MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 4 FEBRUARY 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 3&4)
Andrew Dugan (item 5)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes
1. The minute of the previous meeting held on 28 January 2019 was agreed.

Item 2: Matters Arising
2. There were no matters arising.

Item 3: Draft SPCB Agenda (LG Paper 011)
3. LG noted the Forward Plan for SPCB meetings up to 4 April 2019 and agreed some changes.

Item 4: Draft Leadership Group Agenda (LG Paper 012)
4. LG discussed the Forward Plan for LG meetings up to 1 April 2019. It was agreed that LG would reflect on the strategic topic schedule for discussion at the next meeting. There would also be a discussion on how to progress interaction with the G6 group.

Action: LG

Item 5: Q3 Performance Report (LG Paper 013)
5. The purpose of this report was to monitor performance across the organisation against key activities including the Delivery Plan; compliance activities; and corporate risks. A number of items were discussed in more detail including:

- Continuous Professional Development support for MSPs and their staff. LG was due to have a further discussion on resourcing this activity and David McGill was asked to consider timing.

Action: David McGill
• Health & Safety compliance. Colin Chisholm was asked to provide a note for LG on the background to the recurring ‘amber’ marking and the steps put in place to ensure that performance would be back on track by the next report. It was agreed that LG would have a separate discussion with the relevant staff involved to establish the H&S and Fire Safety regimes going forward. Colin to liaise with the secretariat on scheduling.

   Action: Colin Chisholm

• Environmental Management. LG noted that the organisation was on track to achieve its carbon footprint reduction targets overall. However, this was not reflected in the Report because of the individual, lower level targets the team had established to report against. Staff were currently reviewing the way environmental performance was reported to better reflect the overall position.

   Action: Colin Chisholm

6. Paul Grice commented on how useful he found the Report and thanked colleagues for the work involved in producing it.

7. LG noted the Q3 Performance Report.

Item 6: Strategic Discussion - embedding change (oral)

8. The purpose of this discussion was to reflect on whether the organisation was embedding change which the Leadership Group had collectively agreed and resourced. The intention was not to critique specific projects but to draw on experiences to determine what had been done well focusing on culture, change leadership and capability and where lessons could be learned.

9. After a good initial discussion, reflecting feedback from Grade 6s and other staff engaged with organisational change, it was agreed that further time should be allocated to continue looking at the issues raised. A note would be produced to be used as the basis for a further discussion at the next meeting.

   Action: Michell Hegarty, LG secretariat

Item 7: AOB and Meeting communications

Feedback from ParliAble Network

10. Derek Croll provided an update from the Network, advising that the SPCB had been awarded the highest level ‘Disability Confident Leader’ certification. LG welcomed the news and commended the Group on it’s work in achieving the award.

11. LG also noted that a group was being established to look at improving the process of workplace adjustments.
Feedback from SPOut Network

12. Tracey White provided an update from the Network relating to awareness training to be provided for LG on issues affecting trans-people in the workplace.

Date of next meeting

13. The next scheduled meeting of the Leadership Group was due to take place on Monday 25 February 2019.

Leadership Group Secretariat
February 2019