LEADERSHIP GROUP

MINUTES OF MEETING HELD ON MONDAY 09 DECEMBER 2013, 09.30AM, Q1.04

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

In Attendance: Judith Proudfoot (items 3 & 4)
               Billy McLaren (item 3)
               Shirley McMillan (item 5)
               Lesley Buchanan (item 5)
               Emma MacDonald (items 7 & 8)
               Richard Marsh (items 7 & 8)
               Martin O’Donnell (items 7 & 8)
               Gordon Hobbs (item 8)
               Andrew Patience (item 8)
               Lori Gray
               Jaclyn Kaye

Item 1: Minutes of LG Meeting on 11 November 2013

1. The minutes of the meeting were agreed.

Item 2: Matters Arising

2. None.

Item 3: MRO Updates

3. LG was briefed on the Presiding Officer’s letter to MSPs regarding IPSA’s review of MPs’ remuneration and her recommendation to break the link between MSP and MP pay.

Item 4: SPCB Agenda (LG (2013) Paper 067)

4. LG noted the SPCB agenda for Wednesday 22 January 2014 and the forward plan until the end of February 2014.

5. Shirley McMillan presented a paper setting out proposals for a review of space utilisation at Holyrood. LG agreed that there was a requirement for a flexible strategic framework to be developed to aid future decision making. A strategic approach would have several benefits including the ability to:

- take a comprehensive look at how space is currently used;
- accurately forecast future requirements for space in the building;
- consider how workspaces might be used differently, for instance for project work; and
- reduce costs and maximise the opportunities to align the use of space with the Parliament’s strategy.

6. LG also agreed that the work should be taken forward as a project with Stewart Gilfillan as SRO to ensure alignment with strategic planning.

**Action: Stewart Gilfillan**

Item 6: Strategic Plan (LG (2013) Paper 069)

7. LG agreed a timeline for updating the Strategic Plan. Stewart Gilfillan would lead this work and would hold workshops in March and May.

**Action: Stewart Gilfillan**


8. LG noted a business case for the Digital Parliament programme and agreed that the programme should proceed as outlined. The programme board would have the authority to consider and agree future project proposals and business cases.

9. There would be a significant change management element to the programme which would be supported by a Communications and Change Manager. The programme board was currently considering the level of staff resource from across the organisation that would be required to support the programme. LG would be updated on resourcing in the New Year.

10. LG discussed the proposed gateway reviews detailed in Annex 4, and agreed that the first listed date of August 2014 was appropriate. The SRO would propose revised dates for regular gateway reviews thereafter.

11. LG and SPCB would receive regular updates on the projects falling within the programme via the quarterly Organisational Performance Framework. A further paper about the programme would be presented to LG before the end of the financial year and would focus on resourcing of the programme.

12. In March 2013, LG had agreed to a project to develop a Documents and Records Management (DRM) System. This would:

- help increase efficiency by better organising and managing information;
- support the Digital Parliament Programme (which relies on good quality information); and
- assist with compliance (to meet the requirements of the Public Records (Scotland) Act 2011).

13. The project was about improving how the Parliament creates, stores, uses and disposes of its information by introducing new policies and consistent processes, enabled by SharePoint 2013. Ultimately it would see SPS move away from using G:\ and H:\ drives to using SharePoint instead as a combined documents and records management system.

14. The new DRM system would mean a significant change for Parliament staff. The project team recognised this and LG agreed that the project team should engage with different business areas in the first half of 2014 to identify issues and develop a draft plan for wider organisational roll out of the approach.

15. LG agreed that the Documents and Records Management Project should proceed to the next stage which was to begin the pioneer project to test how best to introduce a DRM approach and to establish ways to measure the organisational benefits.

16. LG noted that the SPCB was required to submit its records management plan to the Keeper of the Records of Scotland in February 2014 and was on track to do so.

Item 9: Communications

17. LG agreed the content of the communications briefing for staff.

Item 10: AOB

Presiding Officer to attend Leadership Group

18. Paul Grice had invited the Presiding Officer to attend a meeting of LG in the first half of 2014. She would discuss with LG the challenges facing the organisation over the remainder of the Parliamentary session and beyond.