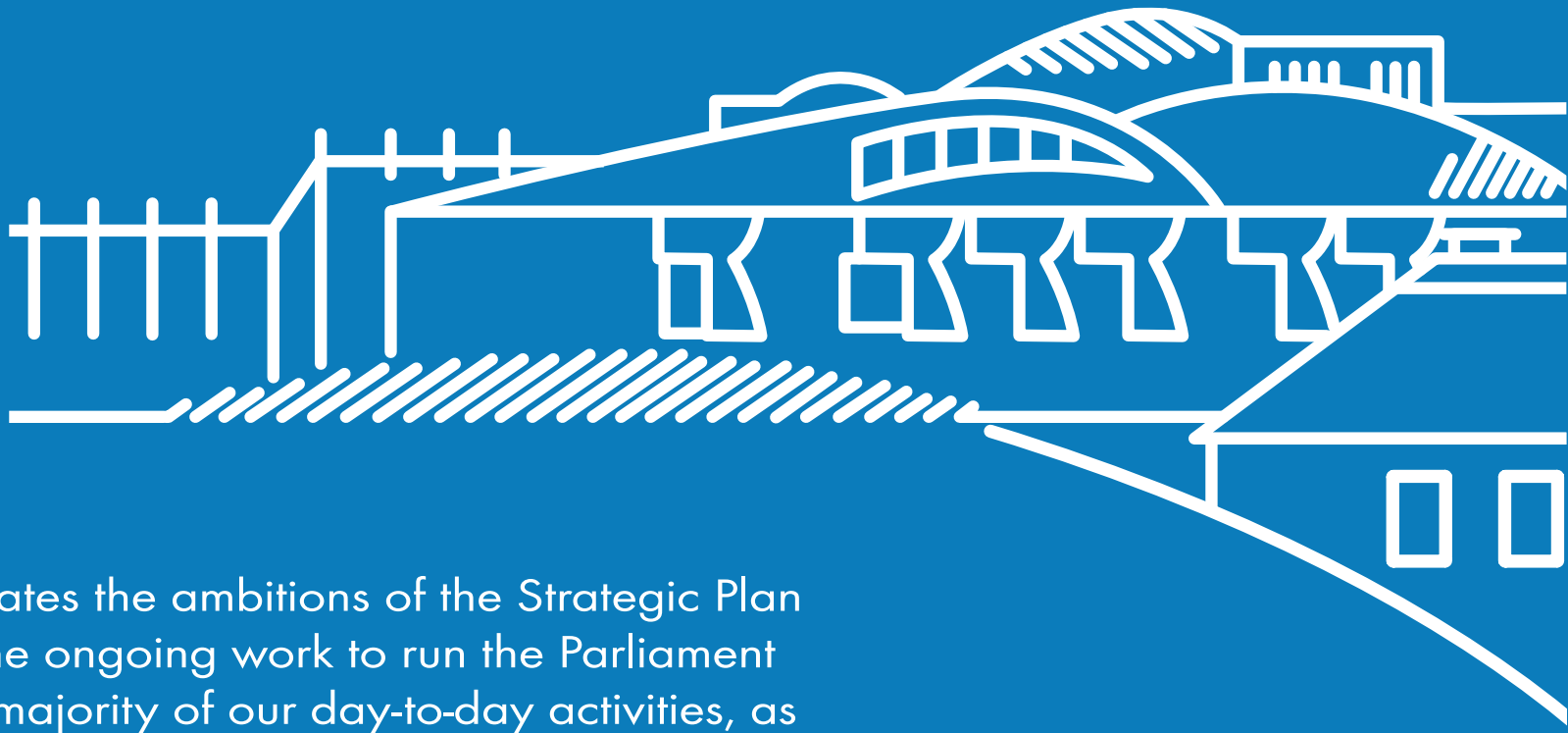
The Scottish Parliament
Pàrlamaid na h-Alba

