STRATEGIC LEADERSHIP TEAM MEETING

NOTE OF MEETING HELD ON 9 SEPTEMBER 2009, 10:00AM, ROOM Q2.07

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

In Attendance:  Derek Croll (items 3, 4 & 7), Willie Heigh (item 4), Alan Balharrie (items 4 & 7), Claire Turnbull (item 5), Bethan Murray (item 6), Emma Armstrong (item 7), Judith Proudfoot & Jane McEwan (item 8), Lee Bridges & Tom Wheeler (item 9), Ed Murray, Alli Williams

Item 1. Minute of Previous Meeting

1. The minute of the meeting of 12 June 2009 was approved.

Item 2. Matters Arising

2. None.

Item 3. Financial Reporting

Period 4 Finance Report (SLT/019/09)

3. SLT noted the P4 finance report.

   Action: Derek

2009/10 Capital Projects Update

4. SLT received an update on the capital expenditure forecast for 2009/10 and approved a budget transfer of £869K from the capital contingency for a number of capital projects in the current financial year. The budget transfer would be effected in the Period 6 finance report.

   Action: Derek

5. Ian agreed to provide further information at the next meeting to allow a decision to be made on whether expenditure should be approved for a number of security projects.

   Action: Ian

Item 4. Strategic Portfolio (SLT/020/09)

6. SLT noted the strategic portfolio report for programmes up to the end of August 2009, together with a spreadsheet of bids for projects to be included in the 2010/11 portfolio.

7. SROs for the current programmes provided SLT with updates on their
programmes. The following actions were agreed:

- Bill would lead discussions to ensure that handover arrangements for the completion of the BCM project and the start of management of business continuity as core business were clear. He would provide Paul with a note of what was agreed. **Action: Bill**
- Future reports on the engagement programme should focus on strategic activities. Paul also asked to be provided with more information relating to the recent Festival of Politics. **Action: Bill**

8. On the bids for projects to be included in the strategic portfolio in 2010/11, it was noted that current staffing resource requirements based on figures included in the project initiation documents were incomplete. Paul asked SROs to work with Willie Heigh to populate the spreadsheet fully so that SLT could, at future discussions, ensure that resource needs could be met.

**Action: SLT/Willie**

9. SLT endorsed the bids for inclusion in the 2010/11 strategic portfolio subject to:

- the Holyrood tech refresh project being added to the operational portfolio and given a high priority;
- deferring a decision on the web project until item 7 on the meeting agenda;
- not approving inclusion of the contingency bid in relation to the HR change programme;
- further consideration being given to whether the project title in relation to the corporate change programme was appropriate;
- more detailed proposals in relation to the project and programme management system contingency bid being provided in due course.

**Action: Willie**

10. Paul and Bill agreed to consider whether any relevant new projects should be added to the IMS programme.

**Action: Paul/Bill**

11. Paul said that he was aiming to decide who should act as SRO for the 2011 election project by end November 2009 and that he would welcome suggestions from SLT.

**Action: SLT**

12. The next step would be to decide, during SLT and OMG consideration of the 2010/11 budget, which projects should be funded during the next financial year.
Item 5. Scottish Government Consultation on the Publication of Documents in the National Archives (OMG/019/09)

13. The Scottish Government had invited public bodies to respond to a consultation document proposing that public sector records should routinely be made available to the public after a period of 15 rather than 30 years. This would be enacted by reducing the lifespan of certain exemptions under the Freedom of Information Scotland Act.

14. SLT endorsed the proposal and asked Claire Turnbull to issue a response to that effect.

   Action: Claire

Item 6. Incident Management Team (IMT) (SLT/021/09)

15. SLT was being asked to comment on the latest version of the Incident Management Team Response Plan. The Plan was approved subject to adding the option for the first IMT member contacted to use a member of the incident management support team to call out other required members of IMT. Bethan agreed to circulate a revised version to all IMT members. Alli Williams would take responsibility for ensuring the Plan was reviewed regularly in future.

   Action: Bethan/Alli

16. Bill agreed to provide SLT with a list of group heads who would be members of IMT and to ensure that they received appropriate briefings/training.

   Action: Bill

17. It was agreed that the Incident Communications Team would take responsibility for liaising with Parliamentary Bureau members after the initial response [by IMT] to any incident.

Item 7. Web Project (SLT/022/09)

18. The web project had been initiated to enable the Parliament to develop and extend the ability of its website and intranet to support external and internal communications aims. Phase 1 of the project had been completed earlier in 2009. SLT agreed that phase 2 of the website project should proceed and that funding as detailed in the paper be released in 2009/10 to allow work to commence as soon as possible. It asked that a communications plan be developed to keep staff informed as the project progressed.

   Action: Emma

19. AC/CEs agreed to work with their group heads to ensure that staff
resources required to complete the project were freed up as necessary to meet project deadlines. They welcomed the intention to record and cost staff time expended on the project and agreed that this should be extended to other projects.

**Action: AC/CEs**

**Item 8. SPCB Agendas (SLT/023/09)**

20. The draft agenda was noted and updates provided.

21. Bill agreed to ensure that consultations with the Corporate Body were completed in time to allow it to respond, by the agreed deadline, to the Finance Committee’s request for comments on the Public Services Reform (Scotland) Bill.

**Action: Bill**

22. Judith was asked to arrange an opportunity for new office holders to meet with Corporate Body members.

**Action: Judith**

**Item 9. Development of the 2011/15 Strategic Plan and Associated Matters (SLT/024/09)**

23. SLT noted factors that it was proposed be taken into account in the preparation of the 2011/15 strategic plan. These factors were endorsed subject to expanding those relating to the economic situation and the environment to improve clarity and noting the importance of reviewing the strategic risk register.

24. It was also noted that the self-assessment tool-kit for parliaments produced by the Inter-parliamentary union was due to be reviewed. Once this had been completed, SDO should use relevant aspects of this and other external guidance available to develop a tool-kit suitable for use by the SPCB in evaluating the performance and services of the Scottish Parliamentary Service.

**Action: Lee/Tom**

**Item 10. Minutes of the Partnership Group Meeting: 23 June 2009 (SLT/025/09)**

25. The minute of the latest Partnership Group meeting was noted. Ian agreed to update SLT colleagues on progress with the review of support for leadership group members.

**Action: Ian**
Item 11.  Meeting Review

26. Discussions had been productive and produced useful outcomes.

Item 12.  Date of next Meeting

27. The next meeting was scheduled to take place at 2:30pm on Friday 9 October 2009.

Item 13.  Any Other Business

28. SLT members agreed to discuss further their individual and collective responsibilities in relation to health & safety, equalities and environmental management.

   Action: SLT

SLT Secretariat
11 September 2009