LEADERSHIP GROUP

MINUTES OF MEETING HELD ON MONDAY 19 DECEMBER 2011, 09:30 AM, Q1.04

Present:  
Paul Grice (Chair)  
Alan Balharrie  
Derek Croll  
Colin Chisholm  
Stewart Gilfillan  
Jerry Headley  
Michelle Hegarty  
Ken Hughes  
David McGill  
Bill Thomson  
Lynda Towers

In Attendance:  
Aneela McKenna (item 3)  
Roy Devon (item 4)  
Emma MacDonald (items 5 and 6)  
Gordon Hobbs (item 6)  
Jane McEwan (item 8)  
Billy McLaren (item 8)  
Fiona Mullen (item 10)  
Chris March (item 10)  
Alii Williams  
Alan Hunter  
Lesley Buchanan  
Linda Smith (Secretary)

Item 1: Minutes of LG Meeting: 28 November 2011

1. The minutes of the meeting were approved.

Item 2: Matters Arising

P1.02

2. LG received an update on the plans in place to ensure that P1.02 was appropriately resourced on sitting days.


3. Under the Equality Act 2010 (the Act), the SPCB is required to demonstrate that it complies with the Public Sector Equality Duty, known as the general duty. To meet the duties placed on it under the Act, the Human Resources Office had developed an Equality Framework which had been agreed by the SPCB in March 2011. Since the introduction of this Framework, there have been a number of changes to the legislative requirements and timescales. LG considered a paper which highlighted the minor amendments to be made to the Framework in light of the legislative changes and approved these without amendment.
4. The paper also provided an update on the draft Scottish equality regulations being prepared by the Scottish Government. These regulations are due to come into force in early 2012 and will set out specific duties for Scottish public bodies which will be more extensive than the UK duties currently in place. As the SPCB is covered by the UK regulations, there is no requirement to meet the Scottish duties. However, LG agreed to the steps outlined in the paper which would ensure that the Equalities Framework achieved the same standard expected of other Scottish public bodies.

5. In agreeing the way forward, LG asked that further details on the proposed equal pay audit come to a future LG meeting.

**Action: Colin Chisholm/Aneela McKenna**

6. In order to demonstrate the SPCB’s compliance with the UK legislation, the Human Resources Office had prepared the SPCB Equality Monitoring report covering the period April 2010 to March 2011. The report conveyed the organisation’s strong commitment to equality as well as demonstrating the mainstreaming work which had been undertaken.

7. A number of issues in the report required further action and an improvement plan had been developed to address these areas.

**Improvement plan item 1**

8. LG agreed that further work would be done to improve the use of equality impact assessments for information gathering and engagement activities.

**Action: Colin Chisholm/Aneela McKenna/Ken Hughes**

**Improvement plan items 5 and 7**

9. LG welcomed the proposals to build equality monitoring into the work of the Community Outreach programme and the Committee Office. It was agreed that further work would be undertaken to define how this would be done in practice.

**Action: Colin Chisholm/Aneela McKenna/Ken Hughes**

**Improvement plan item 11**

10. It was noted that, at present, very little external recruitment took place. However, LG agreed that steps would be taken to encourage more job applications from black and ethnic minority communities once recruitment resumed.
Improvement plan item 12

11. LG noted the statistics gathered on the diversity of the staff profile of the organisation. It was agreed that these statistics would be monitored during the course of 2012, with a further update coming to LG at the end of that year.

Improvement plan item 13

12. LG noted that Colin Chisholm was developing plans to broaden the age profile of the organisation and that these would be considered at a future meeting.

Action: Colin Chisholm

Improvement plan item 14

13. It was agreed that further work would be done to identify the ways in which information on certain protected groups should be captured to inform future external engagement. Michelle and Aneela were invited to discuss and report back to LG.

Action: Colin Chisholm/Aneela McKenna/Michelle Hegarty

14. LG approved the Equality Monitoring Report for onward transmission to the SPCB.


15. LG considered an update on the outcomes of the events organised to mark the opening of the fourth session of the Scottish Parliament. The event had taken place on 1 July 2011 and had built upon the tradition established in previous opening ceremonies by bringing together the people of Scotland, the Parliament and the Palace.

16. It was noted that the number of staff available to support the event had fallen from previous events. It was agreed that consideration would be given to increasing staff participation and support of future major events.

Action: Roy Devon

17. Extremely positive feedback had been received from those taking part in the event and LG thanked Roy Devon and the Events and Exhibitions Team for the work which had been undertaken in planning such a diverse and complex occasion.


18. LG considered the draft information strategy 2011 – 2016 which had been developed by the Information Strategy Panel. The strategy sought to increase
the profile of the information strategy and the Panel had adopted the same format used for the revised Strategic Plan.

19. In revising the format of the strategy, the Panel had developed a vision for what the strategy would achieve. LG welcomed the work which had taken place to make the strategy more accessible. The strategy, including the vision, was agreed subject to a minor revision in the critical success factor section of the strategy.

**Action: Bill Thomson/Emma MacDonald**

20. LG noted that further details, including a ‘transformation map’ would be brought to a future LG meeting.

**Action: Bill Thomson/Emma MacDonald**


21. The Public Records (Scotland) Act (PRSA) is due to come into force in January 2013 and introduces an obligation on named public authorities, including the Scottish Parliament and the Scottish Parliamentary Corporate Body to produce and implement a records management plan. LG noted a paper which provided an update on the work done so far to meet the obligations under PRSA.

22. LG agreed that a further update should be brought to a future LG meeting. This update would focus on plans for the development on a business classification scheme.

**Action: Michelle Hegarty/Gordon Hobbs**


23. Lynda Towers presented LG with the latest quarterly compliance report which detailed compliance in relation to health and safety, environmental and carbon management, business continuity management and equalities.

24. In noting the report and the updates provided, LG asked for consideration to be given to decreasing the interval between the practical fire safety training offered to all building users. It was also agreed that further efforts should be made to increase to improve attendance numbers.

**Action: Jerry Headley**

**Item 8: Protocol Issues**

25. LG received an update on protocol issues.

26. LG considered a paper which provided an update on the general financial activity and expenditure during the financial year to date. A further exercise to review outturn and allocation of approved annual budget had been undertaken in November. The outcome of that exercise had been incorporated into the finance report.

27. LG noted the report and approved this for onward submission to the SPCB, subject to minor amendments in schedule 3.

Action: Derek Croll


28. Following the new approach to strategic planning which had been approved by the SPCB in September, work had been undertaken to develop and implement high level key performance indicators to improve accountability and drive the organisation towards its strategic goals. The development of the indicators provided the opportunity to ensure that the strategic risk register and the LG programme/project portfolio were aligned to the new Strategic Plan. LG considered a paper which outlined a proposed Organisational Performance Framework (OPF) for future strategic reporting and governance.

29. LG welcomed the work which had been undertaken in developing the OPF and agreed to the principles of the framework. It was recognised that there was still a great deal of work to be done and it was agreed that a series of meetings would take place in January 2012 to allow LG to take this forward.

Action: SCMO/LG Secretariat

Item 11: Organisational Monitoring

30. LG discussed feedback received from the internal Change Management Consultants. LG noted the feedback and agreed to monitor local communications during the Change Management Programme, particularly during the implementation phase of each review, to ensure that it was adequate.

Item 11: MRO Update

31. This item was deferred.

Item 12: Any Other Business

AAB Update

32. Lynda Towers provided an update following her recent attendance at AAB.
Finance Review

33. Derek Croll provided an update on work being done by the Finance Office to review subsidiary office systems.

Leadership Group Secretariat
December 2011