STAFF DAY 2018

Executive summary

1. A steering group has been formed to support delivery of the Staff Day on 5 October 2018. Members of the group are:

   - Mary Ann Masson, CE Office
   - Andrew MacGregor, BIT
   - Jane McEwan, MRO
   - Murdo MacLeod, OR
   - Claire Phale, Events
   - Clare Kearney, Solicitor’s Office
   - Neil Stewart, Committee Office
   - Gordon Stewart, Visitor Services
   - Rob Littlejohn, Scotland’s Futures Forum

2. This paper sets out some initial thinking of the steering group regarding the format and content of the day. A draft programme template, with exact timings to be confirmed is attached at Annex A.

Contact Mary Ann Masson x85304

Issues and Options

Purpose of the Staff Day

3. The delivery plans states that we will “deliver a staff event which will focus on our values and behaviours, celebrate our successes and provide sessions on a variety of topics related to our current priorities”. Given we only have these ‘days’ once a session it is important that we use the time available effectively. This year is also the 20th Anniversary of when we started work on establishing the services necessary to support the Parliament and therefore this staff day provides an opportunity to reflect on what we have achieved as well as looking forward to the future and the challenges that will bring to us as a staff unit.

4. The steering group believes that there should be a tangible outcome for staff from the day. It is proposed that this outcome is for staff to leave with a thorough understanding of our new values and why they are important.

5. The group is also in support of the more intangible benefits of such an event, namely the opportunity for staff to spend time together away from their daily routine and to learn more about their colleagues and what they do.

6. Feedback the steering group has gathered suggests staff are looking for something different from the usual focus on topics such as Brexit and Parliamentary Reform. It is proposed that the event be fun, engaging and very much focussed on
our values and our common purpose. One comment was that it should be “like a Festival of Politics for staff”.

7. **LG is asked to endorse the steering group’s approach to the purpose of the day.**

**Opening Session**

Like any major event held in the building for external conferences we propose to follow a similar format to ensure that staff have a day that is outside their normal working environment. We propose to start with breakfast served in the Main Hall which will provide an excellent start for networking before staff make their way to the Chamber for the opening session.

8. Discussion around the most appropriate format for the opening session of the staff day in the Chamber has taken place with the steering group both at a meeting and by email correspondence. It has also been discussed with the Head of Events, ACEs and the Clerk/Chief Executive. Possibilities discussed have included a keynote address from the Clerk/Chief Executive; a keynote address from an external speaker; and a panel event similar to those held at the Festival of Politics. Several pros and cons for each option were considered. There is an element of risk attached to one external speaker in terms of securing the right person and being sure that they will strike the right tone with staff. However, an inspirational speaker was likely to generate enthusiasm and energy for the day ahead and there was less enthusiasm for a panel approach amongst the steering group.

9. Having considered the options and sought feedback from colleagues, it is the Steering Group’s recommendation that there be an external keynote speaker who can talk inspirationally about leadership, success and excellence as well as what it means to take a values based approach to business.

10. **LG is asked to agree this recommendation and that the steering group should now seek a suitable keynote speaker.**

**Breakout Sessions**

11. The details of the sessions have yet to be developed. There are two proposed approaches for the steering group to consider at its next meeting on 19 June.

   **Developing sessions only around values and behaviours**

12. One school of thought is that if the values and behaviours theme is important then the full day should focus upon it. If this approach was taken, sessions might include an examination of the barriers to taking a values based approach; how it can be maintained; where personal responsibility and challenge functions lie; how it affects recruitment and development conversations; and what it means for our D&I approach, and so on.

   **Developing sessions on a variety of topics that relate back to values and behaviours**
13. This would involve taking a wider approach where a greater variety of session topics could be included (as well as those above) but with a view to how they feed into our values. For instance, sessions focussing on “Parliament 2030” could relate easily to our value of “Stewardship”. These sessions might cover AI, other technology, how we use data in the future, environmental issues relating to our building or travel to it etc. Sessions on D&I would also align easily with our values as would topics related to Culture of Respect work.

14. LG is asked to discuss these approaches to inform the steering group.

15. Depending on the format and given the number of staff attending the event it is likely that we will have to run duplicate sessions for each event to allow as many staff as possible to attend their chosen event.

Additional Ideas

16. For information, additional ideas for the day include:

- holding stalls as talking points for staff to visit. These would be designed to be creative and thought provoking.

- a possible quiz and “conversation cafes” where staff can speak with colleagues for a short time before moving on to speak to someone else.

- the possibility of holding “unusual” tours of the building. These might include tours of areas not usually accessed by staff and also a virtual tour of the building that might also prove to have further uses.

- A “vox pop” for the 20th anniversary for staff to contribute to a video reflecting on 20 years of the Parliament.

