MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 3
DECEMBER 2018, 9.30AM, Q1.04

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

**Apologies:**
Paul Grice, Michelle Hegarty

**In attendance:**
Roy Devon (item 3)
Joanne McNaughton (items 3, 4 & 5)
Tommy Lynch (item 6)
Lesley Pirie (item 6)
Susan Mansfield (item 7)
Vicky McSherry (item 8)
Becky Thomson (item 9)
John Paterson (item 9)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

**Observers**
Ken Hughes welcomed Fiona Anderson, James Brown and Stephen Wright who attended to observe the first part of the meeting.

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

**Item 2: Matters Arising**

*Leadership Group strategic discussion topics*

2. The LG secretary confirmed that a revised programme of strategic discussion topics had been circulated as part of the LG Agenda Paper.

**Item 3: 20th Anniversary Programme: update (LG Paper 091)**
3. LG noted an outline programme of events and activities for the coming year to be held both at Holyrood and externally. One of the planned items was a series of blogs – LG requested that a list of the proposed topics for these be circulated to the Group.

   **Action:** Callum Thomson
Item 4: Draft SPCB Agenda (LG Paper 092)

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

Item 5: Draft Leadership Group Agenda (LG Paper 093)

5. LG discussed the Forward Plan for LG meetings up to 4 February 2019 and the programme of strategic discussion topics. LG agreed to seek input to the list of topics from their G6 groups.

   Action: LG

Item 6: Severe Weather Policy (LG Paper 94)

6. This paper set out a draft policy following previous LG discussions on the response to a severe weather scenario. The policy set out how the organisation would assess the potential impacts and determine what business and other activities should be supported while ensuring the safety of those involved.

7. Subject to some minor amendments, LG agreed the draft Severe Weather Policy which would be presented to the SPCB for approval.

Item 7: Leadership development: G6 network update (oral)

8. Susan Mansfield provided feedback from the G6 network on how they felt the liaison meetings with LG members were going. LG members also provided their views.

9. LG was pleased to note that feedback was predominantly positive with participants welcoming the opportunity to meet LG and other G6 colleagues and the diversity of input to discussions of current issues. The format of meetings varied depending on individual group preferences but it was agreed that a bit more structure, primarily in the form of an agenda, would be beneficial. One area identified for improvement was the provision of feedback from LG members. LG took this on board.

10. Based on the discussion, it was clear that there was a willingness and commitment to continue with the work to develop the link between LG and the G6 network. The next G6 development session was planned for January and LG members were asked to let David McGill know of their availability to attend.

   Action: LG

   The observers left the meeting.
Any Other Business

11. Ken Hughes provided an update on a staffing matter.

   *Ken Hughes left the meeting and David McGill took over as chair.*

Item 8: Joint Working Group (JWG) on Sexual Harassment: update on Final Report (oral)

12. LG noted the JWG’s Report and the draft Policy. LG also noted the proposed next steps including a final consultation on the Policy and the need for the SPCB to refer the Report, once published, to the SPPA Committee for consideration of those areas within its remit.

Item 9: Security Maturity Programme: update (LG Paper 095)

13. LG received an update on progress with the various strands of work forming the Security Maturity Programme. LG discussed in more detail the general security culture and ways of raising awareness in all building users of their role in maintaining a secure working environment.

Item 10: Meeting communications

14. LG agreed the items for inclusion in the briefing note for staff.

Date of next meeting

15. The next scheduled meeting of the Leadership Group was due to take place on Monday 14 January 2019.

Leadership Group Secretariat
December 2018