

Senior Leadership Team 28th September 2006

Minutes

Attendees:

Paul Jenkins(Chair)	Peter Fish	David Noble
Robert Aitken	Simon Harker	Stephen Parker
Julie Anderson	Tony Hindley	David Pearson
Valerie Cain	Kathy Hosker	Alison Schofield
Iftexhar Bukhari	Richard Jackson	Doug Walters
Jane Dawson	Philip Kent	Graham Bate (Secretariat)
David Dunleavy	Patrick Kilgariff	Tony Helliari (item 3 only)
Mary Esplin	Frances Nash	Marisa Vallely (item 3 only)

Apologies:

Jonathan Jones

Observers

Carol Gokce

1. Introduction

Paul welcomed everyone to the meeting and outlined the importance of the forthcoming Strategic Review and Business Planning round. The objective of this meeting would be to set the scene and to ensure that we capitalised on time allocated to the Richmond Strategic Event.

2. Business Plan 07/08

Paul outlined the main issues:

- CSR07 pressures on clients
- The transformational Government agenda and was TSol keeping pace
- Clients and reputation risk
- Increasing internal costs

The requirement to minimise increases in charge-out rates and for increased efficiency meant there were big challenges. It was agreed that at the Strategic Event we needed not only to review our progress against this year's targets and agree the assumptions that would underpin the 07-08 Business Plan, but additionally consider our longer term service proposition and how it might be delivered working within our change management skills.

Agreed that we should review what action needs to be taken to deliver the 06-07 Business Plan objectives prior to the Strategic Event in order to release more time to consider the 07-08 Business Plan and strategy for 08-09 and beyond. **(Action: JD/RJ)**

3. Equality impact assessments (for Race & Disability)

Philip introduced SLT(06)19 on Equality impact assessments for Race and Disability which TSol has a legal duty to conduct. It was agreed to ensure that all TSol policies and practices, which require EB/SLT approval, include a statement on whether a summary and/or full Equality Impact Assessment had been undertaken and the conclusions drawn from any assessment.

The Diversity Group Chair would discuss with HRPB recommendations on resourcing. **(Action: PK/RJ/Diversity Group).**

Agreed that consideration be given to holding workshops in line with/prior to the publication of Guidance on Assessments.

Noted that guidance on drafting EB/SLT papers and Business Cases would need to incorporate these changes.

Noted that Tony Helliar/Secretary Diversity Group would hold guidance, assessments and other information centrally.

Noted that TSol will need to draft a Gender Equality Scheme by April 2007.

The contribution by Philip, Marisa Vallely, Tony Helliar and the Diversity Group members was recognised.

4. AOB – Long Hours Culture

Alison had circulated SLT(06)21 regarding the perception of TSol having a long hours culture. The paper updated SLT on HRPB's discussion of the matter. The recommendation that SLT members discuss with their team leaders how they handle workload and address excessive hours where worked was agreed (**Action:SLT**).

Agreed that feedback would be discussed at SLT in October or November.

Next SLT Meeting is 26th October 2006.