MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 16 APRIL 2018, 9.30AM, Q1.04

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

**Apologies:**
David McGill

**In attendance:**
Vicky McSherry (item 2)
Joanne McNaughton (items 3&4)
Amber Gray (item 5)
Lorna Foreman (items 5&6)
Becky Thomson (item 7)
John Paterson (item 7)
Willie Heigh (item 8)
Erin Borthwick (item 8)
Andy Munro (item 9)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

**Item 1: Previous minutes**

1. The minute of the previous meeting held on 19 March 2018 was agreed.

**Item 2: Matters Arising**

**Sexual harassment and sexist behaviour – actions**

2. LG members provided feedback on briefing sessions held with staff. A number of common themes had emerged including:

   - Staff welcomed the lead being taken by the Scottish Parliament.
   - There was a strong desire for high quality training to help build confidence in how to deal with issues and support the zero-tolerance objective. The idea of focus groups was welcomed with a steer that they should be led externally. Availability of support and guidance for staff and managers was also key.
   - The need to have regard to the relationships between MSPs, their staff and parliamentary staff.

3. Going forward, priority would be given to reviewing the reporting procedures and developing the training. Communications would be issued
this month inviting people to attend the focus group sessions and officials were also due to attend party group meetings.

4. LG asked for a timeline for the work going forward to be circulated for information. LG also discussed how the current work on harassment naturally extended to bullying and asked to see the proposed timeline for the general review of relevant policies.

   Action: Vicky McSherry

5. LG agreed that the Diversity & Inclusion Board and HR should liaise to determine where the lead should sit on taking this programme of work forward.

   Action: Susan Duffy, Colin Chisholm

Item 3: Draft SPCB Agenda (LG Paper 028)

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

Item 4: Draft Leadership Group Agenda (LG Paper 029)

7. LG noted the Forward Plan for LG meetings to the end of June 2018.

Item 5: Staff Handbook (presentation)

8. LG welcomed the excellent work done on the look and content of the on-line Staff Handbook in response to staff feedback and considered the new format a significant improvement. It noted that user testing was ongoing and the plan was to launch the new site in June.

9. LG noted the parallel stream of work to review/update employment policies. LG also noted the importance of communications alongside this. LG requested that a list of the relevant policies and a timeline for review should be circulated and fed in to LG’s forward plan.

   Action: Lorna Foreman

Item 6: Values and behaviours (presentation)

10. LG received an update on the work done to create a more interactive framework of values and behaviours. Consultation had involved workshops for the Working Group (comprising representatives from across the organisation); and workshops and coaching for LG members and office heads.

11. LG welcomed the progress made and the new values identified. The focus going forward would be on communicating these values and behaviours, embedding them in to the organisation’s processes and procedures and supporting staff in demonstrating them through their work.
Item 7: Security Maturity Programme (LG Paper 031)

12. LG received a high-level overview of current security matters and associated governance arrangements.

Item 8: Strategic Plan Delivery Plan 2018-19 (LG Paper 032)

13. LG discussed the Delivery Plan, welcoming the new format. It was agreed that members would provide the missing details relating to their specific activities by the middle of the week to enable the document to be finalised for presentation to the SPCB at its next meeting and then communication to staff.

Action: LG members

14. Looking ahead to the 2019-20 Plan, a workshop was planned for 4 May and it was agreed that consideration would be given to how to accommodate the business as usual activities in addition to the change activities.

Action: Michelle

Item 9: Governance and Accountability (LG Paper 033)

15. LG discussed the paper which reported on a review undertaken of the governance and accountability arrangements in place for the Strategic Plan and the Delivery Plan. The paper also provided a useful foundation for a wider discussion on governance and the use of Boards more generally.

16. LG was content with the recommendations made in the report. LG acknowledged that a lot of work was delivered through Boards but recognised that further consideration was required as to the way Boards were created, populated and operated, in particular the interface with LG. LG agreed that a piece of work be taken forward to review each Board, its membership and remit.

Action: Michelle

Item 10: Leadership Development (LG Paper 034)

17. LG considered next steps following the end of its formal leadership programme. It was agreed that further consideration would be given to the practicalities of LG members meeting regularly with small groups of non-LG colleagues to discuss leadership issues. In the meantime, it was agreed some LG members, subject to availability, would join a Grade 6 workshop organised for 20 April.

Action: Paul Grice, David McGill

Item 11: Meeting communications

18. LG agreed the outline of its communications briefing note for staff.
Item 12: Any Other Business

19. It was noted that Paul Grice would be out of the office over the coming weeks and that Ken Hughes would be Acting Clerk in his absence.

Date of next meeting

20. The next scheduled meeting of the Leadership Group was due to take place on Monday 30 April 2018.

Leadership Group Secretariat
March 2018