OPERATIONAL MANAGEMENT GROUP

MINUTES OF MEETING HELD ON MONDAY 13 DECEMBER 2010, 11:30AM, Q1.03

Present: Paul Grice (Chair) Jerry Headley
Alan Balharrie Michelle Hegarty
Colin Chisholm Ken Hughes
Derek Croll Elizabeth Watson
Henrietta Hales

In Attendance: Stewart Scougall & Daren Pratt (item 3)
Mary Nicol (Item 4)
Tommy Lynch (item 5)
Johanna Lennon
Mary Ann Masson (Secretary)
Alli Williams

Item 1: Minutes of Previous Meeting: 25 October 2010

1. The minutes were approved.

Item 2: Matters Arising

Web Project Update

2. Alan Balharrie updated OMG on progress with the web project. A timeline for migration prior to the launch would be circulated in due course.

Item 3: HR System Demonstration

3. Stewart Scougall and Daren Pratt demonstrated the new HR system. This signalled the beginning of a move to self service. Staff would be able to update their own details on the system and, as time went on, more functionality would be added to the system. The next steps were for time management and attendance details to be managed through the system.

4. It was agreed that the Incident Communication Team should discuss how the system could interface with the new emergency messaging system to ensure emergency contact details for staff and members were available.

   Action: Michelle

5. Moving to self service was a significant step. It was agreed that the Leadership should discuss the wider issues related to self service
throughout the organisation. Paul would have an informal chat with relevant Group Heads ahead of this discussion.

**Action: Paul**


6. OMG had discussed absence management in September and had asked Mary Nicol to return with further analysis of the figures. An annual absence management report had now been prepared which set out agreed absence targets for 2011/12, and an action plan for improving attendance.

7. It was agreed that monthly absence management figures should be presented in the same format as used in the annual report.

   **Action: Mary**

8. The return to work interview was a key tool in reducing staff absence. All managers would be encouraged to continue to take this aspect of absence management seriously and take the time to hold a meeting with staff on their return from each absence.

9. The annual report stated that for 15% of absences no reason had been recorded. Mary clarified that these absences had been for reasons not categorised by the CBI. This was because the categories used by the CBI did not match those currently used by HR. The coding for absences would be brought into line with those of the CBI.

10. OMG discussed how to manage staff absence caused by the recent spell of poor weather. It was agreed that it be dealt with locally in line with the existing policy. Group Heads would meet after the meeting to discuss consistency of approach.


11. Tommy Lynch provided OMG with a business continuity update.

**Business Continuity Co-ordinators**

12. OMG noted that the training event for Business Continuity Co-ordinators took place as planned on 14 October and that the training was well received by staff in attendance.

**Emergency Messaging System**

13. OMG received an update on the procurement process of the emergency messaging system which should be concluded by 17 December.
Business Continuity Advisory/ Governance Panel

14. At its meeting on 13 September 2010, OMG had agreed to form a governance group for Business Continuity Management. It was noted that the first meeting would take place early in the New Year.

Rehearsals, Exercises and Training

15. OMG received an update on the planned rehearsal exercises aimed to test the Parliament’s contingency plans.

Business Continuity Awareness Week

16. OMG noted that National Business Continuity Awareness Week would run from 21 to 25 March 2011 and that efforts would be made to engage staff in planned events.

Item 6: TUS Partnership Group Minutes

17. OMG noted the TUS Partnership Group Minutes from 25 October.


18. OMG considered the finance report which detailed spend up to and including period 7. The percentage underspend was expected to reduce as the year progressed. Derek would speak to Jerry and Alan to discuss further spend this year.

Action: Derek

Item 8: AOB

Committee Meeting Room Signs

19. The SPCB had agreed that the six committee rooms would be named after historical figures who had made a significant contribution to Scotland. New signage for the committee rooms was now available and would be fitted as soon as possible. An assessment of the impact on the adoption of the new names on IT systems would be conducted by BIT. In the meantime, committee room numbers would continue to be used in the systems.

OMG

20. This was the final meeting of OMG. The Leadership Group would succeed OMG and the Strategic Leadership Team in the New Year. Paul thanked all members of the group for their contributions over the past two years.