MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 18 JUNE 2018, 9.30AM, Q1.04

Present: David McGill (Chair)

Alan Balharrie Michelle Hegarty
Colin Chisholm Callum Thomson
Derek Croll Tracey White

Apologies: Paul Grice
Ken Hughes
Susan Duffy
Judith Morrison

In attendance: Joanne McNaughton (items 3&4)
Denis Oag(item 5)
Linda Orton (item 5)
Willie Heigh (item 6)
Lorna Foreman (item 7)
Dominic Johnston (items 7)
Mary Ann Masson (item 8)
Roy Devon (item 9)
Susan Mansfield (item 10)
Jane McEwan (item 10)
Kenny Htet-Khin (item 10)
Dorothy Sneddon (item 11)
Mark Sprout (item 11)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 4 June 2018 was agreed.

Item 2: Matters Arising

2. At the previous meeting, LG members were asked to identify any non-BIT Office supported technology based systems or applications being used by offices and provide assurances with regard to the robustness and standards in place. Alan Balharrie confirmed that some information had already been provided and it was agreed that the remaining responses should be provided by the end of August.

   Action: LG members

Item 3: Draft SPCB Agenda (LG Paper 053)

3. LG noted the Forward Plan for SPCB meetings up to the end of September 2018.
Item 4: Draft Leadership Group Agenda (LG Paper 054)

4. LG discussed the Forward Plan for LG meetings up to the end of September 2018. LG also reviewed the list of 'strategic discussion topics' and it was agreed the secretariat would update the table in consultation with the Assistant Chief Executives.

   Action: secretariat, ACEs

Item 5: British Sign Language Plan (LG Paper 055)

5. LG noted the draft BSL Plan and agreed that it be submitted to the SPCB for approval.

6. LG also agreed to invite the Equalities Manager to attend a future meeting to discuss the broader aspect of equality of access to the Parliament and parliamentary business.

   Action: Colin Chisholm

Item 6: Delivery Plan 2019-20 (LG Paper 056)

7. Following discussion at the previous meeting, this paper set out proposals for incorporating the ‘running the business’ activities in to the 2019/20 version of the Delivery Plan. Office heads, via their Group Head, had been asked to verify their ‘run the business’ services or activities, as already set out in their office plans, by 6 July.

   Action: Group Heads

8. LG agreed the approach being taken for the Delivery Plan and the timeline provided for strategic planning going forward.

Item 7: Inclusive Talent Management Strategy (LG Paper 057)

9. LG received an update on the various strands of work being undertaken by the HR Office. LG also discussed a package of measures being developed by HR to improve diversity and inclusion and increase opportunities for staff development. HR would report back further on these in the new year.

10. Following discussion, LG agreed:
   i. updated policy and procedures for recruitment;
   ii. actions aimed to improve BME representation in the workforce;
   iii. proposals in relation to BIT staffing;
   iv. to continue the leadership programme for office head/team leaders;
   v. to provide a further iLM programme for Grade 2 to 4 staff; and
   vi. that HR should work with Group Heads to identify workforce planning priorities and report back to LG by June 2019.

   Action: Colin Chisholm
Item 8: Staff Day (LG Paper 058)

11. LG had a further discussion around the format and content for the Staff Day planned for October.

Item 9: 20th Anniversary planning (LG Paper 059)

12. LG discussed initial proposals for a programme of events to mark the 20th anniversary of the Scottish Parliament.

Item 10: Leadership development (discussion)

13. Further to discussions at both LG and among Grade 6 colleagues on strengthening leadership and management in the organisation, Susan Mansfield provided an update on behalf of the Grade 6 network on how they envisaged developing their role.

14. A number of small discussion groups had been established involving LG and G6 staff. The intention was that they would meet on a regular basis as part of improving connections between the most senior layers of leadership. It was agreed that dates for initial meetings should be in calendars before the end of June.

    Action: LG members

15. LG highlighted a number of current issues where input from the G6 network would be appreciated. The relevant LG members agreed to pursue these with Susan.

Item 11: Web and Online project (LG paper 060)

16. This was the latest in a series of strategic discussion topics. LG noted an update on the progress made in 2017/18 to create a Web and Online Roadmap that sets out how the Parliament will improve its online channels, including the development of a new Parliament website. The paper also addressed the plans for 2018/19.

Item 12: Meeting communications

17. LG agreed the outline for its communications briefing note for staff.

Item 13: Any Other business

18. LG noted updates on staff pay negotiations and the recruitment of the new Group Head.
Date of next meeting

19. The next scheduled meeting of the Leadership Group was due to take place on Monday 3 September 2018.

Leadership Group Secretariat
June 2018