OPERATIONAL MANAGEMENT GROUP

MINUTES OF MEETING HELD ON FRIDAY 9 OCTOBER 2009, 09:30AM, Q1.03

Present: Paul Grice (Chair)

Alan Balharrie          Michelle Hegarty
Colin Chisholm          Ken Hughes
Derek Croll             Elizabeth Watson
Henrietta Hales         Jerry Headley

In Attendance: Bill Thomson (item 3)
               Willie Heigh (item 4)
               Ruth Connelly (item 5)
               Claire Turnbull (item 6)
               Aneela McKenna (item 7)
               Alli Williams
               Mary Ann Masson (Secretary)

Item 1: Minutes of Previous Meeting: 21 September

1. The minutes of 21 September 2009 were approved.

Item 2: Matters Arising

2. None.

Item 3: Update on IMS

3. OMG received an update on IMS from Bill Thomson, Assistant Clerk/Chief Executive. OMG agreed that the approach to IMS outlined in OMG paper 008/09 remained appropriate. SROs would be responsible for deciding whether their projects should be considered by the IMS panel. If so, the panel would agree how significant the IMS element of each project was. Projects would then be taken forward at the appropriate level and would be subject to the usual prioritisation process.

4. As the approach to projects was continuing to evolve, it was agreed that the project documentation should be revisited to ensure it captured all the necessary information. Derek Croll agreed to raise this with Willie Heigh.

    Action: Derek Croll
Item 4: Operational Portfolio Group Update (OMG/026/2009)

5. Willie Heigh, Projects and Best Value Manager, provided an update on the operational portfolio. Each SRO provided a brief progress update on their projects.

6. Colin Chisholm asked that HR be involved as early as possible in projects which had the potential to involve TUPE arrangements.

7. OMG agreed that a brief monthly update on the portfolio was useful and that it should continue in the same format. This would be kept under review.

Item 5: Parliament Broadcasting Services (OMG/027/2009)

8. Ruth Connelly, Head of Broadcasting Services, presented a paper which provided information on the broadcast system, services and infrastructure which required replacement or tendering over the next 7 years. The purpose of the paper was to agree the timing and scope of the programme of replacement so that the necessary planning and resourcing could be undertaken and that governance arrangements could be put in place.

9. OMG welcomed the early opportunity to see the overall programme scope. There were several dependencies and synergies with other offices in the organisation and it was therefore important that OMG was involved at an early stage. The programme would form part of the operational portfolio. OMG agreed that a programme board be set up and that it would refer projects with significant resource implications or which were of a cross-cutting nature to OMG for its consideration as part of the normal portfolio arrangements.

10. The programme board would also undertake a risk assessment of the sound and electronic voting system and, based on this, agree its phasing in the overall programme.

11. OMG agreed that Ruth Connelly’s post should be back-filled to enable her to lead on delivery of the first phase of the programme.

Item 6: Privacy and Public Confidence in Scottish Public Services (OMG/028/2009)

12. Claire Turnbull, FOI Specialist, introduced a paper regarding a new consultation from the Scottish Government entitled ‘Privacy and Public confidence in Scottish public services: draft identity management and privacy principles’. The key issues underpinning the draft principles were that members of the public must be satisfied that public authorities and other organisations respected their privacy. In addition, the UK Information Commissioner would assume new powers in April 2010 enabling his office to fine organisations which did not process personal data in line with strengthened privacy requirements.
13. OMG agreed that an identity management and privacy task force be set up and that BIT, the office of the Solicitor, Security and HR be represented on it. Claire Turnbull would also be a member. The task force would develop and implement all the necessary corporate identity management and privacy requirements outlined in the paper. Nominations for staff to sit on this group were required by 16 October.

   **Action: Alan Balharrie, Colin Chisholm, Claire Turnbull.**

**FOI Reviewers**

14. OMG noted that Claire was seeking further volunteers from within SPMN to sit on FOI review panels. Group heads agreed to nominate staff from their offices by 30 October.

   **Action: Group Heads**


25. Aneela McKenna, Equalities Manager, presented a paper updating OMG on the steps being taken to embed an EQIA electronic system into the working practices of the organisation. The paper included a hard copy of the tool and the draft guidance for the use of the system.

26. OMG considered the paper and the guidance. It agreed that where offices undertook similar activities on a regular basis, for instance committee visits or guided tours, it would be the process that was subject to the EQIA and not each individual activity. Aneela agreed to review the guidance to ensure the guidance was clear on this point. Group heads were encouraged to speak to the Equality Team if they were unsure whether an EQIA was required.

   **Action: Aneela McKenna**

27. It was noted that EQIAs would become part of the project initiation process and that the project governance documentation reflected this.

28. OMG was fully supportive of the new arrangements and agreed to provide support to the Equality Team in embedding the new process and making sure it was communicated to all staff.

**Item 8: SLT Update**

29. Paul Grice updated OMG on the issues under consideration by the Strategic Leadership Team. It was noted that the 2010/11 resource allocation paper would be considered by SLT on 9 October and would go to the SPCB on 28 October.
30. Alan Balharrie provided an update on the web project. OMG noted the importance of offices working collaboratively throughout the project to ensure its success.

Item 9: Forward Look

TUS Partnership Group Minutes

31. Colin Chisholm provided OMG with an update on the TUS Partnership Group meeting which had taken place on 8 September 2009.

Items for 2 November Meeting

32. It was agreed that Jerry Headley provide OMG with an update on the perimeter works on 2 November.

Item 10: AOB

Staff Achievements and New Initiatives

33. Paul Grice asked group heads to keep him informed of any staff achievements or new initiatives in their offices to ensure he was able to recognise these or provide support as appropriate.

OMG Paper Template

32. OMG agreed that there should be one template for OMG, SLT and SPCB papers. The secretariats would create this template, ensure it was available on SPEIR and inform staff of the change.

Action: OMG, SLT and SPCB secretariats

Communications for All Users

33. Group heads noted that any communications which were to be issued from the Chief Executive’s Office should be submitted to Mary Ann Masson well in advance of the proposed date of issue.

Election Project

34. OMG noted that Bill Thomson would lead on the project to prepare for the Scottish Parliament elections in 2011. Bill would be invited to a future meeting to set out the plans for the project.

OMG Secretariat
October 2009