MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 5 NOVEMBER 2018, 9.30AM, Q1.04

Present: Paul Grice (Chair) Ken Hughes
Colin Chisholm David McGill
Derek Croll Judith Morrison
Susan Duffy Callum Thomson
Lynsey Hamill Tracey White

Apologies: Alan Balharrie
Michelle Hegarty

In attendance: Amy Jardine, observer
Neil Ross, observer
Joanne McNaughton (items 3&4)
Andy Munro (item 5)
Mary Ann Masson (item 6)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes
1. The minute of the previous meeting held on 22 October 2018 was agreed.

Item 2: Matters Arising
2. There were no matters arising.

Item 3: Draft SPCB Agenda (LG Paper 083)
3. LG noted the Forward Plan for SPCB meetings up to January 2019.

Item 4: Draft Leadership Group Agenda (LG Paper 084)
4. LG discussed the Forward Plan for LG meetings up to January 2019. It was agreed to review the programme of strategic discussion topics.

Action: ACEs, LG secretariat

Item 5: Corporate Risk Register: Refresh (LG Paper 085)
5. The Corporate Risk Register had been refreshed following the publication of the 2018/19 Delivery Plan, the wider work of the Strategy, Planning and Reporting Improvement Steering Group and feedback from LG Members. LG discussed the updated version and agreed a number of actions for specific risk ‘owners’ in order to clarify the description of risks and mitigating actions.
6. LG also agreed to schedule a full discussion and review of the Risk Register, taking into account the next iteration of the Delivery Plan, around March 2019.

   Action: Andy Munro

**Item 6: Staff Day: feedback (oral)**

7. LG members provided feedback received from colleagues following the Staff Day event in October. Reaction had been overwhelmingly positive, with one of the key messages being to find ways of making the sessions available going forward, for example as snippet sessions, so as not to lose the content and enable people to attend sessions they did not have time to attend on the day itself.

8. While it was recognised that it was not feasible to run an event on this scale every year, the benefits of bringing all staff together periodically had been reinforced.

9. LG agreed that it was important to maintain focus on the organisation’s values and behaviours and build on the momentum of the Staff Day.

10. LG noted its appreciation of the contribution of a number of staff in making the Staff Day a success, in particular to Mary Ann Masson for driving it forward.

**Item 7: Parliamentary Business and General Look Ahead (LG Paper 086)**

11. LG discussed developments in parliamentary business generally, with particular focus on capacity in relation to Brexit scrutiny.

**Item 8: AOB and meeting communications**

   Meeting with City of Edinburgh Council

12. LG discussed arrangements for a meeting with senior management colleagues from Edinburgh Council.

**Date of next meeting**

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

   Leadership Group Secretariat
   November 2018