

SCOTTISH PARLIAMENTARY CORPORATE BODY – MANAGEMENT PLAN 2007-10

The Scottish Parliamentary Corporate Body was established by the Scotland Act 1998. Its main function is to provide the Scottish Parliament with the property, staff and services required for the Parliament's purposes but it also has a number of other functions, in particular in relation to Commissioners/Ombudsmen established under various Acts of the Scottish Parliament.

Most of the SPCB's work is delivered through the Clerk/Chief Executive, to whom the SPCB has delegated authority, and the Scottish Parliamentary Service which he leads. The SPCB has agreed this Management Plan which describes our approach as staff to our work and our plans for delivery.

Our Purpose

The Parliament exists to determine, debate, decide and legislate on issues of importance to the people of Scotland. In doing so, it holds the Scottish Executive to account and is answerable to the people of Scotland.

Our purpose, as the Scottish Parliamentary Service, is to support the Scottish Parliament in fulfilling its constitutional role as a representative and legislative body.

Our Aim

In fulfilling this purpose, we aim to

- ensure that parliamentary business – in particular, the development, consideration and scrutiny of policy and legislation – is carried out in an environment that encourages political debate, innovation and progress;
- provide a platform for Scottish influence at home and abroad;
- encourage and develop public awareness of and engagement with the parliamentary process; and
- be an efficient, innovative and effective organisation

Our Values

Integrity	We demonstrate high standards of honesty and reliability.
Impartiality	We are fair and even-handed in dealing with members, the public and one another.
Professionalism	We provide high-quality professional advice and support services.
Client Focus	We are responsive to the needs of members, the public and one another.
Efficiency	We use resources responsibly and cost-effectively.
Mutual Respect	We treat everyone with respect and courtesy and take full account of equal opportunities issues at all times.

Our aims will be met through a combination of core services and a key development programme. The Plan also recognises the importance of the main processes underlying service delivery, which are described in the section on organisational health. Together these three elements describe the priority activities which the Scottish Parliamentary Service will undertake over the period of the plan in enabling the Scottish Parliamentary Corporate Body to discharge its statutory obligations.

Core Service

The provision of infrastructure and services to:

- Support the successful running and continuity of business in the Parliament including its Committees (CS1)
- Support the successful performance by Members of their Parliamentary and representative functions (CS2)
- Increase awareness and understanding of the Parliament (CS3)
- Widen opportunities for engagement and participation in Parliamentary activities (CS4)

Key developmental programme

In delivering these core services, we intend to devote resources to developing processes and policies in a number of key areas to meet specific challenges and/or further to improve the services we deliver.

2007 Election (KDP1)

- Put in place internal arrangements for the 2007 Scottish Parliamentary Elections.
- Ensure the organisation is well prepared to support newly elected MSPs, Presiding Officers, Scottish Parliamentary Corporate Body, Parliamentary Bureau and Committees in performing their Parliamentary functions.

Governance (KDP2)

- Continue to improve governance, finance and corporate systems, in particular, to implement the action plan arising from the Audit Scotland Review.
- Implement an improved system of project governance.
- Implement the new HR system with associated improvements in HR processes and reach a conclusion on the future of the organisation's accounting system (SEAS).
- Increase understanding and delivery of continuous improvements under the Best Value framework.

Business continuity (KDP3)

- Develop and implement a Business Continuity Strategy for the organisation in line with the recommendations of the scoping study.

Visitors and Events (KDP 4)

- Continue to develop and implement the agreed recommendations from the Visitor Services and Events reviews to improve support to members.

Information Management (KDP5)

- Continue to develop and implement an information management programme, to deliver consistent, accurate, easily accessible parliamentary information.

Commissioners/Ombudsmen (KDP 6)

- Take forward the recommendations of the Finance Committee and Audit Scotland in respect of the governance arrangements between the Commissioners/Ombudsmen and the SPCB

Organisational Health

The delivery of core services and the key development programme relies upon several foundation blocks that form the organisational health of SPCB. These are:

- Well-led, motivated and skilled staff
- Good governance and decision-making
- Strong financial management securing value for money
- A safe, secure and well-maintained built environment run in accordance with the principles of sustainable development

We also recognise the prime importance of complying with all legal and regulatory duties.

The importance of the development and continuous improvement of these areas is explicitly reflected in the key developmental programme.

Directorate and Office plans

The detailed delivery of the Management Plan is set out in the Directorate and Office plans held at local level within the organisation.