NOTE OF MEETING HELD ON 9 OCTOBER 2009, 2.30PM, ROOM Q2.07

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

In Attendance: Tom Wheeler (item 3), Colin Chisholm (items 4 & 7), Judith Proudfoot & Jane McEwan (item 5), Willie Heigh (item 6), Derek Croll (items 6 & 7), Ed Murray, Alli Williams, Jon Orr

Item 1. Minute of Previous Meeting

1. The minute of the meeting of 9 September 2009 was approved.

Item 2. Matters Arising

Security Projects

2. Ian provided SLT with an update on a number of security projects.

Incident Management Team (IMT) Membership

3. Bill reported that all group heads other than the Head of BIT would be in the pool of members of IMT. They would receive briefing by the end of October.

Business Continuity Management (BCM)

4. Bill said that he was arranging discussions between the BC project manager and the BC Manager to ensure the smooth transition of BCM during the handover period ahead of project completion in January 2010. He would circulate an information note to SLT, once agreed.

Action: Bill

Item 3. Update on Strategic Plan, KPIs and Strategic Risk Register (SLT/026/09)

5. SLT noted a paper reporting progress on strategic planning and endorsed the proposed approach to revising the 2010-11 plan and preparation of a Strategic Plan for 2011-15.

6. A report on performance against KPIs for the period April to September would be circulated before the end of October.

Action: Tom

7. A number of revisions to the Strategic Risk Register were being proposed
and the following comments were made in discussion:

**General:**
- The likelihood and impact of identified risks were currently recorded as being between levels 1 and 5. Whilst the definition of these levels varied according to the specific risk, it would be helpful to have an overarching indication of their meaning. SDO was asked to provide a draft for consideration.
- It was felt that some risks overlapped and that there was potential to merge these, reducing the overall number in the Register. SDO was asked to consider this and report back.

  **Action: Tom**

**Specific**
- **Ref 1A and 1F:** SLT agreed that the likelihood of the Presiding Officers and/or parliamentary staff being unavailable to support meetings of the Parliament should be raised from 2 to 4 given the current flu pandemic but noted that additional mitigating measures to deal with the impact of the pandemic were in place over and above those currently listed. It asked Bill to provide SDO with information on these.

  **Action: Bill**
- **Ref 1E:** The impact level of a disruptive security breach should be raised to 5.
- **Ref 2B:** Given the SPS focus on meeting Members’ needs, the impact level of providing appropriate support to local offices should be raised to 4.
- **Ref 3A:** Bill agreed to provide a note of additional proactive mitigating measures for responding to public concerns.

  **Action: Bill**
- **Ref 4B:** This risk should be divided into two to clarify separately the risks connected with a substantial reduction in available resources and the risks of the organisation failing to respond effectively to such changes. Further thought should be given to appropriate mitigating measures and the impact and likelihood of each risk.

8. SDO was asked to make the above changes to the Register and circulate a revised version at the same time as issuing the April-September performance report. Thereafter, both reports would go to the Corporate Body.

  **Action: Tom**

**Item 4. Minutes of Partnership Group Meeting: 8 September 2009 (SLT/027/09)**

9. SLT noted the minutes of the partnership group meeting. Colin was asked
to confirm when work on window openings would take place.

Action: Colin

Item 5. SPCB Agendas (SLT/028/09)

10. The draft agendas were noted and updates provided. Judith agreed to provide SLT with more information on item 3 for the 11 November meeting.

Action: Judith

Item 6. Strategic Portfolio (SLT/029/09)

11. SLT noted a report on the strategic portfolio and received verbal updates on the programmes from the SROs. SROs confirmed that, subject to the exceptions detailed below, planned progress had been made in each case and resources were in place to achieve all programmes.

12. Bill reported that within the BCM project there was some delay to putting in place the disaster recovery site but that actions were in progress to get this resolved as quickly as possible. Lynda and Bill agreed to meet to discuss resourcing issues in relation to providing legal support for the Bill on the review of SPCB supported bodies.

13. Ian reported that he would be updating OMG on security projects at its November meeting.

14. It was agreed that an initial report on the FM review should go to whichever management group was most appropriate based on the review’s findings. This would not necessarily be SLT.

15. SLT asked Willie to produce a similar report on the Strategic Portfolio for its next meeting. A decision would be taken at the next quarterly report discussion on whether monthly reporting should continue.

Action: Willie

Item 7. Financial Reporting

Period 5 Finance Report (SLT/030/09)

16. The P5 report was noted, together with a verbal update from Derek on the September forecasting exercise. SLT approved the release of £170K from the 2009/10 contingency for FM projects and asked Derek to notify the Head of FM about this.

Action: Derek
17. SLT discussed and agreed a set of proposals relating to all aspects of the 2010-11 budget bid for submission to the Corporate Body for consideration at its meeting on 28 October.

18. In addition, Derek and Colin were asked to bring to a future meeting proposals on how SLT might best consider all aspects of staff resourcing in the future.

   \textbf{Action: Derek/Colin}

19. Bill agreed to arrange for SLT to receive an update on the records management project at a future meeting.

   \textbf{Action: Bill}

\textbf{Item 8. Meeting Review}

20. Discussion had remained focussed and strategic throughout the meeting. The paper on 2010-11 budget proposals had been of particularly high quality and had greatly assisted consideration of such an important subject.

\textbf{Item 9. Date of next Meeting}

21. The next meeting was scheduled to take place at 10:00am on Wednesday 4 November 2009.

\textbf{Item 10. Any Other Business}

\textit{Template for SLT Papers}

22. SLT approved a revised single template for SPCB, SLT and OMG papers.

SLT Secretariat
22 October 2009