MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 26 FEBRUARY 2018, 9.00AM, CITY OF EDINBURGH METHODIST CHURCH, MEETING ROOM 1

Present: Paul Grice (Chair)

Alan Balharrie       David McGill
Colin Chisholm       Judith Morrison
Derek Croll          Tracey White
Susan Duffy           Michelle Hegarty
Ken Hughes

Apologies: Callum Thomson

In attendance: Joanne McNaughton
Mary Ann Masson
Vicky McSherry
Judith Proudfoot, Secretary
Monika Okrojek

Item 1: Sexual Harassment and Sexist Behavior Survey Report

1. LG discussed the key points and findings arising from the Sexual Harassment and Sexist Behavior Survey Report and agreed a number of actions to take forward. In particular it noted:

   - The Presiding Officer would be briefing Party Leaders over the coming days.
   - The next meeting of the Joint Working Group (JWG) was due to take place on Wednesday 28 February at which they would aim to sign off the high level 'Next Steps Plan'.
   - The SPCB was due to discuss the report later that day (Wednesday 28 February). A copy of the report would be provided to the SPCB in advance.
   - The Report would be published on Thursday 1 March.

Communications

2. LG discussed the plan for communicating the results of the Report and the actions going forward. Effecting cultural and behavioural change across the Parliament would require a collective endeavor by all stakeholders. LG would have a key role along with office heads and team leaders in communicating with and supporting parliamentary staff while the JWG would be invited to consider communications with other stakeholders.

3. LG agreed a number of elements which would contribute to the communications plan including:

   - An initial letter from the Presiding Officer and Chief Executive
• A follow-up message from the Chief Executive to SPS staff
• A briefing for office heads and team leaders to help them reinforce the key messages at team meetings and gather feedback from staff. LG members were asked to consider any particular issues which may affect briefings for staff in their areas.
• LG drop-in sessions
• Follow-up communications/messages
• Staff event
• Consideration of feedback
• Follow-up survey (possibly as part of wider survey) to establish impact of actions taken.

Date of next meeting

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

Leadership Group Secretariat
February 2018