MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 14 JANUARY 2019, 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 2-5)  
- Mary Ann Masson (item 8)  
- Huw Williams  
- Monika Okrojek  
- Judith Proudfoot, Secretary

**Item 1: Previous minutes**

1. The minute of the previous meeting held on 3 December 2018 was agreed.

**Item 2: Matters Arising**

20th Anniversary Programme

2. A list of the proposed topics for the programme of SPICe blogs had been circulated as requested.

**Finance Report**

3. The P8 Finance Report had been circulated for noting by correspondence.

**Item 3: General catch-up**

4. LG discussed updates on key issues including Brexit; the possibility of a parliamentary inquiry into the handling of the Alex Salmond complaints investigation; the First Minister’s self-referral to the independent advisers on the Ministerial Code; and the Continuity Bill.

**Item 4: Draft SPCB Agenda (LG Paper 001)**

5. LG noted the Forward Plan for SPCB meetings up to the end of March 2019.

**Item 5: Draft Leadership Group Agenda (LG Paper 002)**

6. LG discussed the Forward Plan for LG meetings up to the end of March 2019 and the programme of strategic discussion topics.
Item 6: Leadership Development (oral)

7. David McGill introduced this session which reviewed LG’s progress as a group since embarking on this programme of development. LG also discussed its interaction with the G6 group and considered how best to participate in the G6 workshop the following week.

8. LG noted that many of the issues discussed around the role of LG, its members and the G6s overlapped with the next Agenda Item and items due for discussion at the next meeting.

Item 7: Organisational structure and governance (oral)

9. Paul Grice introduced this item by setting out his thoughts on revised structure and governance arrangements which will follow the move to a 2-ACE structure. There would be further discussion at the next meeting followed by communication to all staff on the agreed arrangements.

Item 8: Internal communications (LG Paper 003)

10. The purpose of this discussion was to take stock of the internal communications function which had been in place for just over a year.

11. LG noted a number of recommendations from the earlier review had been implemented during the past year and discussed how to progress the remaining outstanding actions. It was agreed that Group Heads would undertake a review of internal communications within their respective Groups by the end June 2019.

   Action: Group Heads

12. LG agreed proposals for introducing a corporate communications calendar and for trialling an engagement-focused internal communications approach. A number of actions were noted for LG members and Mary Ann Masson in order to take these forward.

   Actions: Mary Ann Masson; LG

Item 10: Meeting communications

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

Date of next meeting

14. The next scheduled meeting of the Leadership Group was due to take place on Monday 28 January 2019.

Leadership Group Secretariat
January 2019