MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 17 SEPTEMBER 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:
Becky Thomson (item 3&4)
CPNI Adviser (item 3)
Tommy Lynch (items 3&4)
Joanne McNaughton (items 5&6)
Huw Williams
Judith Proudfoot, Secretary

Item 1: Previous minutes
1. The minute of the previous meeting held on 3 September 2018 was agreed.

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

Item 3: Security update (LG Paper 069)
3. LG received a further briefing from the Parliament’s CPNI Adviser (Centre for the Protection of National Infrastructure) and agreed a number of recommendations in the paper. Group Heads were asked to liaise with the Head of Security in identifying nominees from their Groups by the end of September to attend a workshop in November.

Action: Group Heads

Item 4: Severe weather response (LG Paper 070)
4. LG considered the paper and agreed that further discussion was required. A revised paper would be brought back to a future meeting followed by a business continuity exercise based on the severe weather scenario.

Action: Lynsey Hamill, Tommy Lynch

Item 5: Draft SPCB Agenda (LG Paper 071)
5. LG noted the Forward Plan for SPCB meetings up to the end of October 2018.
Item 6: Draft Leadership Group Agenda (LG Paper 072)

6. LG discussed the Forward Plan for LG meetings up to November 2018 and agreed a number of updates to the draft agendas.

Item 7: Period 5 Finance Report (LG Paper 073)

7. It was agreed that an update on budgets would be brought to the 22 October meeting following the scheduled re-forecasting exercise and the October meeting of the Strategic Resources Board. LG noted the Report.

Action: Michelle Hegarty, Derek Croll

Item 8: Record keeping (oral)

8. LG discussed communications and the management of records, particularly in relation to digital communications. It was noted that a paper was due to be brought to a future meeting.

9. LG agreed that it would be beneficial to provide some further briefing/training opportunities to update staff.

Action: Alan Balharrie

Date of next meeting

10. The next scheduled meeting of the Leadership Group was due to take place on Monday 1 October 2018.

Leadership Group Secretariat
September 2018