MINUTES OF LG MEETING HELD ON WEDNESDAY 25 OCTOBER 2017, 9.00AM, Q1.04

Present: Paul Grice (Chair)

Alan Balharrie   Ken Hughes
Colin Chisholm   David McGill
Derek Croll     Judith Morrison
Susan Duffy      Callum Thomson
Michelle Hegarty Tracey White

In attendance: Joanne McNaughton (items 3, 4 and 5)

Jane McEwan (item 5)
Jake Fenton (item 6)
Andy Munro (item 7)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 10 August 2017 was agreed.

Item 2: Matters Arising

Internal Communications

2. LG noted the changes to responsibilities in the Chief Executive’s Office which saw Judith Proudfoot taking on the LG secretary role, with Mary Ann Masson concentrating on internal communications.

Item 3: Draft SPCB Agenda (LG Paper 76)

3. LG noted the agenda for the SPCB meeting scheduled for 26 October and the forward plan up to the end of November.

Item 4: Draft Leadership Group Agenda (LG Paper 77)

4. LG noted the agenda for the LG meeting scheduled for 6 November and the forward plan to 4 December 2017.

Item 5: MRO update

5. LG received an update from the Head of Media Relations. Highlights included:
The presence of BSL interpreters for the session in the chamber on the Government’s launch of its BSL (National Plan). The session, and the Presiding Officer’s participation in signing, was very well received.

- Marketing – following recent emphasis on the Festival of Politics, attention was returning to the “Open” campaign.
- Twitter – launch of a new twitter account – ‘@visit’
- Podcasts – work on creation of new podcasts with the first one likely to be of FMQs.

6. LG also noted the very successful contribution by Susan Duffy to a radio broadcast on the topic of the gender pay gap.


7. LG noted the Health and Safety (H&S) Annual Report, welcoming the emphasis on general health and wellbeing and the co-ordinated approach being taken with the various networks.

8. LG agreed the recommendations in the report with the exception of recommendation 14.4 – to suspend the key performance indicator relating to the percentage of safety post holders in place and fully trained. LG agreed that this should be retained and reported quarterly. There was strong support for the recommendation to set a target of 100% on DSE assessments. LG also agreed to assist in identifying potential individuals to increase MSP and MSP staff representation on the H&S Committee.

9. The H&S Advisor would now draft an implementation plan for approval by the Appointed ACE.

10. It was agreed that the H&S Board should come back to a future meeting setting out its strategic approach to health and wellbeing. At the same time, the H&S Advisor should provide additional information on:

- DSE assessments – what actions are taken to address issues raised; how do the number of issues reported relate year on year (eg new issues -v- recurring issues); and
- Near misses – what actions are taken in response to these reports

**Action: Michelle Hegarty, Jake Fenton**

**Item 7: Risk Register (LG Paper 79)**

11. LG endorsed updates to the Corporate Risk Register and noted that further work was ongoing to ensure that risk management and internal controls were firmly linked with clear business objectives.

12. LG also agreed to discuss risk tolerance at a future meeting.

**Action: Michelle Hegarty, Andy Munro**
Item 8: Q2 Performance report (LG paper 80)

13. LG noted the Performance Report and observed that the organisation was operating well, with staff performing strongly.

Item 9: Q2 Compliance report (LG Paper 81)

14. LG noted the compliance report. It was agreed that the Diversity & Inclusion Board would consider inclusion of the gender pay gap target and make a recommendation back to LG.

Action: Susan Duffy, David McGill

Item 10: Draft Budget (LG Paper 82)

15. LG discussed the paper which set out the context in which the 2018-19 budget bid was to be presented to the SPCB. Feedback from the SPCB consideration would be provided at the next LG meeting.

Item 11: Period 6 Finance report (LG paper 83)

16. LG noted the Period 6 finance report prior to its inclusion in the next Chief Executive’s monthly report to the SPCB. Group Heads were encouraged to offer up underspends in the next forecasting exercise.

Action: All

Item 12: Resilience Board (LG Paper 84)

17. At its meeting on 27 September, LG considered a proposal to establish a Resilience Board to take strategic oversight of personnel, physical and cyber security as well as business continuity planning. LG noted the further clarification provided in this paper and agreed the establishment of the Board and the format of membership.

Item 13: Communications

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

Item 8: AOB

Recruitment review

19. LG noted that the revised policy and supporting detailed guidance would be brought back to a meeting in January 2018.

Action: Colin Chisholm

Leadership Group Secretariat
October 2017