MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 6 NOVEMBER 2017, 9.30AM, Q1.04

Present: Paul Grice (Chair)

Colin Chisholm  David McGill
Derek Croll  Judith Morrison (from item 6)
Susan Duffy  Callum Thomson
Michelle Hegarty  Tracey White

Apologies: Ken Hughes, Alan Balharrie

In attendance: Lorna Foreman (item 2)
Joanne McNaughton (items 2,3, and 4)
Jane McEwan (items 2,3 and 4)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 25 October 2017 was agreed.

Item 2: Matters Arising

Unacceptable behaviours

2. LG noted an update on the measures being put in place to address concerns about harassment and other unacceptable behaviours in the workplace. In particular it noted:

   • The new Helpline had gone live at 9am that morning. LG noted its thanks to colleagues in HR for working to get this up and running so quickly. The terms of operation and staffing of the Helpline would be monitored and kept under review.
   • The existing experience of HR staff would be supplemented with appropriate training to assist them in handling enquiries.
   • The anonymous survey would be pulled together over the next month. This would give time to consult with external experts; clarify the purpose of the survey and therefore the content of the questions; and brief the SPCB.
   • In order to effect change across the Parliament, the political parties had to be involved.
   • A counselling service would be available this week. External providers would be in for 2 hours each day.

3. LG noted that the Presiding Officer had written to the SPPA Committee to consider if any changes were needed to the code of conduct. The committee was due to discuss the matter at its meeting on Thursday.
There was also a proposal to extend the SPCB Question Time session to enable all the questions lodged to be discussed.

4. LG discussed communications going forward. It was agreed that internal communications would be co-ordinated through the Diversity & Inclusion Board and that the Media Relations Office would lead on external communications.

Gender pay gap target

5. LG agreed that progress towards the target would be reported to the Diversity & Inclusion Board and that the Board would then report back to LG.

Resilience Board

6. LG noted the finalised membership of the Resilience Board.

Item 3: Draft SPCB Agenda (LG Paper 85)

7. LG noted the agenda for the SPCB meeting scheduled for 9 November and the forward plan up to the end of December 2017.

Item 4: Draft Leadership Group Agenda (LG Paper 86)

8. LG noted the agenda for the LG meeting scheduled for 20 November and the forward plan to 15 January 2018.

Item 5: SPCB Budget (oral)

9. LG noted feedback on the SPCB’s discussion of the draft budget paper. A final paper was due to be considered at the next SPCB meeting on Thursday 9 November. The Finance Committee was scheduled to take evidence from the SPCB and Paul Grice on 6 December.

Item 6: Defining Leadership Workshop (oral)

10. LG had a follow-up discussion on the role and function of the Leadership Group. The main areas highlighted included:

   - Stewardship – how LG leads both as individuals and as a group
   - Relationship between Boards and LG
   - Dialogue/communications both within LG and more widely
   - Relationships with other bodies such as the SPCB and Bureau

11. Two related pieces of work were currently being taken forward:
11.1 A mapping of the management structure incorporating the various Boards and their relationship with LG; and

11.2 Creation of a ‘route map’ of where LG would like to be and how it gets there.

12. Consideration of these, and further follow-up discussion on the topic generally, was scheduled for future meetings.

**Item 13: Communications**

13. LG noted that a communications plan was being prepared around the budget process and this would be brought to the next meeting for agreement.

**AOCB**

14. LG noted that Michelle Hegarty would be leading a project to review processes around strategic planning and delivery. An email would be issued inviting notes of interest to join the working group.

**Leadership Group Secretariat**

**November 2017**