MINUTES OF LG MEETING HELD ON MONDAY 5 JUNE 2017, 09:30AM, Q1.04

Present: Paul Grice (Chair)

Ken Hughes
Judith Morrison
Tracey White
Colin Chisholm
Derek Croll

Alan Balharrie
Callum Thomson
David McGill
Susan Duffy
Michelle Hegarty

In attendance: Judith Proudfoot (item 3)
Joanne McNaughton (item 3)
Andrew Proudfoot (item 5)
Gary Cocker (item 5)
Mary Ann Masson (Secretary)
Huw Williams
Tess Schmigylski

Item 1: Minutes of LG Meeting: 22 May 2017

1. The minutes were agreed.

Item 2: Matters Arising

2. None.

Item 3: SPCB Update (LG Paper 046)

3. LG noted the agenda for the next SPCB meeting on 15 June 2017 and the forward plan to the end of September 2017.

Item 4: LG Forward Plan (LG Paper 047)

4. LG noted the agenda for the next LG meeting which would be held on 19 June May 2017. LG also noted the forward plan to the end of August 2017.

Item 5: Continuous Professional Development for Members (LG Paper 048)

5. LG noted a summary of the first 12 months of the continuous professional development (CPD) programme for Members. The programme and the courses offered had been well received and there had been a good level of uptake from Members.

6. In progressing with the programme, LG agreed that the current courses should continue to be delivered and that additional courses would be
explored. Any additional courses would stem from Members’ needs which would in part be identified through the quarterly interviews with MSPs undertaken by LG members. The team agreed to investigate a variety of means to gauge Members’ feedback. It also agreed that the induction courses which had been run at the beginning of session 5 would, where appropriate, be built upon for Session 6.

7. LG put on record its thanks to the staff who had taken this work forward.

**Item 6: Strategic Plan and Delivery Plan (LG Paper 049)**

8. LG considered the draft Strategic Plan and Delivery Plan. The drafts were a result of the annual refresh of the plans undertaken to ensure that the resources of the Parliament remain directed towards achieving its strategic aims.

9. This refresh exercise had been undertaken by a Steering Group consisting of colleagues from each of the Parliament’s Groups. The Steering Group decided on a collaborative approach with the aim of ensuring that a broad range of input to the updating and refreshing of existing plans was secured. This had proved to be a successful methodology and would be used again for future refreshes.

10. Work had begun to improve the office planning process across the Parliament. A small sub-group had been established to undertake a detailed examination of the use of such plans with a view to ensuring that they become valuable management tools, allowing offices to plan and deliver their responsibilities in line with resource allocation and to plan development activities in their areas.

11. The Strategic Plan and Delivery Plan would now be submitted to the SPCB for finalisation and publication.

**Item 7: Communications**

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

**Item 8: AOB**

13. None.

**Leadership Group Secretariat**

**June 2017**