STRATEGIC LEADERSHIP TEAM MEETING

NOTE OF MEETING HELD ON 12 JUNE 2009, 14:30PM, ROOM Q2.07

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

Apologies: Lynda Towers

In Attendance: Michelle Hegarty (item 3), Lee Bridges (item 4 & 8), Aneela McKenna (item 4), Derek Croll (item 5), Jane McEwan (item 6), Tom Wheeler (item 8), Ed Murray, Judith Proudfoot, Carolyn Costley

Item 1. Minute of Previous Meeting

1. The minute of the meeting of 6 May 2009 was approved.

Item 2. Matters Arising

Staff Pay Claim

2. SLT noted that HR had a meeting with the TUS scheduled for Monday 22 June to discuss the pay claim.

Item 3. Public Affairs Strategy (SLT/014/09)

3. SLT noted the draft Public Affairs Strategy 2009-2011 in advance of its consideration by the SPCB on 23 June. It welcomed the innovative approaches set out for engagement and the move towards setting target outcomes and measuring performance against these. The strategy also clarified that the definition of ‘engagement’ should be ensuring people of all ages were confident and aware of their ability to engage with the Parliament and how to do that if and when they wanted to. Another key element was the need for greater awareness and understanding of the Scottish Parliament, in particular the difference between it and the Scottish Government.

4. SLT was content with the Objectives, KPIs and Tactical Plan and for the draft Strategy to be submitted to the SPCB.

Action: Michelle

Item 4. Equality Compliance Report (SLT/015/09)

5. SLT noted the Equality Compliance Report and the progress made to promote equality across the organisation. One area discussed was the age range of staff and the lack of under 20s in the workforce. SDO was asked to explore with HR ways this might be addressed. Another area
highlighted was the success in achieving an increase in the recruitment of disabled staff.

6. SLT approved the papers subject to a few minor amendments.

7. SLT noted that compliance with equalities was not formally listed within the remit of OMG. It requested that the remit be amended accordingly to ensure equality issues remained a high priority at an operational level.

   Action: Alli

Item 5. Budget Assumptions 2010-11

8. SLT received an oral update from Derek Croll and noted that budget assumptions for 2010/11 had not changed following the discussion at SPCB on 27 May.

9. SLT noted that OMG would be discussing budgets at their planning session, scheduled for 19 June.

Item 6. SPCB Agenda 24 June (SLT/016/09)

10. The draft agenda was noted and updates provided.

Item 7. Minutes of the Partnership Group Meeting: 5 May (SLT/017/09)

11. The minutes of the recent partnership group meeting were noted.

Item 8. Meeting Members’ Needs: Organisational Culture and Behaviour (SLT/018/09)

12. SLT discussed the issues raised within the paper and noted feedback from the Internal Communication Strategy work. Some of the key points raised included:

   - the need to establish a baseline of the current level of staff awareness and understanding of Members’ needs;
   - the need for an awareness of what Members do and recognition of the various pressures they are under;
   - embedding the culture of ‘customers’ and ‘service’ across the organisation;
   - the need to clarify and define what is meant by parliamentary and political awareness;
   - agreement that different levels of awareness were required at different levels and in different areas;
   - a rejection of the idea that anyone working in the Parliament did not need a basic knowledge of the Parliament’s role and agreement that
minimum requirements should be set;
- the need for contractors to be aware of the possible impact of any actions or decisions they take;
- the need to define how this would be incorporated into training

13. SLT agreed to feed in suggestions for a set of key principles of intent for incorporation into a further discussion paper. They were also invited to propose a possible ‘minimum requirement’ for staff awareness and highlight what areas they considered to be important.

14. It was agreed that the paper should be brought back to a future meeting for further discussion around these issues and to agree next steps, before being put to OMG.

**Action: SLT, Lee, Tom**

**Item 9. Meeting Review**

15. SLT felt that the quality of papers presented had been excellent and there had been useful and interesting discussion on the issues raised. The discussion on item 8 had been particularly beneficial.

**Item 10. Date of next Meeting**

16. The next meeting was scheduled to take place at 10:00am on Wednesday 24 June 2009.

17. SLT agreed it would be useful to meet at least once over the summer recess.

**Action: Alli**

**Item 11. Any Other Business**

18. SLT received an update on OMG and noted the scheduled planning session.

19. SLT members agreed to speak to their Group Heads to ensure staff were dressed appropriately on 1 July. There would be no formal dress code for the day.

**Action: SLT**

SLT Secretariat
15 June 2009