MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 3 SEPTEMBER 2018, 9.30AM, Q1.04

Present: Paul Grice (Chair) Michelle Hegarty
Alan Balharrie Ken Hughes
Colin Chisholm David McGill
Derek Croll Callum Thomson
Lynsey Hamill Tracey White

Apologies: Susan Duffy
Judith Morrison

In attendance: Dorothy Sneddon (item 3)
Mark Sprout (item 3)
Jill Scott-Dodd (item 3)
Andrew Patience (item 3)
Mark Brough (item 3)
Veronique Malcolm (item 4)
Mary Ann Masson (item 5)
Joanne McNaughton (items 7,8&9)
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 18 June 2018 was agreed.

Item 2: Matters Arising

2. The following items were noted:

2.1 The Period 2 and 3 Finance Reports had been circulated for noting by correspondence during the recess along with the Q1 Performance Report.

2.2 A couple of LG members were still due to provide details of any non-BIT Office supported technology based systems or applications being used and provide assurances with regard to the robustness and standards in place.

Action: LG members

2.3 All initial meetings with the G6 groups were now in calendars.

Item 3: Web and Online Roadmap Project (presentation)

3. Members of the project team attended to provide LG with a further update on progress and additional information about the consultation exercises which had been undertaken both internally and with external users of the
Parliament web. The information obtained had been used to determine the key priority areas in terms of what people used the web for and to establish a benchmark based on the current web. These exercises would be repeated for the new web which would enable the team to measure and report on improvements and benefits realised.

4. Content was highlighted as an area for further consideration and discussion, both in terms of what information was appropriate; the time and resource commitment required to manage the content; and ensuring that existing users were not adversely affected by any changes.

5. LG agreed that regular updates from the project team would be helpful.
   **Action: Alan Balharrie, Dorothy Sneddon**

**Item 4: Annual Procurement Report (LG Paper 064)**

6. In accordance with the Procurement Reform (Scotland) Act 2014 the SPCB is required to publish a procurement report that records its performance and achievements in delivering its Procurement Strategy.

7. LG welcomed the draft report and agreed that it was well laid out and easy to read. A number of comments were provided, particularly in relation to our engagement with small and medium sized enterprises (SMEs); how savings are identified and reported; and community benefit.

8. Subject to the comments provided, LG agreed the Annual Report. It would now be presented to the SPCB and subsequently published.
   **Action: Lynsey Hamill, Veronique Malcolm**

**Item 5: Staff Day (LG Paper 065)**

9. LG received a further update on progress with planning for the Staff Day and noted that the programme was nearly finalised. The level of feedback from staff, particularly through the digital engagement tool Dialogue, had been encouraging and LG noted that the programme had very much been designed around that.


10. LG noted the Period 4 Finance Report.

**Item 7: Draft SPCB Agenda (LG Paper 067)**

11. LG noted the Forward Plan for SPCB meetings up to the end of October 2018.
Item 8: Draft Leadership Group Agenda (LG Paper 068)

12. LG discussed the Forward Plan for LG meetings up to November 2018 and noted the updated programme of strategic discussion topics.

Item 9: Business programme and general look ahead (oral)

13. LG discussed some of the general pressures around business including:
   • new programme of Scottish Government and Members’ bills on top of existing carry-over from last year;
   • work arising as a consequence of the recent re-shuffle;
   • membership of committees;
   • budget scrutiny; and, of course,
   • brexit

Item 10: AOB and meeting communications (oral)

Observing LG meetings

14. A number of staff had been in touch with the secretariat expressing an interest in attending future LG meetings and a programme was being put in place.

SPCB – feedback

15. Paul Grice provided feedback on discussions at the SPCB planning meeting.

Date of next meeting

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

Leadership Group Secretariat
September 2018