MINUTES OF LG MEETING HELD ON MONDAY 27 MARCH 2017, 09:00AM, Q1.04

Present: Paul Grice (Chair)
Michelle Hegarty       Alan Balharrie
Ken Hughes            Callum Thomson
Tracey White          David McGill
Colin Chisholm        Susan Duffy
Derek Croll

In attendance: Jane McEwan (item 3)
                Tommy Lynch (item 4)
                Veronique Malcolm (item 4)
                Andy Munro (item 4)
                Mary Ann Masson (Secretary)
                Huw Williams

1. Apologies were received from Judith Morrison.

Item 1: Minutes of LG Meeting: 6 March 2017

2. The minutes were agreed.

Item 2: Matters Arising

Westminster

3. Paul Grice had written to his counterparts at the House of Commons and the House of Lords to pass on the sympathies of the Scottish Parliament following the events of 22 March at Westminster. He had also made the offer of any support the Parliament could provide.

4. LG put on record its thanks to all staff for the considerable effort that went into the Scottish Parliament’s own response to the incident.

Papers by Correspondence

5. Three papers had been circulated by correspondence and had been noted by LG:

LG (2017) Paper 024 – Parliamentary Programme


LG (2017) Paper 026 – SPCB Forward Agenda
Item 3: MRO Update

6. LG received an update from the Head of the Media Relations Office.

Item 4: High Impact Risks: Loss of Critical Supplier (LG Paper 027)

7. The Business Continuity Board had approved plans for the key organisational risks which would require a business continuity response. As LG members were also members of the Incident Management Team, it was important that they were familiar with the main aspects of the plans.

8. A “loss of a critical contractor” plan had been developed by Procurement Services. This plan defines critical contracts, improvements in how we procure critical contracts options to deal with failure of critical contracts and requirements for contractors to demonstrate their own business continuity planning as part of on-going contract management.

9. LG thanked colleagues for their work and endorsed the plan.

Item 5: Diversity Board (LG Paper 028)

10. The Corporate Body had approved the Diversity and Inclusion (D & I) Strategy and the first year Implementation Plan at its meeting on 22 December 2016. It had been agreed that in the first year, a Diversity Board would be created to support Leadership Group (LG) in meeting the aims and outcomes of the strategy. This paper sought LG’s approval to the Board’s remit and governance arrangements.

11. The Board would support Leadership Group to deliver its commitments as defined in the Diversity and Inclusion Delivery Plan and would operate on a cross cutting basis with input from the networks, different business areas, and external diversity advisers as appropriate. It would be co-chaired by an Assistant Chief Executive and the SRO of the Diversity and Inclusion Strategy and members of the Board would be drawn from the diversity staff networks once they had been established, the staff forum and representation from the trade unions.

12. LG approved the governance arrangements for the creation of a new Diversity Board.

Item 6: Strategic Plan Approach (LG Paper 029)

13. At its meeting on 6 March, Leadership Group agreed an approach to refreshing the Parliament’s Strategic and Delivery Plans and to reviewing the current Performance Report format. This paper set out a plan to form a Steering Group, led by an Assistant Clerk/Chief
Executive and with a membership of LG members and staff from the Leadership Academy Network to take forward work on the plans. The intention was for the group to report back to LG on 5 June 2017 and for a draft Strategic Plan to go to the Corporate Body for consideration before the end of June.

Action: David McGill

Item 7: Leadership and Management (Paper 030)

14. At its meeting on 23 February, LG discussed a range of issues related to leadership and management capacity and capability. Meetings had also been held with a number of managers at different grades and offices across the Parliament to hear their experiences and expectations.

15. This paper provided details on the following streams of work.

Review of Organisational Values

16. It was agreed that work would be carried out to revise and (if necessary) amend the current values and to develop and approach to instilling them in working practices across the organisation. A working group would be established to take this forward.

Leadership Development Programme

17. LG had agreed to undertake a development programme, which would allow members to improve individual and collective leadership and explore different leadership styles and how to support and develop staff outwith LG. The programme was expected to begin in April and be completed by the summer.

Management Development

18. It was noted that a number of development opportunities for staff across grades and offices has been made available under the organisational development programme.

Leadership Academy Network A formal re-launch of the Leadership Academy Network would take place in the Autumn.

19. LG agreed the initiatives set out above and put on record its commitment to developing and improving leadership and management in the organisation. A note would be prepared for all staff highlighting some future opportunities for engaging on some of the issues.
Item 8: Communications

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

Item 9: AOB

Education Visits

21. LG members had the opportunity to attend education sessions held in the Parliament with pupils from their former schools. Two LG members had already attended these sessions and had enjoyed the experience with students grateful for the opportunity to hear about different career paths in a political environment.

Women’s Network

22. The Women’s Network had held a successful event on Wednesday 15 March with the female party leaders at Holyrood.

Leadership Group Secretariat

March 2017