MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 30 APRIL 2018, 9.30AM, P1.02

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

Apologies: Paul Grice, David McGill, and Tracey White

In attendance: Joanne McNaughton (items 3&4)
                      Mary Ann Masson (item 5)
                      Lorna Foreman (item 6)
                      Huw Williams
                      Monika Okrojek
                      Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 16 April 2018 was agreed.

Item 2: Matters Arising

2. LG noted the following actions had been progressed following the previous meeting:

   • A note of the Culture of Respect Programme outline timetable was circulated for information.

   • Information had been provided to enable the 2018/19 Delivery Plan, which reflects the planning and budgeting assumptions made over the last 9 months, to be issued to the SPCB and then published.

   • the 3 strands of work around structure, membership and reporting of Boards arising from the paper on governance had been assigned to lead officials and were being progressed.

3. LG also considered feedback from the G6 workshop held on 20 April. LG agreed that it should meet with the Group, initially in order to discuss communicating the new values and behaviours framework and how to embed these into day-to-day business; and then subsequently to engage with them on planning assumptions ahead of the budgeting process for 2019/20. LG would look to arrange the first of these meetings in May.

Action: David McGill, Colin Chisholm
Item 3: Draft SPCB Agenda (LG Paper 035)

4. LG noted the Forward Plan for SPCB meetings up to 14 June 2018. This included the next SPCB Question Time scheduled for 14 June.

Item 4: Draft Leadership Group Agenda (LG Paper 036)

5. LG noted the Forward Plan for LG meetings to the end of June 2018. This included the first of 2 meetings planned with senior colleagues from the City of Edinburgh Council. An agenda for that meeting would be circulated in due course.

   Action: Ken Hughes, Huw Williams

Item 5: Staff Event (oral)

6. LG agreed arrangements around staff attendance at the Staff Event planned for October. Communications would be issuing over the next couple of weeks and a draft plan for the day would be brought to LG in June for consideration and discussion.

   Action: Mary Ann Masson

Item 6: Workforce Planning (discussion)

7. LG received a presentation from HR colleagues on workforce planning. The aim of the discussion was to clarify what was meant by the term and identify how it linked in to the key strategic and budgetary planning processes. Through formalising workforce planning, the organisation would be able to better project future workforce requirements, identifying any gaps in resource or skills and the associated financial impacts.

8. LG noted the work being done by HR and the timetable for bringing specific elements back to LG for further discussion and decision.

Item 7: Meeting communications

9. LG agreed the outline of its communications briefing note for staff. LG also agreed to communicate more detail on the current work being carried out to support the activities in the Plan.

   Action: Michelle Hegarty, Mary Ann Masson

Item 8: Any Other Business

10. LG members were asked to help promote attendance at a men-only session being organised by the Women’s Network on 22 May. The session was one of 2 (the other being open to all) which would be led by Dr Hilary Jones and aimed to help raise awareness of the menopause and
its implications for women in the workplace and at home. Further information was available through the Corporate Bulletin.

Date of next meeting

11. The next scheduled meeting of the Leadership Group was due to take place on Monday 14 May 2018.

Leadership Group Secretariat
May 2018