MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 1 APRIL 2019, 9.30AM, Q1.04

Present: Paul Grice (Chair) Michelle Hegarty
Alan Balharrie David McGill
Colin Chisholm Judith Morrison
Susan Duffy Callum Thomson
Lynsey Hamill Tracey White

Apologies: Derek Croll

In attendance: Fergus Cochrane (items 3)
Jennifer Bell (items 4-5)
Jess Dall (item 6)
Tom McEachan (item 6)
Maria Lyle (item 6)
Willie Heigh (item 7)
Mary Ann Masson
Judith Proudfoot, Secretary

Item 1: Previous minutes

1. The minute of the previous meeting held on 18 March 2019 was agreed.

Item 2: Matters Arising

Office Plans

2. Group Heads confirmed all office plans had been completed and saved to the SPShare site. One was still being updated and would be completed by the end of the day; it was noted that the plans were ‘live’ documents and open to updating at any time. Group Heads also fed back comments received about the new template and the process.

Item 3: International engagement: update (LG Paper 025)

3. The purpose of this paper was to provide an overview of the Parliament’s engagement activities as co-ordinated through the International Relations Office (IRO). LG discussed some of the challenges of supporting the many inward visits and how these meetings might be made as productive as possible going forward.

4. The benefits of working with other legislatures and organisations such as the Arctic Circle, were clear in terms of focusing on areas of common interest and sharing good practice, and this was an area IRO was looking to build on. Group Heads agreed to advise IRO in future of any engagement activities being undertaken directly by their offices so that a co-ordinated approach could be taken with a view to getting the most out of each opportunity.
Item 4: Draft SPCB agenda (LG Paper 026)

5. LG noted the forward plan for SPCB meetings up to the end of May.

Item 5: Draft Leadership Group Agenda (LG Paper 027)

6. LG discussed the forward plan for LG meetings up to the end of June, confirming the items as noted. LG agreed to extend the usual meeting slot to accommodate some busy agendas and noted progress in arranging some additional topic-specific meetings prior to the summer recess.

Item 6: Investors in Young People Accreditation (oral)

7. This framework seeks to recognise employers who demonstrate excellence in recruiting and retaining young people, while encouraging others to begin working with young people. There are three levels of accreditation, Understood, Embedded and Lived.

8. LG welcomed the news that the Scottish Parliament had been awarded the Understood level. Officials were now taking stock of the feedback and working with the Young People’s Network and Diversity & Inclusion Board to look at what could be done to progress to the next level. LG also noted that it hoped a similar focus on the areas which comprise the award would be broadened out to all staff.

Item 7: Governance of Boards (LG Paper 028)

9. LG reviewed the first tranche of governance and accountability arrangements for Boards established to progress activities in the Delivery Plan. Some of the aspects discussed included:

Resourcing – few projects had set deadlines although it was acknowledged that timing of projects was not always in the Board's 'gift', being affected by other factors such as budget and the parliamentary timetable. Willie Heigh was pulling together analysis from LG members' plans which would help LG sequence projects by identifying potential clashes of demand on staff resource.

Reporting – as a standard, it was agreed that LG should approve initial strategies/plans; any significant changes; and the close out reports. LG would also receive regular updates as part of the quarterly performance report.

Membership – LG had previously discussed how to identify membership of Boards and reaffirmed that the process should be open and transparent. Many individuals would be selected on the basis of required knowledge or skills but LG was keen that opportunities were made available to staff to contribute corporately and/or gain experience. The need for support and training for people new to the role of board member
was highlighted. LG also reaffirmed its intention to pursue gender balance across all boards rather than necessarily on each individual board. It was noted that 3 project boards – security programme, web and telephony were due to revisit their membership in the coming months and that changes and opportunities would be updated via the quarterly performance report for LG’s approval.

LG’s role – following clarification, project leads were asked to revisit this aspect and complete the section by identifying what the Board would require from LG to ensure any resulting change was implemented and embedded.

10. A further group of Delivery Plan activities would be considered at the next meeting.

**Item 8: AOB and meeting communications**

**Virtual Tour**

11. Bill Ward, Head of Broadcasting Office, provided LG with a demonstration of the new ‘virtual tour’ developed as part of the 20th Anniversary Programme. Bill explained the potential of the ‘immersive filming’ format, how it could be developed and the possible areas of engagement and education he envisaged it being used in going forward.

**Date of next meeting**

12. The next scheduled meeting of the Leadership Group was due to take place on Monday 29 April 2019.

*Leadership Group Secretariat*

*April 2019*