OPERATIONAL MANAGEMENT GROUP

MINUTES OF MEETING HELD ON MONDAY 7 SEPTEMBER 2009, 09:30AM, Q1.03

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

In Attendance: Claire Turnbull (item 3)
Gordon Hobbs (item 4)
Willie Heigh (item 5)
David Fairhurst (item 6)
Aneela McKenna (item 7)
Mairi Pearson (item 7)
Alli Williams
Mary Ann Masson (Secretary)

Item 1: Minutes of Previous Meetings: 26 August 2009

1. The minutes of 26 August 2009 were approved subject to replacement of the final two sentences of paragraph 9 with ‘OMG approved the proposal, noting that the approach was yet to be agreed.’

Item 2: Matters Arising

2. None.

Item 3: Scottish Government Consultation on Publication of Documents in the National Archives of Scotland (OMG/019/2009)

3. The Scottish Government had invited public bodies to respond to a consultation to inform Scottish Ministers’ thinking on the principle of making most public sector records routinely available to the public after a period of 15 years. The current lifespan of these exemptions was 30 years.

4. A small percentage of the organisation’s records was retained beyond 15 years and this included OMG papers. In the rare event that a paper contained personal data, this would be redacted prior to submission to the National Archives.
5. OMG agreed that Claire respond to the consultation in support of the principle to reduce time exemptions applied to SPCB records.

Item 4: Records Management (OMG/020/2009)

6. Gordon Hobbs, Information Manager, presented a paper outlining the project proposal for phase 2 of the records management project. The main findings and recommendations from phase 1 were detailed in the paper. These included proposals to look into the issues around the management of document, records and emails and the reliance on personal drives. There would be a significant impact on BIT resources. OMG suggested that progress could be made in improving records management processes prior to any input from BIT.

7. OMG agreed that a project initiation document (PID) be prepared. The project would be added to the operational portfolio and its prioritisation would be considered along with other project proposals later in the meeting.

Item 5: Operational Portfolio Group (OMG/021/2009)

8. OMG was asked to consider the list of 21 project proposals for 2010/11. As the budget for the year was not yet known, it was not possible to say which projects would go ahead, and which would not. The purpose of the discussion was to:

- agree the classification of projects;
- discuss each operational project proposal and agree whether to accept it;
- agree the prioritisation of projects; and
- to confirm as far as possible that projects can be adequately timetabled and resourced within the coming year.

9. OMG went on to carry out the prioritisation exercise, the results of which will be discussed further at the budget meeting on 21 September. The Prioritised list would also be subject to decisions taken at the strategic portfolio meeting on 9th September. During the discussion a number of points were made with actions for individual projects.

10. It was agreed that 2 of the proposals would become group projects:

- SPCB carbon management plan
- Improve lighting in MSP block

11. OMG noted that the carbon management plan was of corporate importance and that it would follow its progress closely.

12. OMG discussed the possibility of the HR and Finance systems working more closely together in the future. Colin Chisholm and Derek Croll agreed to discuss how this would be done.
13. The replacement of the service yard gate would be prioritised subject to the results of the risk assessment which Jerry Headley would circulate in due course.

Action: Jerry Headley

14. OMG noted that the project to implement a chamber desk parliamentary question management system was aligned to the principles of IMS. It was agreed that Bill Thomson, Assistant Clerk/Chief Executive, would be invited to attend a future meeting to reflect generally on the IMS programme.

Action: Secretariat

15. OMG agreed that a mock up of the proposed Members Portal be demonstrated at a future meeting. Alan Balharrie would liaise with the secretariat to agree a suitable date.

Action: Alan Balharrie

16. Facilities Management and BIT would liaise to agree responsibility for the replacement of multifunction devices.

Action: Alan Balharrie/Jerry Headley

17. OMG noted that it might be possible to purchase an off-the-shelf product for the new e-procurement system. This would allow the project to be removed from the operational portfolio.

