MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 19 MARCH 2018, 9.30AM, Q1.04

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

Apologies: Paul Grice

In attendance: Joanne McNaughton (items 3 & 4)  
Claire Turnbull (item 8)  
Tommy Lynch (item 9)  
Huw Williams  
Monika Okrojek  
Judith Proudfoot, Secretary

Item 1: Previous minutes

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

Item 2: Matters Arising

Sexual harassment and sexist behaviour – actions

2. LG received a brief update. Fortnightly meetings had been scheduled for the Joint Working Group. One aspect being considered was determining common definitions for the terms ‘sexual harassment’ and ‘sexist behaviour’.

3. LG members also shared some initial feedback from the briefings to staff by Office Heads but noted that a more substantive discussion would be held at the next meeting.

Item 3: Draft SPCB Agenda (LG Paper 021)

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

Item 4: Draft Leadership Group Agenda (LG Paper 022)

5. LG noted the Forward Plan for LG meetings to the end of June 2018. LG agreed that an additional slot should be identified in May for a Strategic Plan 2019-20 workshop.

Action: secretariat
Item 5: Parliamentary Business (LG Paper 023)

6. This paper provided a brief overview of some of the recent developments in relation to parliamentary business. The paper covered the areas of: brexit; other legislation; diversity; and other issues for committees.

7. LG noted the demanding timeframe and complex nature of the current business programme.

Item 6: Period 11 Finance Report (LG Paper 024)

8. LG noted the monthly report prior to its inclusion in the next Chief Executive’s report to the SPCB. In particular, LG welcomed the continued assurance that the budget outturn for 2017-18 was expected to be within the target range.

Item 7: Strategic Resources Board (SRB) (LG Paper 025)

9. LG discussed an update on the activities of the SRB over the past 6 months. Key areas covered included:
   - How to address the imbalance of relatively low spend during the first quarter followed by significantly higher spend during the final quarter.
   - The need for greater sophistication around managing the project pipeline.
   - The significant work done by offices to pull forward projects which would relieve some pressure on the 2018-19 budget.

Item 8: General Data Protection regulation (GDPR) (LG Paper 026)

10. LG received an update on the work being done to ensure compliance with the GDPR, in particular the development of individual office Compliance Plans. These Plans were to be completed by the end of April 2018.

11. A key risk to compliance was identified as being staff not knowing and/or understanding their responsibilities. As knowledge of corporate data protection requirements is a corporate responsibility, the training developed had been made mandatory for all parliamentary staff and was to be completed by the end of March 2018. LG agreed that reminders should be issued to those who had not already done the on-line training and Group Heads should continue to remind their staff of the need to complete the training by the deadline.

   **Action: Claire Turnbull, Group Heads**

12. LG endorsed the GDPR roles and responsibilities document attached as part of the paper.
Item 9: Debrief following weather disruption  (LG Paper 027)

13. LG had a detailed discussion of feedback received from staff following the events of the severe weather between 28 February and 3 March. LG was grateful for the thoughtful consideration of those who had contributed. The following themes had emerged:

- Planning and preparation
- Communications
- Services at Holyrood

14. LG agreed that a ‘Severe Weather Policy’ should be created which would focus on how the organisation would respond to future similar alerts, taking into account the themes of the feedback received.

    **Action: Tommy Lynch**

15. LG also agreed that offices, supported by LG, should give more consideration to if and how business-critical activities could be supported during severe weather or similar situations which affected the availability of staff. A key issue here was the potential pressure over a number of days on those staff available. Office plans should be revisited in light of recent events and consideration given to demonstrating how staff can, where possible, work remotely.

    **Action: Leadership Group**

Item 10: Meeting communications

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

Date of next meeting

17. The next scheduled meeting of the Leadership Group was due to take place on Monday 16 April 2018.

Leadership Group Secretariat
March 2018