



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Leadership Group (LG) meeting held on Monday 8 March 2021 at 09.30, via Teams

Present:

- David McGill (Chair)
- Michelle Hegarty
- Alan Balharrie
- Susan Duffy
- Sara Glass
- Lynsey Hamill
- Judith Morrison
- Callum Thomson
- Tracey white

In attendance:

- Joanne McNaughton (items 3 and 4)
- Allan Campbell and Garry Stephenson (item 5)
- Sally Coyne and Elizabeth Cantlie (item 6)
- Huw Williams
- Lisa Creamer
- Judith Proudfoot, Secretary

Item 1: Previous minutes

1. LG agreed the minute of the meeting held on 22 February 2021.

Item 2: Matters arising

2. There were no matters arising.

Item 3: Covid-19: update – (oral)

3. LG received an update on the steps being taken to manage the small number of positive covid-19 tests that had occurred at Holyrood. A much wider and more cautious approach than the standard test and protect arrangements had been taken to identifying possible contacts. As such a number of colleagues who could potentially have been in contact with these individuals while at work had been advised to remain off campus and to take a test. NHS through Test & Protect would determine who amongst this group needed to self-isolate. A deep clean of a number of areas of the

building had also been undertaken. Officials had notified NHS Lothian's Health Protection Team immediately and had been liaising since. On the basis of the actions taken and the speed of response, advice from the Health Protection Team was that the risk of any further transmission was very low for Members and staff.

4. LG was pleased to note that none of those who had tested positive were reported as being seriously ill.
5. LG discussed and agreed other measures to reduce the number of people attending on site during the coming week to further mitigate risks of transmission.

Item 4: LG and SPCB forward look – LG(2021)Paper20 and LG(2021)Paper21

6. LG noted the items scheduled for future LG and SPCB meetings up to the end of April 2021.

Item 5: Digital Workplace Programme – LG(2021)Paper22

7. In July 2020 the Digital Strategy Board approved a business case for the Digital Workplace Programme. The programme included replacement of the current Records Management System; introduction of a new intranet; and replacement of forms and applications based on the SharePoint environment. The current Sharepoint environment would reach 'end of life' in 2023.
8. In recognition that the programme would impact on all areas of the organisation and require business areas to allocate staff resource to facilitate the migration of data, LG agreed that the programme would be added to the Delivery Plan. This would provide a structure for offices to start incorporating planning into individual office plans and provide a regular reporting route to LG.
9. LG agreed to add the digital Workplace Programme to the Delivery Plan.

Item 6: Complaints Handling Procedures – LG(2021)Paper23

10. LG noted that the Scottish Public Services Ombudsman (SPSO) had issued updated model complaints handling procedures which now required to be reflected in public bodies' own procedures.
11. LG noted that some of the SPSO's updates already formed part of the SPCB's existing practices but noted some adjustments were required.
12. LG recorded its appreciation of Public Information & Resources colleagues for the work they do in this area and welcomed the proposal for them to provide a co-ordinating role in the updated procedures.
13. LG agreed the recommended adjustments to the Complaints Handling Procedures.

Item 7: AOB

Meeting with Office Heads

14. David McGill provided feedback on a recent meeting held with office heads.

Management of excess flexi balances

15. LG noted that all submissions on flexi balances would be processed this month.

Date of next meeting

16. The next meeting of the LG was scheduled for 22 March 2021.

LG secretariat

March 2021