MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 28 JANUARY 2019, 9.30AM, Q1.04

Present: Paul Grice (Chair) Michelle Hegarty
Alan Balharrie Ken Hughes
Colin Chisholm David McGill
Derek Croll Judith Morrison
Lynsey Hamill Tracey White

Apologies: Susan Duffy, Callum Thomson

In attendance: Joanne McNaughton (items 2-5)
Willie Heigh (item 6)
Erin Borthwick (item 6)
Helen Costello (item 6)
Sally Coyne (item 6)
Alan Durward (item 6)
Emma MacDonald (item 6)
Andy Munro (item 7)
Tommy Lynch (item 9)
Lorna Foreman (item 10)
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 14 January 2019 was agreed.

Item 2: Matters Arising

Chamber demonstration

2. LG discussed the demonstration which took place in the chamber on Friday 25 January.

Item 3: Draft SPCB Agenda (LG Paper 004)

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

Item 4: Draft Leadership Group Agenda (LG Paper 005)

4. LG discussed the Forward Plan for LG meetings up to the end of March 2019 and the programme of strategic discussion topics.

Item 5: Parliamentary Business: update (LG Paper 006)

5. The update looked at chamber and committee business and highlighted ongoing developments around Brexit and the consultation on the draft
policy agreed by the Joint Working Group on sexual harassment. Other matters included the Scottish Government’s Budget Bill Stage 1 debate on Thursday; the debate, and vote on Monday, at Westminster on proxy voting; and the upcoming quadrilateral meeting of Presiding Officers/Speakers.

**Item 6: Strategy, Planning and Reporting Review: update (LG Paper 007)**

6. Erin Borthwick provided an overview of the progress made on the review. Members of the Office Planning Working Group also attended the meeting to provide input on the discussion of its proposals for initial changes to the processes, guidance and templates for office planning.

7. LG agreed the overall approach to planning and that office plans were fundamental to delivery of the Strategic Plan. It was noted that to gain buy-in from staff, LG would need to clearly explain the cultural changes that would be required and why, as well as encourage communication between their teams and other offices during the planning process.

8. In order to achieve the aim of having new office plans in place for 2019-20, LG agreed the timetable to provide initial feedback to office heads on resource requirements of Delivery Plan activities.

**Action: LG**

**Item 7: Governance and Accountability arrangements (LG Paper 008)**

9. LG discussed governance arrangements in respect of the Delivery Plan, strategic boards and their membership; LG’s role in monitoring performance at the strategic level; and its interaction with the SPCB. The paper also addressed the recommendations of the Internal Audit Report on governance and accountability agreed and endorsed by LG in April 2018.

10. LG noted the enhanced accountability that came from appointing Strategic Leads/Sponsors for each activity within the 2019/20 Delivery Plan. LG agreed that each nominated Strategic Lead would prepare a note of draft remits and memberships, and an outline governance framework and planning paper for each key activity for which they had responsibility. LG would then review and approve the governance frameworks proposed and ensure overall diversity in membership across all boards. The process by which board members were identified was also discussed.

**Item 8: Period 9 Finance Report (LG Paper 009)**

11. LG noted the Period 9 Finance Report.
Item 9: Business Continuity Annual Report (LG Paper 010)

12. Tommy Lynch introduced the Annual Report, providing a brief overview of activities over the past year and a look ahead at what was planned for 2019.

13. Planning had been enhanced with the experience of the incidence of severe weather – the ‘beast from the east’ – and following a significant roll out of IT, staff were now better placed to carry out many work activities remotely. LG acknowledged the importance of testing BC Plans and were invited to encourage staff to test out their remote access arrangements, including testing what to do when normal systems were not available.

14. LG welcomed plans to develop and strengthen the business continuity coordinator role during the coming year and the focus towards integrating business continuity, risk and resilience.

15. LG noted how far business continuity had progressed and developed across the organisation over recent years and noted its appreciation for Tommy’s work in facilitating and driving this forward.

16. LG note the Annual Report.

Item 10: Strategic discussion – staffing

17. This was the latest in LG’s series of strategic discussions. This one focused on workloads and staffing levels.

Item 11: Meeting communications

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

Date of next meeting

19. The next scheduled meeting of the Leadership Group was due to take place on Monday 4 February 2019.

Leadership Group Secretariat
January 2019