MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 22 OCTOBER 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: Qasim Afzal, observer
                Victoria Barby, observer
                Joanne McNaughton (items 3&4)
                Gordon Hobbs (item 5)
                Willie Heigh (item 6)
                Erin Borthwick (item 6)
                Lis Craig (items 7,8&9)
                James Burton (item 7)
                Fiona Anderson (item 7)
                Huw Williams
                Monika Okrojek
                Judith Proudfoot, Secretary

Item 1: Previous minutes

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

Item 2: Matters Arising

2. Susan Duffy provided a brief update on the arrangements in place to provide the training programme for Culture of Respect.

Item 3: Draft SPCB Agenda (LG Paper 077)

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

Item 4: Draft Leadership Group Agenda (LG Paper 078)

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

Item 8: Period 6 Finance Report (LG Paper 080)

5. Derek Croll introduced the P6 finance report. The importance of offices identifying any underspends as part of the re-forecasting exercise was emphasised along with the need to avoid office-specific contingencies being held.
6. LG noted the Report.

**Item 5: Records Management Update (LG Paper 081)**

7. LG received an update on a number of records management activities including:
   - The transfer of historical records to National Records Scotland
   - Obligations under the Public Records (Scotland) Act 2011
   - Document retention implementation
   - Documents and communications retention policy
   - Changes to IT backup retention

8. LG was keen to see training being available to staff to improve the general level of knowledge and understanding of the management of information and recognised that resource would need to be identified and allocated to support this. LG welcomed that the on-line training material had recently been updated.

9. LG thanked Gordon Hobbs for the update and agreed to the implementation of the Documents and Communications Retention Policy. LG also agreed that the Resilience Board would act as the decision-making authority for changes to the IT back-up regime.

**Item 9: 2018-19 Budget Update and 2019-20 Draft Budget (oral)**

10. On the back of the P6 finance report, LG further noted the position in relation to the 2018-19 Budget and discussed the approach to the 2019-20 budget bid.


11. LG noted the considerable work which had gone into getting the Strategy and Delivery Plan to this stage, including the series of discussions, workshops and consultation. LG welcomed in particular the clear link between the Strategy and the Delivery Plan and congratulated all those involved for achieving this.

12. While there was still some final drafting and allocation of improvement projects to be done before implementation of the Delivery Plan from April 2019, LG agreed the revised Strategy and Delivery Plan 2019-20.

**Item 7: Q2 Performance Report (LG Paper 079)**

13. LG discussed the Report, noting in particular some activities which were shown as ‘amber’. It was agreed that this reflected the challenging targets which were being set and should not be seen in itself as a problem provided it was used to help identify areas for improvement. LG was updated on a couple of projects which were being implemented to improve progress against the gas and electricity consumption targets.
14. LG also noted that a working group had been established to review the performance reporting process and format. Initial discussions with Group Heads would be taking place over the coming month and the group would report back to LG thereafter.

15. LG noted the Report.

Date of next meeting

16. The next scheduled meeting of the Leadership Group was due to take place on Monday 5 November 2018.

Leadership Group Secretariat
October 2018