MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 18 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: Neil Mackie (item 5)
Andy Munro (item 6)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 4 December 2017 was agreed.

Item 2: Matters Arising

Sexual harassment and sexist behaviour - actions

2. LG noted the latest response levels to the survey and agreed that these should be reported to the Bureau with Business Managers asked to encourage their Groups to respond. The SPCB would also be updated.

3. A formal reminder had been issued by email that morning from Progressive; the next reminder would be issued in early January.

Item 3: Draft SPCB Agenda (LG Paper 101)

4. The SPCB meeting scheduled for 21 December had been cancelled. Two items had been deferred to the next meeting and the Chief Executive’s Report would be circulated for noting by correspondence. LG noted the forward plan up to the end of February 2018.

Item 4: Draft Leadership Group Agenda (LG Paper 102)

5. LG discussed the agenda for the LG meeting scheduled for 15 January and noted the forward plan to end of March 2018.
Item 5: Services to Members (LG Paper 103)

6. In September LG discussed the outcomes of a review of services delivered to Members. This paper set out proposals relating to 2 of the key themes – engagement with Members; and relationship management.

Engagement with Members

7. LG agreed that the structure and content of the quarterly interviews with Members be reviewed. The aim would be to provide a focus for discussion on Strategic Plan priorities and/or key delivery plan activities while still providing Members with the opportunity to raise more operational level issues which may be causing them concern at the time.

8. LG also agreed that any discussion of strategic matters with Members must be in the context of recognising the SPCB’s responsibility for the strategic governance of the parliamentary service.

Relationship management

9. LG acknowledged the excellent practices that many offices adopted for managing their relationships with Members and agreed that there was scope for sharing these more widely and, in some cases, avoiding duplication of work. LG therefore agreed to the establishment of a relationship management network, to be chaired by an Assistant Chief Executive. The aim of the network would be to share good practice and discuss developing themes in Members’ needs and expectations.

Item 6: Risk Tolerance (LG Paper 104)

10. LG discussed the identification, recording and management of risks. In particular, LG considered how to better manage its arrangements for setting acceptable levels of risk exposure.

11. Michelle Hegarty would consider further in the context of the ongoing project to review the strategic planning process and bring a plan and timetable for further discussions of risk back to LG in January.

Item 7: Meeting communications

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

Item 8: AOB

Period 8 Finance Report – LG Paper 105

13. LG noted the Period 8 finance report prior to its inclusion in the Chief Executive’s monthly report to the SPCB.
Date of next meeting

14. The next meeting of the Leadership Group was due to take place on Monday 15 January 2018.

Leadership Group Secretariat
December 2017