# The Scottish Parliamentary Delivery Plan

## Plana Lìbhrigidh Seirbheis Phàrlamaideach na h-Alba



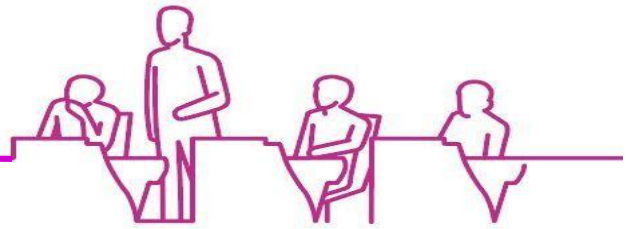
The Delivery Plan translates the ambitions of the Strategic Plan into reality. Reflecting the ongoing work to run the Parliament which accounts for the majority of our day-to-day activities, as well as initiatives to improve the Parliament.

# Delivery Plan

## Aim: Provide Members with high quality support and resources to allow them to excel in their roles as parliamentarians and representatives

| 'Run the Parliament' Objectives | 'Improve the Parliament' Objectives | Strategic Lead |
|---|---|---|
| ○ Members are supported with high quality research, procedural and other professional advice.<br><br>○ Members are provided with the resources and services to fulfil their role; including support for them as employers in Parliament and in their local offices | Alignment of SPCB services to best meet Members' evolving parliamentary and constituency needs.<br><br>**Implement outcomes of Members' Expenses Scheme Review & new travel and expenses system**<br><br>○ Training for Members and their staff by July 2021<br>○ Closure Report to be presented to LG by October 2021 | **Sara Glass** |

# Delivery Plan



## Aim: Strengthen democratic accountability through effective scrutiny and debate

| 'Run the Parliament' Objectives | 'Improve the Parliament' Objectives | Strategic Lead |
|---|---|---|
| ○ Deliver clear, authoritative and consistent advice and high-quality services and facilities to ensure parliamentary business is well supported.<br><br>○ Promote constructive inter-parliamentary and Governmental activity through connections and relationships.<br><br>○ Drive effective engagement and participation in the Parliament's work. | Ensure robust plans and resources are in place to enable the Parliament to scrutinise and respond to the impact of the UK's withdrawal from the EU and any other constitutional change.<br><br>**Constitutional Issues Board Programme**<br><br>○ Regular updates on assessment of capacity and capability to SRB<br>○ Quarterly update to SPCB and LG<br>○ Regular information sharing through the Brexit Legislation Working Group<br><br>Ensure robust plans and resources are in place to allow Parliament to continue its functions in light of the COVID 19 emergency<br><br>**Responding to COVID 19 Emergency**<br><br>○ Prepare SPS and Members for post-summer recess operations at Holyrood, including review of redeployment over summer 2021<br>○ Settle on applicable regulations and guidance for Holyrood and for Local Offices as Scotland moves "beyond Level 0" in August 2021<br>○ Implementation of distribution of lateral flow devices in August 2021 | **David McGill**<br><br>**Michelle Hegarty** |

# Delivery Plan

## Aim: Encourage public involvement in our work through welcoming facilities and inclusive services

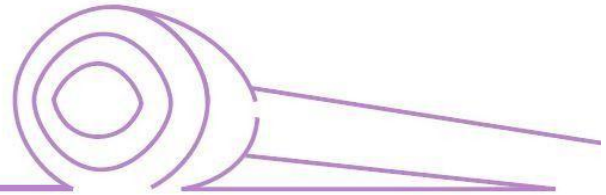
| 'Run the Parliament' Objectives | 'Improve the Parliament' Objectives | Strategic Lead |
|---|---|---|
| ○ Promote awareness of the relevance and accessibility of the Parliament, particularly in underrepresented groups.<br><br>○ Provide safe, secure and welcoming physical and online facilities and services. | Enhance the accessibility and security of our facilities and services.<br><br>**Security Programme**<br><br>○ Review of Security Office to be complete by August 2022<br>○ Physical security works to be completed by August 2021<br>○ New office and operational structure identified by October 2021, moving to implementation from March 2022<br>○ Closure report to be presented to LG by December 2021<br><br>**Session 6 Opening**<br><br>○ Final decision on format, programme and invitations in regards public health guidance to be taken by SPCB in August 2021.<br><br>**COP 26**<br><br>○ Chief Executive update to Net Zero, Energy and Transport Committee on Scottish Parliament involvement in COP26 event by August 2021<br>○ Launch of key Parliament led COP26 events by September 2021<br>○ Festival of Politics programme from 20 to 24 October 2021<br>○ GLOBE International Legislators Summit at the Scottish Parliament on 5 & 6 November 2021 | **Lynsey Hamill**<br><br>**Susan Duffy**<br><br>**Lynsey Hamill** |

