MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 19 NOVEMBER 2018, 9.30AM, Q1.04

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

In attendance: Joanne McNaughton (items 3&4)
                Vicky McSherry (item 5)
                Huw Williams
                Monika Okrojek
                Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 5 November 2018 was agreed.

Item 2: Matters Arising

2018-19 Delivery Plan

2. LG noted that the refreshed 2018-19 Delivery Plan had been circulated by correspondence. Alan Balharrie provided a further update on the mainstreaming of General Data Protection Regulation (GDPR) and advised that an audit of the GDPR function would be carried out in 2019.

Leadership Group strategic discussion topics

3. The LG secretary confirmed that a revised programme of strategic discussion topics would be circulated for comment and further suggestions. LG agreed that it would be useful to share the updated programme with the G6 network and to invite their input.

   Action: LG secretary

Item 3: Draft SPCB Agenda (LG Paper 087)

4. LG noted the Forward Plan for SPCB meetings up to the end of January 2019.

Item 4: Draft Leadership Group Agenda (LG Paper 088)

5. LG discussed the Forward Plan for LG meetings up to the end of January 2019 and noted that it would have a further discussion of the strategic discussion topics at the next meeting
Item 5: Joint Working Group (JWG) on Sexual Harassment: update on final Report (LG Paper 089)

6. The JWG was in the process of finalising its report; a copy would be circulated to LG as soon as it became available. A plan was in place for a series of communications on the back of publication of the Report.

7. It was agreed that LG would sign-off the draft policy on arrangements for managing complaints prior to it being presented to the SPCB.

8. LG discussed the key proposals to be covered in the JWG Report and where the work on sexual harassment would sit in relation to other HR policies on behaviour. How to measure the impact of the new policy and procedures was also discussed.

9. It was agreed that LG had a leading role in producing an over-arching plan for helping to embed the culture change and the values and behaviours. This would form the basis of a wider discussion by LG early in the new year.

Item 6: Period 7 Finance report (LG Paper 90)

10. Derek Croll presented the report. It was suggested that the format of the report should be reviewed for the next financial year with the aim of providing more of a balance between reporting the current budgetary position and projecting that forward as to how it might look for the year end.

Action: Derek Croll

11. LG noted the Report.

Item 7: AOB and meeting communications

Meeting with City of Edinburgh Council

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

Budget briefing

13. Group Heads who had not already done so were reminded to provide contributions for the briefing on the 2019-20 budget bid.

Salary advance payments

14. Paul Grice provided an update on some correspondence received relating to the change to the December salary payment arrangements.
Date of next meeting

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

Leadership Group Secretariat
November 2018