MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 15 JANUARY 2018, 9.30AM, Q1.04

Present: Paul Grice (Chair)

Alan Balharrie        David McGill
Derek Croll           Judith Morrison
Susan Duffy            Callum Thomson
Ken Hughes             Tracey White

Apologies: Michelle Hegarty
Colin Chisholm

In attendance: Joanne McNaughton (items 3&4)
Tommy Lynch (item 6)
Huw Williams
Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 18 December 2017 was agreed.

Item 2: Matters Arising

Sexual harassment and sexist behaviour - actions

2. LG noted the latest response levels to the survey. The Presiding Officer was updating Business Managers as part of his regular meetings and they would be reminded at the next Bureau meeting to encourage their Groups to respond. Group Heads were also asked to remind staff within their teams of the closing date. The SPCB would also be updated and asked to endorse arrangements for setting up a working group to take forward any actions arising from the survey.

3. An email had been issued by the Chief Executive’s Office on Thursday 11 January advising that the deadline for responses had been extended to Friday 19 January and again encouraging people to respond.

Item 3: Draft SPCB Agenda (LG Paper 001)

4. LG noted the forward plan up to the end of February 2018. A timeline for actions following the harassment survey and for pension fund discussions were to be provided to the secretariat to feed in to the Forward Plan for both LG and SPCB.

Item 4: Draft Leadership Group Agenda (LG Paper 002)
5. LG discussed the agenda for the LG meeting scheduled for 5 February and noted the forward plan to end of March 2018.

6. Following a previous discussion, LG also considered topics which could form the basis of future discussion sessions. The aim of these sessions may be to provide early guidance to colleagues, shaping principles before papers were drafted, or simply to provide time and space for LG members to engage in an open discussion. Some topics may also form themes for future LG drop-in sessions.

7. Four topics were agreed initially to be incorporated into the Forward Plan of scheduled LG meetings. These first topics were:
   - Organisation: the balance of governance between bodies
   - Parliamentary reform
   - Resources: workforce planning
   - Resources: collaborative resource and budget setting

**Item 5: Parliamentary Business: update (LG Paper 003)**

8. This paper provided a broad overview of parliamentary business between mid-November and the Christmas recess covering Brexit, committees and Members’ Bills. Anticipated work and potential pressures were also discussed.


9. LG welcomed the Report and thanked Tommy Lynch for his continued efforts in driving forward and supporting the business continuity work across the organisation. It was acknowledged that plans and procedures were broadly in place and appropriate, reflected in the handling of recent ‘live’ incidents. However, more practical exercises focusing on the Tier One risks such as the loss of key personnel would be beneficial.

10. LG endorsed the Annual Report and the programme for 2018. It would now be presented to the SPCB.

**Item 7: Period 9 Finance Report (LG Paper 005)**

11. The monthly report was not available for consideration at the meeting and would be circulated later.

**Item 8: Leadership Development (LG Paper 006)**

12. LG agreed a revised remit for the Group which would be published on the Parliament’s website. LG also considered issues relating to the organisation’s values and culture. Outputs from the working group which had been reviewing and revising the organisation’s values would be circulated in advance of the next leadership workshop scheduled for the
following week. A key aspect of agreeing the values would be what they looked like in practice, ie what behaviours demonstrated and supported the values.

**Item 9: Meeting communications**

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

**Date of next meeting**

14. The next meeting of the Leadership Group was due to take place on Monday 5 February 2018.

Leader Group Secretariat
January 2018