MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 19 FEBRUARY 2018, 9.30AM, P1.02

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: Vicky McSherry (item 2)
Joanne McNaughton (items 3&4)
Willie Heigh (Item 5&6)
Erin Borthwick (item 5, 6&7)
Mary Ann Masson (item 10)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 5 February 2018 was agreed.

Item 2: Matters Arising

Sexual harassment and sexist behaviour - actions

2. LG received a brief initial update on some high level outcomes from the survey. The Joint Working Group was due to meet on Wednesday and would discuss the full Report from Progressive. SPCB would also receive an update on Thursday.

3. LG agreed to arrange an additional meeting for the following week to have a more detailed discussion of the Report.

Item 3: Draft SPCB Agenda (LG Paper 009)

4. LG noted the Forward Plan for SPCB meetings up to the end of March 2018.

Item 4: Draft Leadership Group Agenda (LG Paper 010)

5. LG noted the Forward Plan for LG meetings to the end of March 2018.
Item 5: Strategy Planning and Reporting (LG Paper 011)

6. This paper provided an update on the approach of the Strategy, Planning and Reporting workstream. A small steering group, supported by a wider staff working group, was reviewing how all the existing structures, Boards, reporting and decision making processes fit together. The aim was to ensure the framework and processes were coherent, streamlined and efficient, with planning and management tools such as office, financial, workforce planning and risk management being fully integrated.

7. LG welcomed the work done to date and the approach to the review. LG agreed a light touch approach to refresh the Delivery Plan for April 2018 and the proposed approach to refresh the Strategic Plan and key elements of the Delivery Plan for 2019/20 onwards.

Item 6: Delivery Plan Refresh (LG Paper 012)

8. LG previously agreed the Delivery Plan should be reviewed every 6 months to ensure it remained relevant and up to date.

9. LG agreed the refreshed Delivery Plan.

Item 7: Q3 Performance Report (LG Paper 013)

10. The Report recorded the status of the majority of performance measures as green. A small number of measures were at amber and these were being managed within the individual projects. LG noted in particular the impact on the HR Office of the ongoing work relating to sexual harassment and sexist behaviour.

11. LG noted the Report.

Item 8: Q3 Compliance Report (LG Paper 014)

12. One item relating to electricity consumption was reported as amber and projects were in progress to address this.

13. LG noted the Report.

Item 9: Period 10 Finance Report (LG Paper 015)

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

Item 10: Staff Event 2018 (LG Paper 016)

15. LG had an initial discussion of proposals to hold an all staff event later in the year. Further work would be done on the outline and brought back to a future meeting.
Item 9: Meeting communications

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

Date of next meeting

17. An additional meeting was to be arranged for the following week (see Item 2). The next scheduled meeting of the Leadership Group was due to take place on Monday 5 March 2018.

Leadership Group Secretariat
February 2018