solution by September 2020 Implementation from October 2020 | |
| | Legislative Drafting Tool Project | Tracey White |
| | Begin live use for drafting and management of amendments to selected Scottish Bills. Transition to new system through by August 2020 Existing system decommissioned by March 2021 and full use of new system from start of Session 6 by May 2021 | |



Aim: Develop a skilled, diverse and inclusive workforce that embeds our values in all that we do

| 4 | Run the Parliament' Objectives | 'Improve the Parliament' Objectives | Strategic Lead |
|---|---|--|----------------|
| 0 | Through effective leadership and policies, we demonstrate a culture that embraces our values in all our work. | Meet the challenge of becoming a diverse and inclusive organisation. Diversity & Inclusion Delivery Plan | Susan Duffy |
| 0 | Support and develop our staff through effective planning, guidance, performance management, training and recruitment. | Equality Impact Assessment (EQIA) process to be refreshed by September 2020 EQIAs built into projects, office plans, budgets and LG papers from September 2020 Annual Report on Diversity and Inclusion Plan in May 2021 | |
| | | Culture of Respect | Susan Duffy |
| | | Evaluation of work to date to be completed by December 2020 | |
| | | Meet the challenges of the future and drive improvement by investing in the capacity, knowledge and skills of our staff. | |
| | | People and Culture Strategy | David McGill |
| | | Clerk/Chief Executive and Deputy Chief Executive actively use values-based job descriptions to set objectives and provide feedback from July 2020 People & Culture Strategy and Delivery Plan to be agreed by LG by August 2020 LG use the People and Culture Dashboard to make policy decisions from September 2020 Group Heads actively use values-based job descriptions to set office heads/team leaders objectives and provide feedback from January 2021 Managers actively use values-based job descriptions to set objectives and provide feedback from January 2022 Produce a Colleague Engagement Strategy to encourage colleagues to get the best outcomes for Members and the public by April 2021 | |