STRATEGIC LEADERSHIP TEAM

NOTE OF MEETING HELD ON 12 JANUARY 2011, 10.00AM, ROOM Q2.07

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

Apologies: Lynda Towers

In Attendance: Judith Proudfoot (item 3), Jerry Headley (item 4), Derek Croll & Callum Thomson (item 5), Ed Murray and Alli Williams

Item 1. Minute of Previous Meeting

1. The minute of the meeting of 15 December 2010 was approved.

Item 2. Matters Arising

Year End Outturn Forecast

2. Bill reported that he had yet to complete the analysis of the potential for funding in this financial year any financial requirements resulting from the review programme.

Item 3. SPCB Agenda (SLT(2011)Paper 001)

3. The draft agenda for the next SPCB meeting was noted and updates provided.


4. Fire evacuation procedures were in the process of being reviewed to reflect practical experience since occupation of the Parliament building.

5. SLT strongly endorsed the proposed approach in principle and agreed that the details should continue to be worked up with a view to putting a paper to the Corporate Body in February with a recommendation to proceed with the introduction of any changes, ideally over the dissolution period. The next Corporate Body’s approval should then be sought prior to “go live”. It was noted that any changes to the procedures would require the approval of the Crown Fire Officer.

Action: Jerry

Item 5: Programme of Reviews

6. SLT noted that Michelle Hegarty had sent it comments on proposals relating to her group and agreed that Paul should issue a response on SLT’s behalf. Her request for the SPICe review to commence early in 2012 was approved. Bill, Derek and Callum were given authority to work through the detail of her other points.

Action: Paul/Derek/Bill/Callum
7. It was similarly agreed that Bill and the change management team would lead in responding to points of detail made by other group heads. Subject to final checking of the figures, SLT endorsed decisions made on 21 December 2010 in relation to group savings targets as well as the governance and timing of reviews. It was acknowledged that changes might be necessary to the targets and review programme in future to take account of any changing circumstances but that these would be by exception only and would be agreed by the change management board unless they were significant enough to be considered by the leadership group.

8. The next step would be to issue the review programme and savings targets to group heads and the TUS and subsequently to all staff. The change management team was asked to draft all relevant communications.

   Action: Bill/Derek/Callum

Item 6. Meeting Review

9. It was agreed that the final SLT meeting had gone well.

Item 7. Any Other Business

Thanks

10. Noting that this was the final meeting of SLT, Paul thanked all members for their valuable contributions over the years that SLT had been in operation. He passed particular thanks to Ed Murray for attending and providing extremely high quality input and giving a useful external perspective to the range of issues under consideration.

11. SLT in turn thanked Paul for his strong but fair chairing of meetings. It also passed its thanks to secretariat staff for the support they had provided.

SLT Secretariat
January 2011