MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 4 DECEMBER 2017, 9.30AM, 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 and 4)
Mary Ann Masson (items 2 and 6)
Sally Coyle, Alasdair MacCaluim, Mark Neilly (item 7)
Andrew Proudfoot, Gary Cocker and Neil Mackie (item 8)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 20 November 2017 was agreed.

Item 2: Matters Arising

Sexual harassment and sexist behaviour - actions

2. LG was advised that the survey would issue on Wednesday 6 December. A working group would be established to review the outcomes. Party Leaders had each agreed to nominate someone to be part of the group. In addition to the letter to be issued jointly from the Clerk/Chief Executive and the Presiding Officer launching the survey, it was agreed that the key messages would also be cascaded by LG to all staff through office heads and team leaders.

3. The Helpline had now been in operation for 3 weeks and usage continued to be low. Administrative arrangements would be reviewed to establish how the service could best be maintained going forward.

4. Other actions planned included the allocation of additional temporary staff resource to the HR Office to assist with the additional workload and a review of existing policies and procedures.
Item 3: Draft SPCB Agenda (LG Paper 94)

5. LG noted the agenda for the SPCB meeting scheduled for 7 December and the forward plan up to the end of February 2018.

Item 4: Draft Leadership Group Agenda (LG Paper 95)

6. LG confirmed the agenda for the LG meeting scheduled for 18 December and noted the forward plan to end of February 2018.

Item 5: Public Engagement Strategy (LG Paper 96)

7. LG received an update on recent developments in the area of public engagement and the main business being taken forward by the Public Engagement Board and Public Engagement Group. LG noted the new governance arrangements being put in place for the Public Engagement Group with a rotating leadership model being implemented with the Chair and Deputy Chair, providing greater opportunities for staff to develop leadership skills.

8. LG discussed the way in which Members were being supported to engage with members of the public both directly in local offices and through their work in committees. They also discussed how best to measure the success of engagement activities and agreed that this was an area that should be discussed further.

9. LG agreed that the SPCB be invited to consider and approve the new Public Engagement Strategy.

Item 6: Budget Communications Plan (LG Paper 97)

10. LG agreed that a communication should be issued to staff in advance of the SPCB’s evidence session to the Finance and Constitution Committee. The message should set out the context of the bid and provide a link to the Presiding Officer’s letter to the Committee which contained the detail of the SPCB’s budget bid for 2018-19. Group Heads were asked to accommodate, wherever possible, staff wishing to view the evidence session.

11. Further communications would be issued throughout the year linking in to the wider planning process.

Item 7: Gaelic Language Plan (LG paper 98)

12. LG discussed a draft of the 3rd iteration of the SPCB’s Gaelic Language Plan. The draft had already been placed out to public consultation and LG welcomed the level of response achieved.

13. LG queried the number of commitments in the Plan and while they received assurances that these were all achievable, it was suggested that
they be ordered to reflect key priority areas. LG also requested that the costs associated with implementing the commitments were identified, albeit they may be scoped as part of individual project costs.

14. LG agreed to put the draft Plan to the SPCB for approval.

**Item 8: Development for Members and Members’ staff (LG Paper 99 and LG Paper 100)**

15. Given the inter-connection between these 2 papers, they were considered together.

16. The first paper provided options in relation to the future direction and emphasis of the Continuous Professional Development programme for Members. The second was in response to a request by the SPCB to give further consideration to the provision of training for Members’ staff, having regard to the Members’ role as the employer.

17. LG welcomed the feedback received on the sessions provided to date and expressed its appreciation for those who had managed to provide a programme from within existing resources. LG agreed that to develop the programme further, including elements for Members’ staff, a co-ordinated approach, administered through a central ‘hub’, was required. David McGill and Susan Duffy were asked to work up a plan for how this could be managed going forward. This would be considered by the Strategic Resources Board before being brought to a future LG meeting for further discussion.

**Item 9: Meeting communications**

18. LG agreed the outline of its communications briefing note for staff.

**Item 10: AOB**

**IT Contract transition**

19. The IT contract providing network and server support would commence with the new supplier (Leidos) at the start of the new year. There had been an intensive effort to manage knowledge transfer to try and ensure a successful and transparent transition. This had gone well but it was recognised that the new supplier would take time to fully understand the intricacies of the parliamentary environment.

**Future discussion topics**

20. LG considered possible topics for discussion at future meetings. These discussions would aim to either provide a steer for officials at an early stage of consideration of issues, or look at wider, cross cutting matters with a view to informing the organisation’s strategic planning.
21. The secretariat would produce a draft schedule based on suggestions for consideration by LG in the new year.

Date of next meeting

22. The next meeting of the Leadership Group was due to take place on Monday 18 December 2017.

Leadership Group Secretariat
December 2017