

**FOI 148**

Search: Fiona Robertson's Mailbox; body:"corporate plan" AND body:measures

Attachment	Date/Time	Subject	Attachment
1	03 June 2024 13:36	For Approval: SQA Prospectus for Change	A Prospectus for Change - draft
2	26 July 2024 12:39	EMT Measures and Targets review	CP Deliverables 24-27 Target and Measures

**Key to Board Members (where personal data is otherwise redacted)**

KT – Ken Thomson

GS – Grahame Smith

SH – Sean Hagney

JM – John Morton

WM – Wendy Mayne

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From: Yazmin Raven <Yazmin.Raven@sqa.org.uk>

Sent: 29 May 2024 13:03

To: Anna Davis [REDACTED]; John McMorris <John.McMorris@sqa.org.uk>

Cc: Shirley Rogers <Shirley.Rogers@sqa.org.uk>; Fiona Robertson <fiona.robertson@sqa.org.uk>

Subject: RE: Corp plan review

Hi Anna

The amendments largely centre around the targets and performance measures sought from EMT colleagues, which we anticipate receiving this week. We'll share a copy of the final draft once this is completed for BoM review prior to the SQA's formal submission to the Cab Sec for approval. Thanks for confirming that you're happy for BoM members to review it in your absence.

Any final thoughts on the CP 24-27, please send them our way and we can review the draft asap.

[REDACTED]

Thanks

Yaz

Yazmin Raven

Head of Strategic Planning & Governance, Corporate Strategy & Business Development (CS&BD)

From: Anna Davis [REDACTED]

Sent: Wednesday, May 29, 2024 11:54 AM

To: Yazmin Raven <Yazmin.Raven@sqa.org.uk>; John McMorris <John.McMorris@sqa.org.uk>

Cc: Shirley Rogers <Shirley.Rogers@sqa.org.uk>; Fiona Robertson  
<fiona.robertson@sqa.org.uk>

Subject: Corp plan review

Hi,

Further to our discussion this morning on the Corporate plan, where you indicated that you would like Board input next [REDACTED]  
[REDACTED]

If you need Board approval and don't hear from me, I will offer my approval if the other Board members are content.

If there's anything specific you'd like me to look at, given my background, feel free to WhatsApp me [REDACTED]

Thanks, Anna

Anna Davis BSc. MSc.

Business Consultant, Coach and Trainer

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From: SQA Chief Executive's Office <ceo.office@sqa.org.uk>

Sent: 03 June 2024 13:36

To: Shirley Rogers <Shirley.Rogers@sqa.org.uk>; [REDACTED]

[KT]

[GS];

[SH]; Anna Davis

; Jane Handley

; Michelle wailes

[JM];

[WM]; ExecutiveTeam <ExecutiveTeam@sqa.org.uk>

Cc: [REDACTED]@sqa.org.uk>

Subject: For Approval: SQA Prospectus for Change

Colleagues,

Please find attached the most recent draft of our Prospectus for Change: Corporate Plan 2024-27.

As requested at the meeting on Wednesday, this is now being circulated to Board members to review and to provide sign-off by return email by close of play Wednesday 5 June for submission to Scottish Government. At this stage we are not seeking further developmental feedback.

Changes: main changes for Board to be aware of since this will have last been seen by BoM:

Each SQA Deliverable now has at least one Performance Measure and Target associated with it (not covered by tracked changes)

There have been some minor amendments made throughout the plan, the tracked changes on these have been left in, to make it easier for BoM to identify

Fiona has reviewed the Chief Exec Introduction and made some minor amendments (not covered by tracked changes)

If you have any questions or I can help with anything, please do let me know.

Many thanks,

[Redacted]

[Redacted]

Committee Manager | Manaidsear Comataidh

[Redacted]

| w: <http://www.sqa.org.uk>

Scottish Qualifications Authority | Ùghdarras Theisteanais na h-Alba

The Optima Building, 58 Robertson Street, Glasgow, G2 8DQ

Lowden, 24 Wester Shawfair, Dalkeith, Midlothian, EH22 1FD

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From: Strategic Planning <[strategicplanning@sqa.org.uk](mailto:strategicplanning@sqa.org.uk)>

Sent: 26 July 2024 12:39

To: ExecutiveTeam <[ExecutiveTeam@sqa.org.uk](mailto:ExecutiveTeam@sqa.org.uk)>

Cc: Yazmin Raven <[Yazmin.Raven@sqa.org.uk](mailto:Yazmin.Raven@sqa.org.uk)>; [Redacted] <[Redacted]@sqa.org.uk>; Steve Borley <[Steve.Borley@sqa.org.uk](mailto:Steve.Borley@sqa.org.uk)>; Stephen Sharkey <[Stephen.Sharkey@sqa.org.uk](mailto:Stephen.Sharkey@sqa.org.uk)>; Alan Ogg <[Alan.Ogg@sqa.org.uk](mailto:Alan.Ogg@sqa.org.uk)>; Rhona Wright <[Rhona.Wright@sqa.org.uk](mailto:Rhona.Wright@sqa.org.uk)>; Alasdair Smith <[Alasdair.Smith@sqa.org.uk](mailto:Alasdair.Smith@sqa.org.uk)>

Subject: EMT Measures and Targets review

Hello all,

Thank you very much for your time this morning, the Corporate Planning Team greatly appreciate your thoughts and direction on the various topics covered.

As discussed, EMTs are requested to review their deliverable(s) once more to conduct a final review of their measures and targets within the SQA Corporate Plan 24-27, with a view to making performance measures more specific (see below for supporting questions that may help).

Within the link below we have highlighted a few measures and targets, in particular (in yellow), that we believe require some changes, to make them more specific.

Below are several questions that may help direct changes to the measures and targets.:

What is the target for your deliverable? E.g., “meet all five areas of the Fair Work Framework within XX months/years.”

What are your key milestones within the financial year? Please provide detail of what you are measuring at these times and how. E.g., Complaint numbers for Stage 1 and 2 and the number that were escalated to SPSO.

How often do you need to report on this progress to the Performance Committee? Is every quarter still suitable for your business area? Or perhaps every 6 months suits better?

Can your deliverable contribute to EDI mainstreaming? E.g., contracts and anti-trafficking measures, Consumer Duty, accessible communications.

Please update this docx icon link with any measure/target amendments.

Returns are requested by COB Friday 2nd August to allow resubmission to the Scottish Government.

There will also be some further work and refinement on the Performance Work Plan, but we shall circle back to this later once measures and targets are confirmed.

Best,

 (He/Him)

Corporate Planning & Reporting Manager | Manaidsear Planadh Corporra agus Aithriseadh

Strategic Planning & Governance | Planadh Ro-innleachdail agus Riaghladh

Corporate Strategy & Business Development | Ro-innleachd Chorporra agus Leasachadh Gnothachais

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