

SPCB CORPORATE MANAGEMENT PLAN 2006/07

The creation and implementation of our management plan is guided by our purpose, aim and values. These are:

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 staff organisation, is to support the Scottish Parliament in fulfilling its constitutional role as a representative and legislative body.

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.

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Strategic Priorities : 2005 to 2007

1. Provide effective support to MSPs in undertaking their parliamentary functions including:

- Participating in parliamentary business
- Representing their constituents

2. Encourage public engagement with the Parliament by:

- Delivering the opportunity for participation in parliamentary business and activities
- Promoting and increasing awareness and understanding of the Parliament throughout Scotland, and elsewhere

3. Continue to improve the efficiency and effectiveness of the organisation with

- A skilled, innovative, experienced and motivated workforce
- Robust corporate and financial governance arrangements
- A well-managed Parliamentary estate

In addition to sustaining the high levels of service to enable Parliament to function successfully throughout the year, we have identified the following key developmental programme for 2006/07 to help meet our strategic priorities.

KEY DEVELOPMENTAL PROGRAMME 2006/07
1. Review and implement best practice in internal governance arrangements and further develop financial and corporate systems
2. Develop and improve the balance between the operational requirements of the Parliament and the support to Members on visits and events
3. Agree recommendations for an information infrastructure that is unified, consistent and easily accessible
4. Drive continuous improvement and development through implementation of the agreed recommendations of all planned efficiency and effectiveness reviews, including the strategic security review, and agree a further forward programme of reviews
5. Develop and implement a Business Continuity Strategy for the organisation in line with the recommendations of the scoping study
6. Put in place the internal arrangements for the 2007 Scottish Parliamentary elections.
7. Improve project management capability to ensure that projects are selected to meet management plan priorities and implemented achieving best value.

Key Developmental Programme – Explanatory Notes

This management plan should be read in conjunction with directorate and office plans which set out the detail of how we will meet our strategic priorities.

1. Review and implement best practice in internal governance arrangements and further develop the financial and corporate systems – Strategic Priority 3

This will be achieved by:

- Ensuring there is a measurable improvement in the SEAS financial system and the information provided for management purposes
- Ensuring improvements to the SEAS/CASE interface
- Ensuring the successful procurement or adoption of a financial system and HR system which meets the organisation's requirements
- Ensuring the management planning cycle is aligned with the budgetary process and the activities of the management plan are fully costed and that all activities carried out are in line with the management plan.
- Implementing any agreed changes to internal governance arrangements in line with the Good Governance Standard for Public Services and identifying further areas for improvement and development

2. Develop and improve the balance between the operational requirements of the Parliament and the support to Members for visits to and events – Strategic Priorities 1 and 2

This will be achieved by:

- Implementing agreed recommendations of the visitor services review.
- Implementing any agreed recommendations for support in events management

3. Agree recommendations for an information infrastructure that is unified, consistent and easily accessible – Strategic Priorities 1,2 and 3

This will be achieved by:

- Ensuring we develop an infrastructure that will:

- increase the timeliness, accuracy and quality of advice, information and support to members
 - improve the quality of management decision making
 - maintain and exploit the corporate memory
 - promote corporate internal communication
- Developing projects and initiatives agreed following the recommendations of the Information Management project.

4. Drive continuous improvement and development through implementation of the agreed recommendations of all planned efficiency and effectiveness reviews, including the strategic security review, and agree a further forward programme of reviews – Strategic Priorities 1, 2 and 3

This will be achieved by:

- Ensuring the co-ordination and monitoring of the outcome of the efficiency and effectiveness reviews already carried out or underway:
 - Finance Office
 - Strategic Security
 - Visitor Services and Events
 - Information Management
- And undertaking reviews of:
 - Media Office by April 2006
 - Finance and Corporate Systems mid-2006
 - Procurement by mid-2006
 - Personnel by mid-2006
 - Publications by September 2006
 - Facilities Management by March 2007
 - Correspondence Handling by March 2007

5. Develop and implement a Business Continuity Strategy for the organisation in line with the recommendations of the scoping study – Strategic Priorities 1, 2 and 3

This will be achieved by:

- Ensuring we develop a strategy that will:
 - Reduce the likelihood or impact of significant disruption to the business of Parliament and the supporting services.

- Increase the organisation's knowledge and understanding of business continuity planning to improve the response to incidents
- Complement the risk management process
- Integrate with the emergency planning arrangements

6. *Put in place the internal arrangements for the 2007 Scottish Parliamentary elections – Strategic Priority 1*

This will be achieved by:

- Ensuring that guidance on the use of parliamentary resources is issued to all Members by mid-February 2006
- Ensuring guidance for new and returning Members is agreed in advance of the election.
- Co-ordinating activity across all directorates to support the transition to the new parliamentary session.

7. *Improve project management capability to ensure that projects are selected to meet management plan priorities and implemented achieving best value – Strategic Priority 3.*

This will be achieved by:

- Ensuring the development of a project management governance framework.
- Ensuring the alignment of the management of projects with the management plan.
- Improving/widening training for staff in project management.