MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 5 MARCH 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: Vicky McSherry (item 2)
                Joanne McNaughton (items 3&4)
                Aneela McKenna (item 5)
                Helen Henry (item 6)
                Tommy Lynch (AOB)
                Huw Williams
                Monika Okrojek
                Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minutes of the previous meetings held on 19 and 26 February 2018 were agreed.

Item 2: Matters Arising

Sexual harassment and sexist behaviour – actions

2. LG received a brief update on initial media reaction following publication of the survey report. The Joint Working Group planned to meeting fortnightly going forward and 2 briefing meetings for office heads had been arranged for the coming week.

3. Paul again expressed his appreciation for the effort of staff around the publication of the report.

Item 3: Draft SPCB Agenda (LG Paper 017)

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

Item 4: Draft Leadership Group Agenda (LG Paper 018)

5. LG noted the Forward Plan for LG meetings to the end of April 2018.

6. The SPCB has a legal duty to publish its data on the gender pay gap and diversity of its workforce. The Reports considered by LG were based on data as at 31 March 2017 and were due to be presented to the SPCB at its meeting on 22 March and published thereafter.

7. LG agreed that actions to be taken in response to these reports, and any outstanding actions identified in the 2016 GPG Report, would be added to the Diversity and Inclusion Action Plan 2018-19. These would then be considered by the Diversity and Inclusion (D&I) Board to monitor as part of delivering the Diversity and Inclusion Strategy.

   **Action**: David McGill, Susan Duffy

8. LG welcomed the reports as a tool for highlighting issues and generating discussion and, where necessary, action. It was noted that in a small organisation, small changes in staffing could result in substantial changes in the statistics reported so any variances between each yearly report must be accompanied by a detailed explanation.

Gender Pay Gap Report 2017

9. LG discussed a number of issues highlighted by the report and sought clarification prior to it being submitted to the SPCB. LG agreed that there should be a review of the Exceptional Contribution Scheme with any recommendations for change being referred back to LG for discussion.

   **Action**: Colin Chisholm

Diversity Monitoring Report 2017

10. LG noted that the data held on the eHR database was not sufficient or reliable enough to produce this report going forward. Data obtained through an anonymous survey had been used on this occasion. LG agreed that there must be a push to improving the level of data on the eHR system and looked to the diversity networks, D&I Board and HR working together to achieve this.

   **Action**: Colin Chisholm

11. LG also noted the need to continue looking at diversity in the workforce and asked HR colleagues to investigate how the recruitment process might be revised to improve success rates of people from a black and ethnic minority background from application through to appointment.

   **Action**: Colin Chisholm

12. LG welcomed the impact the new diversity networks and champions were already having on raising awareness of the issues.
Action Plan


Item 6: Corporate Procurement Strategy (LG Paper 020)

14. This paper presented a revised Procurement Strategy covering April 2018 to March 2020. There had been no recent changes to legislation and the refreshed Procurement Strategy made no change to the established procurement policies but set revised priorities and key activities which took into account emerging procurement issues and feedback from customers.

15. LG acknowledged the excellent work done by the Procurement Office and welcomed in particular the partnerships developed with colleagues across the organisation. LG also appreciated the engagement which had taken place in preparing the revised Strategy.

16. LG offered some comments around terminology; implications (or not) of Brexit; and the illustration of trends, specifically in the award of contracts to small and medium enterprises.

17. LG noted the revisions to the Procurement Strategy and endorsed the procurement priorities.

Item 7: Parliamentary Reform (discussion)

18. LG discussed parliamentary reform as part of its strategic discussion series.

19. Initially, LG discussed potential barriers to achieving successful implementation of the Commission’s recommendations. This was followed by a discussion looking beyond the current reform activity to the next 3-5 years.

Item 8: Meeting communications

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

Item 9: AOB

Weather disruption

21. LG had an initial de-brief following the disruption caused by the weather, in particular the red alert and advice issued by the Scottish Government and police not to travel. A more detailed discussion was scheduled for the next meeting.

22. LG agreed a line to be communicated to staff on the issue of flexi management for the period of the disruption.
Date of next meeting

23. An additional meeting had been arranged for Friday 16 March to discuss delivery of the Strategic Plan. The next scheduled meeting of the Leadership Group was due to take place on Monday 19 March 2018.

Leadership Group Secretariat
March 2018