



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Leadership Group (LG) meeting held on Monday 28 February 2022 at 09.30am (hybrid)

Present:

- David McGill (chair)
- Michelle Hegarty
- Alan Balharrie
- Lorna Foreman
- Sara Glass
- Lynsey Hamill
- Judith Morrison
- Callum Thomson
- Tracey White

Apologies:

- Susan Duffy

In attendance:

- Mark Brough (items 1-4)
- Vicky McSherry, Mary Ann Masson (item 4)
- Andy Munro, Tommy Lynch, Erin Borthwick (item 7)
- Huw Williams
- Monika Okrojek
- Judith Proudfoot, secretary

Item 1: Previous minutes

1. LG agreed the minute of the meeting held on 7 February 2022.

Item 2: Matters arising

2. The Period 10 finance report had been circulated since the previous meeting for noting by correspondence.

Item 3: Feedback from SPCB meeting

3. LG noted feedback on the key discussions that took place at the SPCB meeting the previous week which had included: covid-19 related matters; procurement of a replacement crèche service contract; an update on matters relating to the office of the Ethical Standards Commissioner; and arrangements for the 2022 Festival of Politics.

Item 4: Covid-19 – LG (2022) Paper 20

4. LG noted that the next update to the SPCB would be at its meeting on 10 March. A key message continued to be that while some restrictions and health measures would no longer be mandated in law from 21 March, there would still be choices and decisions to be made on how best to continue to minimise the risk of transmission of the virus.
5. LG then discussed a draft Interim Covid Recovery Policy and, subject to a couple of changes, agreed the final policy to come into effect on 2 May 2022. Dependent on any significant changes in the covid-19 situation, it was anticipated the interim policy would be in place until September 2022. Guidance for Managers had been updated and LG noted the need for risk assessments and wellbeing plans to be updated to support staff returning to Holyrood. Briefing would be circulated to Group Heads to support them in discussing the new policy with their Office Heads and a communication would be issued to all staff thereafter.

Item 5: LG and SPCB forward look – LG (2022) Paper 17 and LG (2022) Paper 18

6. LG noted the forward plans for SPCB and LG meetings up to the end of April 2022.

Item 6: New ways of working (NWoW): update

7. A workshop for LG members on new ways of working was planned for 21 March.

Item 7: Strategic Risk Register – LG (2022) Paper 19

8. The Strategic Risk Register had been refreshed following the publication of the Strategic Plan for the Scottish Parliament. LG welcomed the work done and the considerable improvement in the format and content of the new Register.
9. LG discussed the individual risks and agreed some minor rewording of the descriptions was needed. LG agreed an additional risk relating to strategic change objectives should be added and that the net zero target should also feature. Tommy Lynch to

liaise with the relevant Group Heads to take this forward and then to bring a final version back to LG for sign-off.

Action: Tommy Lynch

Item 8: Staff code of conduct

10. Ahead of the discussion on updating the code of conduct scheduled for the next meeting, Lorna Foreman highlighted some of the areas that would be included.

Item 9: Paper templates

11. LG discussed how information should be presented for consideration at meetings. Some changes were suggested for the paper template and it was agreed that more use should be made of presentations to facilitate strategic discussion items. The secretariat was asked to prepare an updated template for agreement.

Action: LG secretariat

AOB

Cyber security

12. LG noted an update on the current cyber security situation. A notice providing information and advice to staff on precautions to take would be issued later that day.

Workplace survey

13. LG noted that there had been a good response to the workplace survey. Outputs from that would be fed into discussions at the new ways of working workshop on 21 March.

Date of next meeting

14. The next meeting was scheduled for Monday 14 March 2022.

LG secretariat
March 2022