MINUTES OF LG MEETING HELD ON MONDAY 4 SEPTEMBER 2017, 09:30AM, Q1.04

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

In attendance: Judith Proudfoot  
                Joanne McNaughton  
                Huw Williams (Secretary)

1. Apologies were received from Judith Morrison.

Item 1: Minutes of LG Meeting: 10 August 2017

2. The minutes were agreed.

Item 2: Matters Arising

3. None.

Item 3: SPCB Agenda (LG Paper 58)

4. LG noted the agenda for the SPCB meeting scheduled for 7 September and the forward plan to the end of October 2017.

Item 4: LG Agenda (LG Paper 59)

5. LG commented on the agenda for 18 September and the forward plan to the end of October 2017.

Item 5: MRO Update

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

7. Over the summer MRO had run successful marketing campaigns for two exhibitions during the summer: the Prestonpans Tapestry and the World Press Photography Exhibition.

8. MRO’s focus would now turn to promoting the Festival of Politics which would take place in October this year.

9. Under public sector equality duties, the Scottish Parliament was required to publish information on any gender pay gap in the organisation and on equal pay.

10. While there was no obligation to report until 2018, as part of the organisation’s commitment to Diversity and Inclusion, the report would be published this year.

11. Accompanying the report would be an action plan setting out further steps the Parliament wanted to take. The report and plan would be considered by the SPCB towards the end of September.

**Item 7: Space Planning (LG Paper 61)**

12. Facilities Management was responsible for space planning in the building. They made arrangements for changes to accommodation, for instance in response to staff moves and changing office or business requirements.

13. Space planning was a strategic issue and over the coming years there was likely to be a need for further changes to the use of some spaces in the building. Leadership Group agreed to support the Facilities Management team with delivering solutions to space planning challenges.

14. Group Heads were asked to ensure that the space planning team were informed as early as possible in the process to recruit new staff so that any accommodation needs could be addressed in good time.

  **Action: Group Heads**

15. It was agreed that Facilities Management would work with the Leadership Academy Network in order to engage office heads and other staff with the issues and complexities around space planning.

  **Action: Colin Chisholm**

**Item 8: Quarter 1 Performance Report (LG Paper 62)**

16. LG considered the Quarter 1 performance report prior to its inclusion in the Chief Executive’s monthly report to the SPCB. 100% of scheduled parliamentary business had taken place and progress against key performance indicators was on track.

**Item 9: Quarter 1 Compliance Report (Paper 063)**

17. LG considered the Quarter 1 compliance report which provided an update on Health and Safety, Fire Safety, Environmental Management,
Equalities, Gaelic Language Plan, Complaints Handling, Freedom of Information and Information Management for the period April to June 2017.

**Item 10: Period 4 Finance Report (LG Paper 064)**

18. LG agreed the content of the Finance report prior to its inclusion in the Chief Executive’s monthly report to the SPCB.

**Item 11: Communications**

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

**Item 12: AOB**

20. None

Leadership Group Secretariat  
September 2017