MINUTES OF LG MEETING HELD ON WEDNESDAY 27 SEPTEMBER 2017, 11.10AM, Q1.04

Present:  
Paul Grice (Chair)  
Alan Balharrie  
Colin Chisholm  
Susan Duffy  
Michelle Hegarty  
Ken Hughes  
Judith Morrison  
Callum Thomson  
Tracey White

In attendance:  
Neil Mackie (item 7)  
Huw Williams  
Mary Ann Masson (Secretary)

1. Apologies were received from Derek Croll and David McGill

Item 1: Minutes of LG Meeting: 18 September 2017

2. The minutes were agreed.

Item 2: Matters Arising

Diversity Networks Fair

3. The six staff diversity networks had held a fair on Monday 25 and Tuesday 26 September. Both days had been well attended and provided staff with an opportunity to learn about the different networks and the work they had planned.

Item 3: Draft Leadership Group Agenda (LG Paper 72)

4. LG noted the agenda for the LG meeting scheduled for 25 October and the forward plan to the end of November 2017.

Item 4: Services to Members (LG Paper 73)

5. LG was presented with a discussion paper on the findings of a review of services provided to Members and which proposed a number of areas for further discussion, with a view to identifying areas that LG would like to take forward. The paper was divided into four sections:

- Engagement with Members;
- Members’ capability and capacity;
- Relationship management; and
- Resources to support Members.
6. Following a useful and wide-ranging discussion, it was agreed that a further paper be brought back to LG

**Action:** Neil Mackie, David McGill

**Item 5: Internal Communications (LG Paper 74)**

7. Following its discussion of the draft Internal Communications report at its last meeting, LG noted a paper which clarified recommendations under the “feedback, measuring and improvement” section of the report. LG endorsed the recommendations to create two separate mechanisms for LG members to meet with staff from outwith their groups to listen to feedback. It also noted the recommendation to seek feedback on internal communications via the next survey of staff engagement. The HR Office was currently scoping that piece of work.

8. The next step was to communicate the report to staff. LG agreed the steps proposed to do this.

**Item 6: Resilience Board (LG Paper 75)**

9. LG considered a paper proposing the establishment of a Resilience Board to oversee the Parliament’s preparation for and recovery from disruptive incidents. This would focus on personnel, physical and cyber security at the Parliament and would include all business continuity work in order to bring together the Parliament’s planning and response to significant incidents.

10. In order to clarify a number of points around the governance of the proposed new arrangements, including the membership of the Board, it was agreed that a paper be brought back to a future meeting.

**Action:** David McGill

**Item 7: Communications**

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

**Item 8: AOB**

12. None.

Leadership Group Secretariat
September 2017