MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 5 FEBRUARY 2018, 9.30AM, Q1.04

Present: Paul Grice (Chair)
Alan Balharrie        David McGill
Colin Chisholm        Judith Morrison
Derek Croll           Callum Thomson
Susan Duffy            Tracey White
Ken Hughes

Apologies: Michelle Hegarty

In attendance: Joanne McNaughton (items 3&4)
Rob Littlejohn (item 5)
Amber Gray (item 6)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes
1. The minute of the previous meeting held on 15 January 2018 was agreed.

Item 2: Matters Arising

Sexual harassment and sexist behaviour - actions
2. The survey was now closed. The overall response rate had been 62%. A report with some initial analysis of the responses was expected from Progressive by the end of the month.

3. On 2 February, operation of the Helpline transferred to an external provider, OH Assist, who also currently provide the 24 hour counselling service. The Helpline would operate on the same terms as previously, providing a confidential listening service for people with concerns about sexual harassment and sexual misconduct. The advisers’ role would be to listen to the caller’s concerns and guide them to the appropriate place to raise their complaint. Advisers could also transfer callers directly to a trained counsellor if they require emotional support.

4. An initial meeting of the Joint Working Group was due to take place on Thursday 8 February. A welcome mix of Members and staff had been nominated to the Group.
Item 3: Draft SPCB Agenda (LG Paper 007)

5. Members of LG were asked to consider items scheduled to be taken to the SPCB with a view to considering whether they should be brought to an LG meeting in the first instance. LG noted the forward plan up to the end of March 2018.

Item 4: Draft Leadership Group Agenda (LG Paper 008)

6. LG discussed the agenda for the LG meeting scheduled for 19 February and noted the forward plan to the end of March 2018.

Item 5: Parliament in 2030 (discussion)

7. LG considered a selection of questions and observations based on current knowledge and futures thinking about what future developments may bring. The aim was to discuss issues that may, or may not, be outside the current strategic planning cycle but could nevertheless shape or inform parliamentary services in the future.

8. Topics discussed fell into 4 main headings:

- political
- environmental
- societal
- technological

9. It was agreed that Paul Grice and Ken Hughes would review the output from the discussion and consider how best to develop further discussion and link in to the strategic planning process.

Item 6: Career Ready Programme (discussion)

10. LG received an update on the work being undertaken alongside Career Ready, an organisation that supports young people with little family background of higher education or professional careers helping them to achieve their potential.

11. The first programme in the Scottish Parliament began in 2016, supporting 6 students from local schools. A second programme was underway to support a further 4 students, with a third programme due to begin later in the year.

12. Members of LG who had already been involved in these programmes confirmed they had found it to be a rewarding experience and encouraged colleagues to become involved going forward and to encourage their staff, either in becoming mentors or in accommodating students in their business areas.
13. LG thanked Amber for her continued work on the partnership with Career Ready.

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

14. LG recorded its appreciation of the efforts of staff in the Finance Office in pulling together the monthly report given the recent issues experienced with the finance system. LG also acknowledged the efforts of staff, particularly in FM and BIT offices, in managing expenditure so close to budget.

15. LG noted the monthly report prior to its inclusion in the next Chief Executive’s Report to the SPCB.

**Item 8: Leadership Development Programme (discussion)**

16. LG confirmed the key points arising from the latest workshop and discussed how to maintain momentum and implement actions going forward.

**Item 9: Meeting communications**

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

**Date of next meeting**

18. The next meeting of the Leadership Group was due to take place on Monday 19 February 2018.

**Leadership Group Secretariat**
**February 2018**