LEADERSHIP GROUP

MINUTES OF MEETING HELD ON MONDAY 28 NOVEMBER 2011, 09:30 AM, Q1.04

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

In Attendance: Judith Proudfoot (Item 3)
               Jane McEwan (item 3)
               Linda Orton (items 4 and 5)
               Tommy Lynch (items, 5, 8 and 9)
               Andy Munro (item 6)
               Shirley McMillan (item 7)
               Kate McGillivray
               Lesley Buchanan
               Linda Smith (Secretary)

Item 1: Minutes of LG Meeting: 24 October 2011

1. The minutes of the meeting were approved subject to a minor addition.

Item 2: Matters Arising

2. None.


3. LG considered the draft agenda for the next SPCB meeting and noted the updates provided.


4. The Scottish Parliament Language Policy was first agreed by the SPCB in November 2004 and subsequently reviewed in 2008. Recent legislative changes, such as the introduction of the Equalities Act 2010, meant the policy had to be updated. Whilst updating the policy, the opportunity was taken to clarify operational processes.

5. LG noted the changes to the policy and agreed that this should be further amended to reflect section 7.1 of the Parliament’s Standing Orders.

Action: Linda Orton
6. LG welcomed the clarification of the operation of the policy and agreed that this should be further simplified by delegating the authority to approve translations of Bills and Committee Reports to the relevant official within Public Information and Publications.

7. It was agreed that the revised policy, including the proposed delegation, would be presented to the SPCB for approval.

   Action: Linda Orton


8. As part of the business continuity arrangements, the Parliament subscribes to a web-based alert messaging system that allows messages to be sent by email or SMS text in the event of an incident. LG considered a paper which provided information on the next steps for the roll out of the system.

9. LG approved the planned roll out and testing of the system and noted that the potential for use of the system to evolve. It was agreed that further work would be undertaken to develop the amount and quality of information gathered by the system, with a paper to be brought to a future LG meeting.

   Action: Linda Orton

Item 6: Risk Management Arrangements (LG (2011) Paper 053)

10. LG considered a paper which set out proposals to develop the strategic risk management arrangements for the organisation to meet best practice and ensure consistency with the revised Strategic Plan.

11. A review of the existing risk management arrangements had been undertaken which had produced a number of recommendations. LG welcomed the work which had been undertaken.

12. The revised structure of the Strategic Plan meant that much of the information for inclusion in the new risk register would come from group and office plans. It was agreed that high level strategic risks would be identified in the first instance through a strategic planning sub-group reporting to LG. It was also agreed that all members of LG should have an opportunity to engage in the process and that a further paper setting out next steps would come to LG for further discussion. This paper would include information on how the appetite for risk was to be identified as well information on the next steps.

   Action: Andy Munro

Item 7: Planned Electrical Maintenance Work (LG (2011) Paper 054)

13. LG considered a paper which provided details of planned electrical maintenance work. LG noted the importance of the work and agreed that all group heads would be consulted to ensure that the proposed timing was suitable.
14. It was agreed that the SPCB would be informed once the timing for the work was finalised and that a communications plan would be put in place to ensure that all building users were informed of the work in advance.

Action: Shirley McMillan


15. The current business continuity strategy and policy documents had been in place for a number of years. These documents shaped the way in which business continuity is managed within the Parliament and this paper sought to update them to bring them into line with how roles and practices had developed, as well as to reflect the revised Strategic Plan.

16. LG welcomed the work which had been done in revising the documents and agreed that the strategy and policy should be merged into a single document which should be submitted to the SPCB for approval.

Action: Tommy Lynch

Item 9: Industrial Action Update

17. LG received an update on planning taking place in light of the industrial action in November.


18. LG considered a paper which provided an update on the general financial activity and expenditure during the financial year to date.

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

Action: Derek Croll

Item 11: Awards Display (LG (2011) Paper 057)

20. Facilities Management staff occasionally receive requests to display certificates of achievement and other awards. LG considered a paper which sought a steer on whether these awards should be displayed in the public areas of the building.

21. LG recognised the hard work which took place across the organisation in achieving these awards and agreed that awards should continue to be displayed within the most relevant office or business area.

Item 12: Absence Management (LG (2011) Paper 058)

22. The Attendance Management system and Unacceptable Attendance Procedures were launched in June 2010 as part of the Realignment Project.
The system and procedures were designed to empower managers to manage and improve attendance levels within their own business areas by ensuring that decisions were taken by the right person at the appropriate level (with advice and assistance from HR). More meaningful flags for consideration of management action were also introduced.

23. LG considered a paper which provided an update on how the realignment of sick absence is perceived by managers as well as how sick absence was managed in the first six months of the reporting year.

24. LG noted the work which had been done to manage absence within the organisation and agreed that work should continue on the E-HR dashboard to allow group heads to more easily view and manage the absence statistics for their areas.

   Action: Colin Chisholm


25. LG was established following the review of senior management structures in and replaced the existing Strategic Leadership Team and the Operational Management Group with a single tier management group. This paper provided an opportunity for LG to take stock of its work over the past year and to consider what further specific strategic and developmental work it should undertake.

26. LG noted that it should dedicate more time to performing its strategic role and it was agreed that two meetings a year be set aside to discuss strategic matters only. These meetings would be of most value if held at times to feed into resource allocation or budget planning discussions. The first of these would take place on 30 January 2011.

   Action: LG Secretariat

27. It was agreed that an LG planning day would take place in early 2012. The purpose of the planning day would be to allow LG to look at wider strategic issues such as organisational culture. It was agreed that a small sub group would be established to develop the agenda for the day.

   Action: LG Secretariat

**Item 14: Any Other Business**

**Impact of Change in Voice and Data Contract**

28. LG received an update on the work being done as a result of the change in voice and data contract.

   Resources in P1.02
29. LG considered feedback received from Members about the resources available in P1.02.

30. LG agreed that additional staff resources would be made available on business days to ensure that Members received the high standards of service expected. Michelle Hegarty, Jerry Headley and Alan Balharrie would work together to ensure resources were in place for the beginning of 2012.

Action: Michelle Hegarty, Jerry Headley and Alan Balharrie

Leadership Group Secretariat
December 2011