LEADERSHIP GROUP

MINUTES OF MEETING HELD ON MONDAY 24 OCTOBER 2011, 9:30 AM, Q1.04

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

In Attendance: Kate McGillivray (Item 3)
               Jane McEwan (item 3)
               Iain McIver (item 6)
               Chris Brown (item 6)
               Russell Cairns (item 6)
               Tommy Lynch (item 7)
               Willie Heigh (item 8)
               Alli Williams
               Linda Smith (Secretary)

1. Apologies were received from Alan Balharrie.

Item 1: Minutes of LG Meetings: 30 September and 12 October 2011

2. The minutes of the meeting on 30 September 2011 were approved subject to a minor addition.

3. The minutes of the meeting on 12 October 2011 were approved.

Item 2: Matters Arising

4. None.

Item 3: SPCB Agendas (LG (2011) Paper 043)

5. LG noted the revised agenda for the SPCB meeting taking place on 26 October 2011 as well as the draft agenda for the meeting taking place on 9 November 2011.


6. Following completion of the revised Strategic Plan, LG noted the ongoing work to develop strategic performance indicators to measure performance against the plan. These indicators would be in place from the beginning of the new financial year.
7. Whilst this work proceeded, LG considered a paper which provided an update on the performance indicators contained in the previous version of the Strategic Plan.

8. It was noted that, going forward, these updates would form part of a quarterly ‘performance monitoring’ report which would include progress reports on the risk register and audit plan. The first of these reports would be considered by LG in January 2012.

9. LG noted the paper and asked that consideration be given to consolidating the financial targets listed in the paper, in time for inclusion in the first ‘performance monitoring’ report.

   Action: Derek Croll


10. LG considered a paper which provided an update on the general financial activity and expenditure during the financial year to date. It was noted that the paper incorporated the results of the recent exercise to review forecast outturn.

11. LG noted the report and approved this for onward submission to the SPCB.


12. At its meeting on 23 May 2011, LG had received an oral update from SPICe outlining the demographics of elected Members of the Parliament following the recent election. This paper provided more detailed information on the demographics and included data on age, gender and political background, along with an analysis of the use of Twitter by Members.

13. LG noted the increasing use of social media in the Parliament.. It was agreed that Ken Hughes would work with David McGill and Michelle Hegarty to explore issues relating to the use of social media to support the conduct of parliamentary business, with a view to bringing a paper to a future LG meeting.

   Action: Ken Hughes

14. LG thanked Iain McIver and colleagues in SPICe for an interesting and informative paper. The paper would be helpful in ensuring that the organisation continued to meet the needs of all Members of Parliament.

15. One of the outcomes from the review of central corporate support functions (the so called 'other' offices review) was a confirmation of the commitment to business continuity within the organisation. LG considered a paper which set out the current state of developments of the Parliament’s business continuity management systems and identified processes capable of being ‘mainstreamed’ within the organisation. It was noted that for this approach to be successful, job roles would have to be adjusted to reflect any relevant business continuity obligations.

16. LG recognised its role in ‘mainstreaming’ and endorsed the proposals contained within the paper.

**Item 8: Legislation Software PID (LG (2011) Paper 048)**

17. LG considered a PID which detailed arrangements for an investigation into the options and benefits of refreshing the legislation software currently used by the Parliament. This software, which had been in use since 1999, supported the Parliament’s scrutiny of legislation and was also used by Scottish Government officials.

18. LG approved the project and noted that an options appraisal and recommendation would be brought to a meeting in 2012. LG noted the current prioritisation of the project within the overall portfolio and agreed that the project prioritisation system should be reviewed once the SPCB had taken a decision on the visitor security screening facility.

**Action: Willie Heigh**


19. The redeployment policy had been launched at the end of April 2011 with the primary aim of securing alternative posts for staff at risk of displacement. Staff could also volunteer for redeployment for developmental or work-life balance reasons, thereby increasing overall organisational agility. This paper provided an update on the practical application and progress of the policy.

20. It was noted that most staff on the register had volunteered to go in it rather than being on it as a result of potential displacement. LG welcomed the flexibility and willingness of staff to take on new roles and noted the importance of training for those staff moving to posts requiring different skills. It was confirmed that HR would work with affected business areas to ensure that there were sufficient training resources in place. LG also noted that the redeployment policy would be reflected on in the light of the completion of the review programme.

**Action: Colin Chisholm**

21. LG welcomed the update on the policy and noted that the on-going change management programme would continue to have an effect on
its operation. It was agreed that a further update on the policy, and its future, would be considered by LG at a future date.

**Action: Colin Chisholm**

**Item 10: Time Recording**

22. Colin Chisholm provided an update on the new time recording system which was being piloted by a number of offices. The response to the new system had been positive and HR was working closely with pilot areas to resolve issues as they arose.

23. The next phase of the pilot would begin shortly with a number of additional offices due to begin using the system. Following this wider testing, a further update would be provided to LG in the New Year.

**Item 11: Any Other Business**

**Proposed Industrial Action**

24. LG received an update on planning taking place in light of the proposed industrial action in November. It was agreed that an additional LG meeting would be scheduled to allow LG to consider fully the possible impacts of any industrial action.

**Shadowing of MSPs**

25. In order to better understand Members’ needs, a number of staff had expressed an interest in ‘shadowing’ an MSP. HR had begun work to develop guidance to ensure that a consistent approach was taken across the organisation.

**Staff Training**

26. LG noted the wide range of training offered to Parliament staff. This training covered subjects as diverse as MS SharePoint to mental health awareness. It was agreed that all training provided by the Parliament should be aligned with organisational priorities. To aid this, it was agreed that LG would consider a paper providing a strategic look at training provision.

**Action: Colin Chisholm**

**Security Passes**

27. LG was reminded of the importance of all staff wearing their security passes whilst in the building and agreed to challenge instances where this was not the case.

**Christmas/New Year Opening Hours**
28. LG approved the proposed Christmas/New Year opening hours for the current session and agreed that a note should be included in the next Chief Executive’s report to the SPCB updating them on the decision taken.

Action: Jerry Headley

Leadership Network

29. Lynda Towers provided an update on the work of the Leadership Network.

Leadership Group Secretariat
October 2011