MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 20 NOVEMBER 2017, 9.30AM, Q1.04

Present: Paul Grice (Chair)

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

Apologies: Callum Thomson

In attendance: Joanne McNaughton (items 3 and 4)
Gordon Hobbs, Tiegan Brock (item 8)
Denis Oag, Linda Orton (item 9)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 6 November 2017 was agreed.

Item 2: Matters Arising

First Aider bonus scheme

2. LG had agreed by correspondence to extend the scheme to include new staff members with current, valid first aid at work qualifications who agree to fill a gap in first aid cover in the organisation.

Strategy planning and reporting process – working group

3. LG noted that an email had been issued inviting notes of interest in being a member of the above working group. The response had been excellent both in terms of numbers and the quality. It had been decided to invite all those who had noted interest to take part.

4. The initial workshop would take place on 11 December and Michelle Hegarty would report back to LG thereafter.

Item 3: Draft SPCB Agenda (LG Paper 87)

5. LG noted the agenda for the SPCB meeting scheduled for 23 November and the forward plan up to the end of January 2018.
Item 4: Draft Leadership Group Agenda (LG Paper 88)

6. LG noted the agenda for the LG meeting scheduled for 4 December and the forward plan to 5 February 2018.

Item 5: MRO update

7. This item was not taken due to unavailability of staff.

Item 6: Parliamentary Programme (LG Paper 89)

8. LG noted an update on parliamentary business covering the period mid-September to mid-November. Areas covered included: ‘Brexit’; committees; Members’ Bills and parliamentary reform.

Item 7: Period 7 finance report (LG paper 90)

9. LG noted the Period 7 finance report prior to it being included in the next Chief Executive’s Report to the SPCB. In particular, LG noted that the main emphasis of the next forecasting exercise would be on the substantial planned or forecast expenditure for period 12.

Item 8: Disposition of Records with the National Records of Scotland (LG Paper 91)

10. LG noted an update on the work being done over the past year and coming months in preparation for the permanent transfer of Session 1 historical records to the National Records Scotland (NRS). This would be the first large scale transfer of records and would be followed by regular deposits going forward in accordance with the SPCB’s records and retention schedule.

11. The Information Management and Governance team will liaise with business areas to review records due for transfer prior to them being deposited with NRS by the end of summer recess 2018 and subsequently published on 1 January 2019.

12. LG would receive an update on progress around May 2018.

Item 9: Scottish Parliament British Sign Language Plan (LG Paper 92)

13. Under the British Sign Language (Scotland) Act 2015, the SPCB is required to produce and publish a British Sign Language (BSL) Plan. LG noted that a project team had been established and a consultation process would be undertaken prior to a draft Plan being presented to LG, and subsequently the SPCB for consideration and approval.

14. LG agreed that there were a number of similarities and lessons that could be drawn from the work done on implementation of the Gaelic Language
Plan, particularly around the balance between provision and impact of services and the availability of resources.

15. The project team was due to bring a draft Plan to LG by the end of April 2018.

**Item 10: Leadership Development (LG Paper 93)**

16. LG had a further discussion on the role and function of the Leadership Group, building on the work undertaken in relation to developing its leadership capacity and setting the scene for further planned workshops. The main areas discussed covered:

- Role clarity
- Values
- Empowerment
- Dialogue

17. A number of points were raised during the discussion which would be fed into the next facilitated workshop on 27 November.

**Item 11: Communications**

18. LG discussed communications around the steps being taken to address harassment in the workplace, in particular the survey to be issued to all building users.

**Item 12: AOCB**

**Harassment in the workplace**

19. LG noted feedback from the recent LG drop-in sessions which had been organised to provide staff an opportunity to tell LG what they thought about the issues that had been raised recently around harassment and to ask any questions about the procedures already in place or the actions being taken.

20. LG expressed its appreciation for those who had attended the two sessions and shared their experiences and concerns.

21. LG was also provided with an update on the other work being undertaken to address the issues. LG recognised the direct impact and particular pressures being experienced by some members of staff. Group Heads were asked to speak with their teams and reinforce the key message of the Dignity at Work Policy with regard to all people being treated fairly and with dignity and respect.

22. LG also noted that the survey in itself was not the end of the process but a tool to assist in determining what actions needed to be taken moving forward. The survey was due to be issued on 4 December with a closing
date for responses of 8 January. Independent analysis of responses would then be carried out.

Date of next meeting

23. The next meeting of the Leadership Group was due to take place on Monday 4 December 2017.

Leadership Group Secretariat
November 2017