

Supervisory Board Minutes

Thursday 9 February 2006

Attendees:

Juliet Wheldon (Chair)
Julie Anderson
Valerie Cain
Jane Clarke
David Dunleavy
Peter Fish

David Pearson
Simon Harker
Tony Hindley
Isabel Letwin
Frances Nash
David Noble

Alison Schofield
Carol Coyne

Apologies:

Robert Aitken
Len Berkowitz
Richard Jackson
Jonathan Jones

Philip Kent
Marilynne Morgan
Mark Parker
Doug Walters

Juliet welcomed David Dunleavy to the SB and thanked members for attending.

1. Actions:

All actions from previous meetings have been cleared

2. Mock liP:

SB discussed the report from Bill Crabtree on the Mock liP assessment and the proposals on the way forward from HR.

SB agreed that the report was factual, honest and well presented – making it easier to discuss the issues. There was general agreement that the key areas for improvement bore out the findings of other work such as the Staff Survey and the Internal Audit report on Business planning. The issue of leadership linked directly the work currently underway aligning the business planning process with divisional plans and individual work objectives.

SB discussed how to take the issues forward. FN pointed out that the liP Progress Group were well placed to support communications and the dissemination of information on best practices. The board acknowledged this and agreed that it was important that SB individually and collectively drive forward the work and deliver the improvement.

An action plan will be developed by HR in conjunction with SB and Bill Crabtree will be asked to return at a later date to give an independent view of progress made.

SB agreed that TSol should go for re-accreditation in June to maintain the momentum and make the most of the coming months to improve on business planning at divisional level.

Action: AS to draft the Action Plan taking SB proposals into account

Decision: TSol to apply for re-accreditation in June

It was agreed that the report would be communicated to everyone in TSol alongside the High Level Action Plan and that individual SB members will “Champion” one agreed area of the Action Plan and will report back at each SB on progress to date.

Action: AS to propose a way forward to appointing “Champions” to areas of responsibility

Final

Leadership

As part of the discussion on the Mock liP Assessment SB agreed the following actions.

- **All SB members will have a generic work objective on leadership / management for 06/07. The detail of the objective will be tailored to the specific needs of the business unit but will include a commitment to good communications with, and within, teams / compliance with HR requirements such as reporting and regular review meetings with individuals. SB members will work to produce a similar generic leadership objective for all of their team leaders.**
- **HR in conjunction with Richard Jackson (Director for Senior Development) will produce a small, definitive document explaining the leadership attributes TSol expects to be demonstrated by all leaders and why. This will be produced from existing Cabinet Office and PSG guidance – To avoid confusion all other documentation / communications on leadership will be removed from the TSol reference material**

Appraisal Statistics

SB discussed the statistics from the 04/05 appraisal year. AS explained that some statistics had not been included because the small number of people involved may make it easy to identify the individuals making the returns

Action: HR to produce stats to be communicated via the Intranet and some Key Messages for SB .

3. Feedback from Divisions

DP – Litigation moved to their new structure on 06/02/06. The work for the Attorney General has been centralised which will improve the focus and offer some scope to share the support services across the division.

Action: DP to provide BSU with an Organ-o-gram for the new structure and this to be put on the web-site.

SH stated that there are some issues around the staff figures in Lit and that there would be a need to carry out further recruitment at Grade 6 level. The movement of staff following the last promotion exercise had raised some issues regarding managing the expectations of individuals.

JW asked AS to report back to SB in March on Lessons Learned from recent staff moves and promotion exercises.

Action: HRPB / CCG to feedback to SB on Lessons Learned following managed moves

VC said that moves within her division had been completed effectively and that there had been no detrimental effects on service delivery.

FN asked if SB were aware of how “Green” OKS was as a building and AS advised that as far as she was aware we “ticked all the boxes” but that she would investigate and report back to SB.

DP asked if there had been any resolution of the issues with the blinds in the building. AS said that a pilot on the 10th floor, where the blinds were fitted between the panes of glass, had shown good results. The costs, practicalities and the allocation of responsibilities are the subject of ongoing discussions.

Final

Action: AS to update SB when information is available regarding the resolution of the issues with the blinds

AS reported that recruitment of permanent staff to fill AO vacancies was underway and that on this occasion selection panels had included some Grade 7 legal resources.

JW expressed her appreciation of the new artwork displayed in meeting rooms and asked that this be noted and communicated to those responsible for arranging this.

Next meeting - 23 February 2006 in room 355-356, Caxton House, Tothill Street. 11.30 till 13.00.