MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 1 OCTOBER 2018, 9.30AM, Q1.04

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

Apologies:  
Michelle Hegarty

In attendance:  
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 17 September 2018 was agreed subject to an update on the severe weather response discussion.

Item 2: Matters Arising

2. LG noted that the timeline for the security workshop had changed and members were to be advised of the revised deadline for nominations from their Groups.

Item 3: Draft SPCB Agenda (LG Paper 074)

3. LG noted the Forward Plan for SPCB meetings up to the end of November 2018.

Item 4: Draft Leadership Group Agenda (LG Paper 075)

4. LG discussed the Forward Plan for LG meetings up to the end of November 2018.

Item 5: Health and Safety Annual Report (LG Paper 076)

5. LG welcomed the new format of report which provided a concise status update on key aspects of H&S management and a progress update on the recommendations made in the 2017 H&S Annual Report.

6. A number of areas were discussed in more detail including:

   6.1 DSE assessments - it was felt the current questionnaire was very much geared to people working on a pc at a desk. Part of the review of
the assessment process should look at this to reflect much more ‘mobile’ use of tablet devices. It was also suggested that the assessments should become a formal part of all office accommodation move planning.

6.2 Audits – LG noted that while the stress and mental wellbeing audit had not taken place, the delay was due to other very positive measures being put in place during this period, including the launch of the new Mental Health Network and an organisation wide online mental health check.

6.3 Training – uptake of training had been good but LG members were asked to continue to encourage staff to attend. The overarching approach towards training activities arising from legal, business, technical, safety and security requirements is to be considered by LG at a future meeting.

7. Subject to some minor changes to the text, LG approved the Annual Report.

Item 6: Staff Day

8. LG discussed arrangements for the Staff Day on 5 October.

Item 7: Any Other Business

9. LG noted an update on the Culture of Respect training programme scheduled to run from the end of October. Office Heads would be briefed in advance and communications issued to all staff. The Presiding Officer was due to speak with Party Leaders to encourage participation by MSPs and their staff.

Date of next meeting

10. The next scheduled meeting of the Leadership Group was due to take place on Monday 22 October 2018.

Leadership Group Secretariat
October 2018