17. The steering group, with the help of the Events team also hope to “dress” the building to look different from how it does day to day. This could help staff feel that the day is important to the organisation and they are valued.

Resource Implications

18. Costs for the development of the staff day will be met under existing resources. Given this is a once a session event we would like to make the event a memorable and meaningful experience for staff.

Staff Time

19. Steering group members are expected to spend time developing sessions by a variety of means: at meetings, in their own time or by overseeing work undertaken by other members of staff. This work might include contacting external speakers; planning how a session will be run in practical terms e.g. how many staff the session can accommodate; whether it is interactive or not; what is realistic in terms of time management; that it remains in line with the day’s theme throughout its development; and what the outputs of the session, if any, would be.
20. It is expected that the time commitment from each member of the steering group is likely to be no more than 2-3 days in total until 5 October. Much of this work will be undertaken over the summer recess.

21. Depending upon the approach taken to sessions, staff in subject matter expert areas identified as suitable for the staff day may be asked to develop sessions.

**Dependencies**

22. The success of the planning and organising process for the staff day is dependent on the following:

   a. SPS staff engaging in the opportunity to influence the staff day via the online collaboration tool, Dialogue.

   b. Steering Group members dedicating time to the development of the day including practical help to develop sessions as well as coming up with ideas and choosing from existing ideas from other sources such as the Dialogue tool.

   c. The identification and availability of a suitable inspirational key note speaker.

   d. The engagement of Leadership Group.

**Governance issues**

23. It is proposed that the steering group act as an advisory group to LG in terms of the content of the day. The final decision on the content for the day and format will rest with LG. Should LG agree to the group’s recommendations regarding the values based theme for the day, the format of the opening session and the type of sessions offered, then it is proposed that the steering group will go ahead and develop the day under these broad agreements. LG will be consulted on any significant decisions, should there be any, over the summer recess and will have sight of a developed draft programme by the end of August.

24. An equalities impact assessment for the staff day will be undertaken during the summer recess.

**Publication Scheme**

25. This paper can be published.

**Next steps**

26. The following next steps are planned:

   - The steering group will meet on 19 June to develop themes and ideas for break out sessions.
• Staff will be asked to use an online collaboration tool called Dialogue to feed in their ideas about what can be included on the programme of breakout sessions.

• Over the summer recess:
  o Session ideas will be developed further.
  o Carry out an equalities impact assessment.
  o Finalise arrangements with any external speakers agreed upon.
  o Practical arrangements such as catering and allocating session venues
  o Liaising with business areas over any potential barriers to staff attending

• In August, LG will receive a draft event plan including a list of sessions and an update on the number of staff expected to attend. This includes a note on whether further updates will be provided and what form these might take, e.g. a follow-up paper; an update by email, etc.

• In September a draft events plan will be shared with staff and we expect that we will ask staff to select their preference for sessions in advance.

Decision
27. LG is asked to
   • Agree the steering group’s approach to the purpose of the day.
   • Agree that the opening session should include an external keynote speaker.
   • Discuss the possible approaches to session development.

Clerk/Chief Executive’s Office
June 2018
Staff Day Programme Template

Timings are to be finalised. The steering group’s preference is to begin in the Chamber at 9.30am and work timings from there. This approach may build in time for more networking time outwith sessions.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.15am</td>
<td>Breakfast in the main hall</td>
<td>Main Hall</td>
</tr>
<tr>
<td>10am</td>
<td>Welcome and intro by Paul. Set out the theme of “our values”. Emphasise benefit of spending time together</td>
<td>Chamber</td>
</tr>
<tr>
<td>10.10am</td>
<td>Steering Group’s preferred option: Inspirational speaker. Possibly followed by Q&amp;A</td>
<td>Chamber</td>
</tr>
<tr>
<td>11am</td>
<td>Finish in Chamber and move to sessions</td>
<td></td>
</tr>
<tr>
<td>11.15am -12.15pm</td>
<td>Sessions</td>
<td>Various locations</td>
</tr>
<tr>
<td>12.15-12.30pm</td>
<td>Move from sessions to lunch</td>
<td></td>
</tr>
<tr>
<td>12.30 (or so) – 1.30pm</td>
<td>Lunch</td>
<td>Main Hall</td>
</tr>
<tr>
<td>1.30pm-2.30pm</td>
<td>Sessions</td>
<td>Various locations</td>
</tr>
<tr>
<td>2.30pm-3pm</td>
<td>Move from sessions to Chamber</td>
<td></td>
</tr>
<tr>
<td>2.45pm-3.15pm</td>
<td>Closing Session. To pull together the themes of the day and to demonstrate how the day has reflected our values and how we can demonstrate them: respect, stewardship, inclusiveness and excellence.</td>
<td>Chamber</td>
</tr>
</tbody>
</table>