MINUTES OF LG MEETING HELD ON MONDAY 18 SEPTEMBER 2017, 09:30AM, Q1.04

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

In attendance: Judith Proudfoot (items 3&4)
Joanne McNaughton (items 3&4)
Lis Craig (items 5&6)
Vicky McSherry (item 6)
Shona Skakle (item 7)
Huw Williams
Mary Ann Masson (Secretary)

1. Apologies were received from Derek Croll

Item 1: Minutes of LG Meeting: 4 September 2017

2. The minutes were agreed.

Item 2: Matters Arising

Raise in UK Threat Level

3. LG noted the measures taken in the Parliament to respond to the raised UK Threat level on Friday 15 September and the subsequent return to “Severe” on Sunday 17 September. It put on record its thanks to all the teams involved over the weekend.

Item 3: SPCB Agenda (LG Paper 65)

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 66)

5. LG commented on the agenda for 2 October and the forward plan to the end of October 2017.

Item 5: Period 5 Finance Report (LG Paper 67)
6. LG noted the period 5 finance report. Subject to a minor clarification at paragraph 9, the report was cleared for inclusion in the Chief Executive’s monthly report to the Corporate Body.

Item 6: Strategic Resources Board (SRB) Update (LG Paper 68)

7. LG noted the role of the SRB to provide assurance to Leadership Group on the Parliament’s capacity to deliver its Strategic Plan. In doing so, it oversees the annual preparation of the Parliament’s budget; monitors in-year performance at a strategic level; takes decisions relating to project expenditure proposals on the advice of the Programmes and Projects Office; and anticipates and planned for future resource requirements.

8. On 8 September the SRB considered an initial high level analysis of the SPCB budget for 2018/19, including staff budget bids, project bids and corporate and job related training budgets.

9. A range of work would now be undertaken to further refine the budget.

Item 7: Recruitment Review (LG Paper 69)

10. This paper set out recommendations for a revised Recruitment and Selection Policy and invited input from Leadership Group.

11. The review of the recruitment and resourcing strategy had taken place over two phases. Phase one concentrated on temporary resourcing arrangements, the outcomes of which were considered by Leadership Group on 16 May 2016, and in the second phase the focus was on reviewing the approach to recruitment and selection.

12. LG was aware that a driver for reviewing the recruitment policy was the commitment to improving the diversity of the parliamentary service.

13. LG discussed the proposal to widen the scope of selection criteria used when recruiting to include organisational values and strengths alongside skills and behaviours, and using a wider range of methods to assess candidates rather than a reliance on interviews and competencies alone.

14. The HR Office would provide support to individual offices and line managers to help them understand and implement the changes.

15. LG was supportive of the proposed policy and acknowledged that it was a significant and worthwhile piece of work. It asked that the policy should be condensed to highlight the principles of what is proposed with the preparation of more detailed guidance which would underpin it. LG would consider the revised documentation at a future meeting.
Item 8: Internal Communications Review Report (LG Paper 70)

16. This paper provided Leadership Group with the findings and recommendations which arose from the review of internal communications which it approved in October 2016.

17. The report was focused on internal communications in respect of parliamentary staff and contractors. A working group, engaging a cross section of staff and grades supported this work; and all members of staff and contractors had a range of opportunities to engage with it.

18. Overall the findings showed that staff and contractors consider internal communications to be reasonably good and that efforts should be on improving investment in and delivery of internal communications.

19. There were 33 specific recommendations divided across 4 key categories. While recognising that everyone had a personal responsibility for internal communications, and in particular those managing people, services and change, the report recommended a clear dedicated functional lead area to take a holistic view of internal communications with responsibility for ensuring that communications were well planned, co-ordinated, delivered and evaluated. This would include taking lead responsibility for implementing the range of recommendations in the plan.

20. The report also recommended a shift towards encouraging feedback and measuring the impact of internal communications with a view to continuous improvement. Leadership Group recognised the benefit of taking regular periodic feedback from staff on the effectiveness of internal communications. It asked that the recommendations be revised slightly to clarify the purpose of the Leadership Group Drop-In sessions and the newly proposed staff feedback meetings.

21. Subject to amendments to changes to these recommendations under “Feedback, Measurement and Improvement”, which would be brought back to the next meeting, Leadership Group approved the report and agreed to the proposed work to implement the recommendations. This included the creation of a small steering group to create an implementation plan.

22. Leadership Group put on record its thanks to the staff on the working group who had taken this work forward.

Item 9: Parliamentary Business (LG Paper 071)

23. LG noted an update on forthcoming parliamentary business.
Item 10: Communications

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

Item 12: AOB

Public Sector Awards

25. Submissions which showcased some of the excellent work which has recently happened, or is currently happening, within the organisation were invited for the Scottish Public Sector Service Awards. The deadline for entries is Friday 13 October.

Action: Group Heads

Mental Health Network

26. The Mental Health Network would shortly be launching a survey for staff. The Network would have its official launch on 10 October to which Leadership Group members and other staff were invited.

Diversity Network’s Fair

27. The six Diversity Staff Networks would be holding a joint fair in Inclusion Week on 25 and 26 September.

28. The event will give you the opportunity to hear more about the networks, find out about what has happened so far and give you a chance to say what you would like from them. There is no need to book - please feel free pop along at a time that suits you. There will be some refreshments available. Phillipa Booth in the HR Office can be contacted for further information.

Leadership Group Secretariat

September 2017