



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Leadership Group (LG) meeting held on Monday 22 March 2021 at 09.30, via Teams

Present:

- Michelle Hegarty (Chair)
- David McGill
- Alan Balharrie
- Susan Duffly (absent for item 7 discussion)
- Sara Glass
- Lynsey Hamill
- Judith Morrison
- Callum Thomson
- Tracey white

In attendance:

- Joanne McNaughton (items 3 and 4)
- Erin Borthwick (item 5)
- Willie Heigh (item 6)
- Dorothy Sneddon, Mark Sproul, Emma Armstrong, Steve Farrell and Catherine Fergusson (item 7)
- Roy Devon (item 8)
- Huw Williams
- Lisa Creamer
- Judith Proudfoot, Secretary

Item 1: Previous minutes

1. LG agreed the minute of the meeting held on 8 March 2021 subject to a minor amendment.

Item 2: Matters arising

2. The P11 finance report (LG(2021)Paper27) had been circulated by correspondence for information.

Item 3: Covid-19: update – (oral)

3. LG received an update on the positive covid-19 tests that had occurred at Holyrood. There had been no further positive test results and those who had were recovering

well. As there had been no further cases over the previous 14 days, the outbreak was considered 'closed' by the NHS.

4. LG discussed arrangements for during the recess relating to the ongoing planning for the election and access to Holyrood. It was agreed access should continue under the same rules as currently in place, ie the assumption being to work from home where ever possible. Group Heads were asked to review those staff who may need to be on-site during the recess period and to liaise with Lynsey Hamill so that the provision of essential services could be planned and managed.

Action: Group Heads

5. A update was planned to be communicated to all staff in the next couple of days covering an update on the outbreak; the latest 'routemap' announcement and access arrangements to Holyrood over the recess.

Item 4: LG and SPCB forward look – LG(2021)Paper24

6. LG noted the items scheduled for future LG meetings during April.

Item 5: Staff Cost Provision Review: project closure report – LG(2021)Paper25

7. Michelle Hegarty provided an overview of the project and thanked the team for successfully completing this un-planned piece of work in a short timescale.
8. LG noted the Report.

Item 6: 2021-22 Delivery Plan – LG(2021)Paper26

9. LG discussed the next iteration of the Deliver Plan which would take the organisation into the start of the next session. A number of changes were agreed and some further additions were discussed to be flagged up now and included in the next iteration. It was noted that the next review would be undertaken in the autumn once the Session 6 Strategy had been agreed.

Item 7: Web and Online Project – (oral)

10. LG received an update on the project touching on the drivers for change and the work done to get to this point; what the new website looked like; and the next steps in terms of communication, familiarisation and training of staff, both those who will be managing and adding new content and those who will be using it as a resource.
11. LG thanked the team for the useful update and congratulated them on their achievements to date. LG identified the need to support the new Digital Communications & Content Team in implementing and managing the new content strategy as being key going forward, along with the relationship between 'hub' and

content generators. Group Heads were encouraged to speak with their teams about engaging with the new website.

Item 8: Session 6 event – (oral)

12. LG noted the current planning assumptions and arrangements around events to mark the new session of the Scottish Parliament.

Item 9: AOB

13. David McGill thanked colleagues for their efforts during unprecedented times and encouraged them to take leave over the coming recess period.

Date of next meeting

14. The next meeting of the LG was scheduled for 29 March 2021.

LG secretariat

March 2021