

# Senior Leadership Team 2<sup>nd</sup> November 2006

## Minutes

### Attendees:

Paul Jenkins(Chair)	Peter Fish	Frances Nash
Robert Aitken	Kathy Hosker	David Noble
Julie Anderson	Richard Jackson (part)	Stephen Parker
Valerie Cain	Jonathan Jones	Doug Walters
Iftexhar Bukhari	Philip Kent	Graham Bate (Secretariat)
Jane Dawson	Patrick Kilgarriff	Tom MacGruer (part)

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### Apologies:

David Dunleavy  
Mary Esplin

Simon Harker

Tony Hindley  
David Pearson

### Observers

Nisha Arora (European)

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### 1. Actions from September Meeting

All actions were either on track or appeared on this agenda.

### 2. Business Plan Priorities : Update

Jane Dawson summarised the priorities that had been agreed by the Executive Board . 07-08 would be the final year of the current (2005-08) Corporate Plan and the our aim would remain "To be our clients' best choice for the services we provide".

The key priorities would be:

- (i) the development of a long term (08-11 and beyond) strategy
- (ii) preparation for change, particularly the Litigation Transformation Programme which addresses the way we deliver Litigation services,
- (iii) the delivery of quality services to our clients and
- (iv) the TSol Efficiency Programme.

#### Action: JD to circulate the EB papers on Business Plan to SLT

Paul also confirmed that an All Staff Event will be held on March 23<sup>rd</sup>. There would be sessions both am and pm, primarily for business continuity reasons.

### 3. Long Hours Culture

The HRPB had raised the issue of a long hours culture in SLT(06)21. SLT , having discussed the approaches taken by their own team leaders, agreed the need to identify good practice (such as flexible working and effective recognition), improve forward planning to match work load to resources and ensure that our policy was clear and was consistently applied by Line Managers. SLT agreed that TSol should not foster a long hours culture.

#### Action:

- (i) **rigorous examination/ analysis of 07-08 budget bids to ensure resource will match expected workload.**
- (ii) **RJ to develop Home Page message with PJ on Long Hours Culture**

- (iii) **HR to examine policies on flexible working and potential for simplifying the overtime system and circumstances to apply.**
- (iv) **HR to develop clear policy messages to Team Leaders on flexible working**

**4. Directors Question Time**

The DQT Review - SLT(06)20 – had been discussed in correspondence. Members considered that operational issues might be better dealt with by the appropriate department/ section head leaving DQT for strategic issues.

**Action: JD/RJ to consider options, develop recommendations and report to SLT**

**5. Feedback from Divisions**

RA reported that Litigation has an urgent need for G6 lawyers, particularly with employment law experience.

**6. AoB**

TSol Charity quiz night: JA requested volunteers for the SLT team to contact her.

**7. Next meeting**

Next Senior Leadership Team Meeting is scheduled for 30<sup>th</sup> November.