18. The proposals to upgrade/replace the debate recording system and to upgrade the video conference equipment were considered together. It was agreed that they were not immediate priorities and would therefore be shown as contingency bids.

19. On 21 September, OMG would discuss the overall budget and staff bids in order to agree a proposed budget bid for 2010/11 to put to the Strategic Leadership Team. SLT would take a view of both the strategic and operational portfolios against the whole budget available and agree how much could be apportioned to operational projects. There might be a need for some iteration between SLT and OMG. Following the sign-off of the budget at the Finance Committee in November, the Leadership Group would meet for a budget planning meeting.

Item 6: Environmental Management Update

20. David Fairhurst, Environmental Performance Manager, delivered a presentation outlining a number of significant developments from the past 6 months as well as current and forthcoming projects and initiatives.
21. OMG noted the progress made against the targets for 2009/10 and that more work was required in order to further reduce the use of paper in the organisation. At present, it was not possible to identify how much paper was used by each office. OMG asked that the Environmental Management Steering Group consider ways in which to track paper delivery in the building. Offices with high usage could then be approached and offered advice on ways in which to reduce their paper use.

**Action: David Fairhurst**

22. OMG noted that most offices had advised David of their office environmental objectives for the year. OMG members agreed to speak to their Office Heads who had not yet provided this information. Once all objectives had been received, David would circulate them to OMG in order to share good practice.

**Action: OMG, David Fairhurst**

23. OMG agreed that future environmental management updates would take the form of a short presentation, rather than a paper.

24. OMG members had been asked to let David know whether they would like to attend a 2 hour environmental management update session or if they would prefer him to attend the next OMG meeting with a tailored version.

**Action: OMG**

**Item 7: Dignity at Work Policy (OMG/022/2009)**

25. Aneela McKenna, Equalities Manager, presented the revised Dignity at Work policy. A review of the policy had been undertaken during 2008/09. Changes to the leadership structures and the roll out of the HR change programme had been taken into account as part of this review. The process had also reflected the concerns raised by staff during the 2007 staff equality audit.

26. The staff audit had highlighted that in some instances, legitimate firm management practice had been misinterpreted as bullying and harassment. The revised policy clarified the difference.

27. Following criticism that some of the procedural aspects of the policy had not worked well, there were now two stages to the complaint procedures instead of three, with a clear distinction between the formal and informal stage. All formal complaints would now be dealt with under the SPCB’s grievance procedures.

28. At present there were no male contacts on the dignity at work network and no representation at grade 6 or above. It was proposed that new dignity at work contacts and investigating officers be recruited to create a more representative network. It was noted that being involved in a case as either a contact or an investigative officer could, in some cases, take up a considerable amount of time which should be reflected in their remit. OMG
agreed to encourage members of their staff to volunteer to join the network. OMG members further agreed to consider volunteering to be a contact or investigative officer.

**Action: OMG**

29. OMG noted the section dealing with the scope of the policy and agreed that Aneela should be asked to revise and shorten it to make clear the correct standards of behaviour and that everyone should be treated with courtesy and respect. The paragraphs dealing with the position of MSPs would be removed and replaced with a sentence which stated that MSPs were subject to the Code of Conduct and not the Dignity at Work policy. There were no formal procedures in place to cover agency staff or contractors. Aneela agreed to speak to the Head of Procurement and staff in HR to consider whether it was possible to build such procedures into the policy.

**Action: Aneela McKenna**

30. OMG asked that the policy document be shortened with the detailed information included in appendices. This would create a user-friendly document which could be easily read and understood.

**Action: Aneela McKenna**

31. OMG agreed to forward any further comments to Aneela by Tuesday 14 September.

**Action: OMG**

**Item 8: Forward Look**

32. Colin Chisholm noted that he intended to do a presentation on the link between skills and behaviours, the appraisal system, identification of skills gaps and the training needs analysis which flows from that. He would liaise with the secretariat to agree a suitable date.

**Action: Colin Chisholm**

**Item 9: AOB**

33. None.