# Delivery Plan

## Aim: Efficiently provide the Parliament with high quality, effective corporate services and good governance

| 'Run the Parliament' Objectives | 'Improve the Parliament' Objectives | Strategic Lead |
|---|---|---|
| ○ Processes, systems and resources are in place to ensure the effective use of services and facilities.<br><br>○ Well-managed, well informed and collaborative organisation with good governance arrangements that meet all statutory requirements. | Invest in our facilities and systems to improve effectiveness, efficiency and flexibility.<br><br>**Sound and Voting System Replacement**<br><br>○ Instruct plant room improvement and deliver works by October 2021.<br>○ Develop and present plan for audio reinforcement to Project Board by October 2021.<br>○ Confirm consultancy requirements for Audio, conferencing and voting project by October 2021.<br>○ Consult stakeholders on conferencing and voting solutions and develop options paper by October 2021.<br><br>Develop and agree a Strategy for the Sixth session of Parliament that aligns and integrates our various strategies and is in line with our values.<br><br>**Session 6 Strategy**<br><br>○ New SPCB to agree Session 6 Strategy by August 2021.<br>○ SRB to determine strategic resources to achieve delivery of strategy by October 2021. | **Tracey White**<br><br>**Michelle Hegarty** |

# Delivery Plan



| 'Run the Parliament' Objectives | 'Improve the Parliament' Objectives | Strategic Lead |
|---|---|---|
| | A modern Parliament, demonstrating a smart, confident use of technology and information to drive improvements in how we communicate and work. | |
| | **Committee Agenda System Redevelopment (Commit Application)** | **Callum Thomson** |
| | ○ Closure Report will be presented to LG in October 2021. | |
| | **Legislative Drafting Tool Project** | **Tracey White** |
| | ○ Existing system decommissioned by December 2021.<br>○ Closure Report will be presented to LG by January 2022. | |
| | **Digital Workplace Programme** | **Alan Balharrie** |
| | ○ Intranet architecture and governance agreed by the Programme Board by September 2021.<br>○ LG to sign-off DRM's new protective marking system for SharePoint Online by end of September 2021.<br>○ DRM – Office of Deputy Chief Executive (ODCE) pilot, Chamber and Committee Office (session 6 data), Finance and Governance migration to SharePoint Online (SPOL) complete by December 2021<br>○ Intranet core content migrated/redeveloped by March 2022.<br>○ DRM – Migration of all business areas to SPOL by March 2023. | |

# Delivery Plan

## Aim: Develop a skilled, diverse and inclusive workforce that embeds our values in all that we do

| 'Run the Parliament' Objectives | 'Improve the Parliament' Objectives | Strategic Lead |
|---|---|---|
| ○ Through effective leadership and policies, we demonstrate a culture that embraces our values in all our work.<br><br>○ Support and develop our staff through effective planning, guidance, performance management, training and recruitment. | Meet the challenge of becoming a diverse and inclusive organisation.<br><br>**Diversity & Inclusion Delivery Plan**<br><br>○ Refresh of Diversity and Inclusion Strategy to be completed by October 2021<br><br>Meet the challenges of the future and drive improvement by investing in the capacity, knowledge and skills of our staff.<br><br>**People & Culture**<br><br>○ Produce a Colleague Engagement Strategy to encourage colleagues to get the best outcomes for Members and the public by December 2021<br>○ Managers actively use values-based job descriptions to set objectives and provide feedback from January 2022 | **Susan Duffy**<br><br>**David McGill** |