STRATEGIC LEADERSHIP TEAM MEETING

NOTE OF MEETING HELD ON 3 DECEMBER 2009, 3.30PM, ROOM Q2.07

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

In Attendance: Judith Proudfoot & Jane McEwan (items 3 & 4), Colin Chisholm (items 4 & 8), Derek Croll (items 5-8), Willie Heigh (item 6), Tom Wheeler (item 7), Lee Bridges (items 7 & 8), Ed Murray, Alli Williams, Jon Orr

Item 1. Minute of Previous Meeting

1. The minute of the meeting of 4 November 2009 was approved.

Item 2. Matters Arising

2. None.


3. The draft agendas were noted and updates provided. Judith was asked to make sure that an equality impact assessment was completed on item 7 for the next meeting, prior to the paper's consideration, and also that the Presiding Officer had the opportunity to comment on the draft 2010/11 events plan.

Action: Judith


4. SLT noted the minutes of the partnership group meeting.


5. The P7 finance report was noted. SLT welcomed the fact that payment of invoices within contract terms was 100% across the organisation.

6. Derek tabled the results of the second forecasting exercise, including bids for a number of transfers from contingency. SLT agreed to consider the bids in detail and give formal approval via correspondence. Derek was asked to then notify group heads quickly if bids had been approved, so that expenditure could begin.

Action: Derek


7. SLT considered the strategic portfolio report for programmes up to the end of November 2009. It noted that the overall position had improved since the last report and discussed the individual status of programmes. In particular, it was noted that:
• visits to local offices as part of the Members’ needs programme had been deferred until the second quarter of 2010 to allow completion of the technical refresh of local offices;
• progress on public engagement would in future be reported via key performance indicators in the strategic plan. The programme could therefore be removed from the strategic portfolio;
• the official report project was requiring more development time and resources than anticipated. Bill had satisfied himself that the project would deliver the expected benefits but would be monitoring its progress closely. SLT asked Willie to request the Head of BIT to circulate a note assessing the impact the additional work would have on other projects;
  Action: Willie
• Ian and Willie would monitor the FM review now it had started;
• Lynda would speak to the SRO of the review of SPICe research services to ensure appropriate collaboration with the Solicitor’s Office.

8. SLT also noted ongoing work on project governance as part of the planning and budgeting work for 2010/11 and the progress made to develop programme and project management training as part of the leadership development academy. SLT asked that the financial information in future quarterly reports also include over/underspend in the current year.
  Action: Willie

9. It was agreed that monthly updates on the portfolio should no longer be provided at SLT meetings but that programme SROs would report to colleagues any issues of significance.
  Action: Willie


10. SLT was provided with an update on work to define and implement the parliamentary service’s organisational culture. A draft statement of intent setting out the culture SLT expected staff to demonstrate when at work was noted and Paul agreed to work with SDO to produce a final draft for sign-off.
  Action: Paul, Lee, Tom

11. Once the statement had been approved, the next step would be for group heads to enact it in their areas. SLT endorsed the proposed process and timeline for this work, but asked that it be clearly stated that AC/CEs, as part of their line management responsibilities, would provide support to group heads as well as SDO. Rather than setting a deadline for completion of the work, which would vary area by area, it was agreed that progress should be reviewed in the Autumn of 2010.
  Action: Lee, Tom

12. SLT had an initial discussion on future resource planning and agreed that Bill should lead in drafting a paper on the general approach and principles that might be adopted, to go to the Corporate Body early in 2010.

   Action: Bill

Item 9. Meeting Review

13. It had been a useful meeting although the view was expressed that, where possible, members should avoid providing critical comment on papers without also suggesting an alternative solution.

Item 10. Date of Next Meeting

14. The next meeting was scheduled to take place at 10.00am on Wednesday 13 January 2010.

Item 11. Any Other Business

15. None.

SLT Secretariat
10 December 2009