STRATEGIC LEADERSHIP TEAM MEETING

NOTE OF MEETING HELD ON 6 MAY 2009, 10.00AM, ROOM Q2.07

Present: Paul Grice, Stewart Gilfillan, Ian Leitch, Bill Thomson, Lynda Towers

In Attendance: Ian Macnicol (item 4), Judith Proudfoot & Jane McEwan (item 5), Lee Bridges & Tom Wheeler (item 6), Ken Hughes & Willie Heigh (items 6 & 7), Ed Murray, Derek Croll, Alli Williams, Carolyn Costley

Item 1. Minute of Previous Meeting

1. The minute of the meeting of 31 March 2009 was approved.

Item 2. Matters Arising

Strategic Plan

2. It was noted that the Strategic Plan and accompanying documents had been signed off by the Corporate Body.

Item 3. Financial Reporting

2008/9 Provisional Outturn (SLT/006/09)

3. SLT noted the provisional expenditure outturn and agreed one minor change to the report to set running costs in context. It also received an oral update on the latest position from Derek Croll. The final P12 report would be circulated for comment via correspondence prior to submission to the Corporate Body.

Action: Derek

4. SLT agreed that for the 2010/11 budget, consideration would be given to retaining a proportion of the budget for staff-related costs in a central contingency. Consideration should also be given to whether there would be benefits in cascading some centrally-held budgets to business areas.

Action: Derek

Financial Reporting to SLT (SLT/007/09)

5. SLT was being asked to consider what financial reporting it should receive in future given its strategic focus. It had been provided with a possible template to aid discussion.

6. It was agreed that the new format was a significant improvement, with the
amount of narrative hitting the right level. The use of more graphs was particularly welcomed although a few of the examples required clarification and/or targets to indicate whether performance was acceptable. The analysis of variance was useful but should be supplemented with information on trend against predicted spend. Similar information should also be provided as part of future reports on the strategic portfolio. The report should also begin with a brief overview of key trends. Subject to these comments, and any more detailed ones provided in correspondence, SLT approved the new format for reporting.

Action: Derek

7. It was agreed that, in principle, the same format should be used for reporting to the SPCB. Derek advised that he would seek SPCB members’ views informally on the proposed style.

Action: Derek

Item 4. Pay Claim (SLT/008/09)

8. SLT noted the pay claim submitted by the TUS and a factual note prepared by HR to inform discussion.

9. It was agreed that recommendations should be put to the Corporate Body as part of a paper on a strategic review of resourcing due to be considered on 27 May. The bid should be set in the context of previous settlements, the implications of the different aspects of the bid for the total staff pay bill (including a clear definition of what was included in this) and overall budget trends.

Action: Ian M/Derek

10. SLT members agreed to provide comments on the draft SPCB paper by close on Friday 15 May.

Action: SLT

Item 5. SPCB Agendas: 13 & 27 May (SLT/009/09)

11. The draft agendas were noted and updates provided.

Item 6. Strategic Portfolio (SLT/010/09)

12. SLT noted updates from SROs on their programmes within the portfolio.

13. The financial position based on bids submitted as part of the 2009/10 budget round was noted and Derek was asked to provide a report by mid-May updating this to reflect the current position and likely expenditure this financial year so that informed decisions could be taken on what activities should proceed.
14. SLT noted the relationship between the portfolio and the strategic plan and an analysis of the impacts on the portfolio of changes made to version 2 of the plan. It was agreed that the strategic level performance indicator for legal compliance should be “zero successful legal challenges”. Group heads would be responsible for ensuring this compliance operationally and cross-references should be added to the risk register as appropriate.

15. It was agreed that those reviews taking place as part of phase 2 of the corporate change programme should be reported on in updates on progress against the strategic plan. In relation to Members’ services, the importance of the project to refresh information technology was noted. So that SLT could receive up-to-date reports on progress with this, it was agreed that quarterly consideration of the operational portfolio should take place before SLT reviewed the strategic portfolio.

16. SLT noted an update on the operational portfolio and potential future pressures on the strategic portfolio.

**Corporate Change Programme (CCP) Phase 2 Proposals (SLT/011/09)**

17. An update on phase 1 CCP activity was noted, together with the proposed aims and objectives for phase 2 of the programme.

18. The proposed workstreams for the next phase were approved, with the CCP team asked to prepare a detailed programme plan aimed at completing all activities by the end of March 2010. It was also agreed that SLT should be reminded of the measures of success agreed for phase 1.

**Internal Communications Strategy (SLT/012/09)**

19. Work had been carried out to develop a new internal communications strategy designed to complement the new structures and working practices agreed through other CCP workstreams.

20. SLT welcomed the new approach of setting a framework for future communications, rather than being prescriptive, and endorsed the draft strategy in principle subject to one minor amendment. It agreed that consultation on the draft should take place with the aim of seeking Corporate Body sign-off to it by the end of June.

**Item 7. Guidance on Efficiency and Effectiveness Reviews**
21. SLT approved the draft guidance for publication to staff. 

**Action: Willie**

**Item 8. Meeting Review**

22. SLT felt that, whilst all items on the agenda had been appropriate for discussion, they had made the meeting too long. It was agreed that a summary sheet would be useful on long papers, making clear the key issues to be considered.

**Action: Alli**

**Item 9. Date of Next Meeting**

23. The next meeting was scheduled to take place at 10.00am on Wednesday 3 June 2009. *Post-meeting note: the meeting will now take place at 3.00pm on Tuesday 9 June.*

**Item 8. Any Other Business**

24. None.

Alli Williams
14 May 2009