

# SUPERVISORY BOARD MEETING 29<sup>TH</sup> SEPTEMBER 2005

**Attendees:**

Hilary Jackson (Chair)	Alison Schofield	David Noble
Robert Aitken	Simon Harker	Stephen Parker
Len Berkowitz,	Tony Hindley	David Pearson
Valerie Cain	Rosemary Jeffreys	Doug Walters
	Frances Nash	

**Staff Observers:** Rachel Magrill, Tim Heywood , Angela Evans.

**Apologies:** Juliet Wheldon, Jane Clarke, Jonathon Jones, Philip Kent, Isabel Letwin, Marilynne Morgan, Mark Parker.

## MINUTES OF MEETING

Hilary welcomed Rachel, Tim and Angela as staff observers.

### 1. Actions arising from previous meetings

All actions from previous meetings had been cleared.

### 2. Update on SB Actions from Staff Survey SB(05)23

Alison introduced SB(05)23 which updated progress on the key SB actions agreed to improve SB visibility and leadership in TSol.

Several of the agreed actions had been implemented and it was agreed that these should continue. Two further issues were identified by Alison and Valerie – (i) reduced feedback from Divisional Teams to SB now that Team Meeting minutes were no longer circulated and (ii) impact on co-located teams of the move to OKS.

The following actions were agreed:

- (i) BSU to provide to SB a quarterly summary of issues raised on DQT for consideration at SB meetings [**Action HJ/BSU**]
- (ii) SB Members to be more pro-active in encouraging feedback from Team meetings and utilising the 'Team Feedback' section of the monthly report. [**Action: All SB**]
- (iii) Key issues to be considered (or recently considered) to be included in publicity for DQT. DQT to remain open for one week per month but to be moved from first week of the month to the week of the SB Meeting starting November. [**Action HJ/BSU**]
- (iv) Key messages from SB to be agreed and communicated [**Action: Valerie Cain/BSU**]
- (v) Programme Boards should report progress on their work programme on TSol Intranet Front Page. [**Action: Programme Board Chairs/BSU**]
- (vi) Some future SB meetings **and programme board meetings** to be hosted by co-located teams [**Action HJ/Programme Board chairs/BSU**]

It was further noted that DQT should not be a substitute for other channels and that the option to ask staff for views on specific issues remained.

### **3. TSol Values**

Frances introduced Philip's paper SB(05)24 which recapped progress on the development of TSol values and recommended that they should be featured on our intranet, and included in staff induction. Union representatives had been involved in discussion on values and the issue arising was how to utilise the values to encourage good management behaviour and tackle inappropriate behaviour – particularly bullying/harassment.

The values were endorsed by SB as values which it believed applied already in TSol but which would benefit from explicit recognition and reinforcement.

Agreed that Jane Clarke/BSU with help from the Communications Focus Group should propose a plan for communication to help reinforce these values in conjunction with Philip/Values Group. **[Action: JC/Valerie C/PK]**

### **4. Strategic Event**

Hilary outlined the agenda and intended output for the SB Strategic Review taking place 10/11 October. There will be no external facilitator and the focus will be agreeing the key elements/ strategic priorities for the 06-07 Business Plan.

### **5. Professional Skills in Government**

Alison introduced SB(05)25 which addressed the support needed from SB for the introduction of PSG in TSol. Recommendation were agreed but the returns deadline to be mid November rather than end October **[Action: AS]**

Agreed that the SB needed to lead by example and to feedback the themes to divisions. Noted that this will also provide input for our 06-07 T&D plan and that Cabinet Office required response on gaps identified and action to be taken by the end of 2005. Also agreed that we needed to emphasise that the objective was personal development rather than to inform appraisal marking.

### **6. Feedback from Divisions**

- Enthusiasm for OKS
- Appreciation for the efficiency with which the move was conducted
- Some practical issues concerning the use of the Training Suite raised (visitor access to toilets, microphones, coat storage)
- Increased distance of OKS from co-located teams
- Temperature issues; noted that a problem solving exercise in hand by CAA
- Receptionists appreciated
- Mid year change of the appraisal system
- G6 Promotion Boards and need to agree to early release of those promoted/appointed to other jobs
- Handling of access to current files during the movement of the current file store to OKS – arrangements being agreed with Records Management; would need some flexibility for that period of clear desk policy.

### **7. Key messages**

- Values endorsed
- Thanks to the OKS removal team and all staff
- SB Awaydays/Strategic Review will be focussed on Business Plan 06-07

