MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 13 MAY 2019, 11.15AM, Q1.04

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

Apologies: David McGill
           Derek Croll

In attendance: Joanne McNaughton (items 3&4)
               Mary Ann Masson (item 5)
               Lesley Pirie (item 5)
               Roy Devon (item 6)
               Huw Williams
               Monika Okrojek
               Judith Proudfoot, Secretary

Item 1: Previous minutes
1. The minute of the previous meeting held on 29 April 2019 was agreed.

Item 2: Matters Arising
2. The Period 12 Finance Report had been circulated and noted by correspondence since the previous meeting.
3. LG members had also attended workshops on the web and online project and on the subject of transgender.

Item 3: Draft SPCB agenda (LG Paper 035)
4. LG noted the forward plan for SPCB meetings up to the end of June.

Item 4: Draft Leadership Group Agenda (LG Paper 036)
5. LG discussed the forward plan for LG meetings up to the end of June, confirming the items as listed. A planning meeting had been scheduled for the afternoon of 3 June and further details would be circulated in advance.

Item 5: Period and Menopause Policy (LG Paper 037)
6. LG welcomed this new policy and thanked HR and the Women’s Network for taking a lead in producing it. There had been considerable consultation carried out through other networks such as SPOut and ParliAble, the TUS and individual managers.
7. LG fully endorsed the drive to encourage the topic to be discussed and noted its own role in having that first conversation with office heads.  
   **Action: Group Heads**

8. LG agreed the Policy and noted the arrangements in place to promote it to all staff. The Women’s Network planned to run further sessions on the topic and HR was asked to liaise with them as part of monitoring feedback and report back to LG on how the Policy was embedding and whether it was having the desired effect.  
   **Action: Alan Balharrie**

**Item 6: 20th Anniversary Programme update (oral)**

9. LG noted an update on the programme of activities planned to mark the Parliament’s 20th Anniversary. Communications were planned for later that day to all staff providing updates on the programme over the coming months and, in particular, opportunities for staff to attend and participate.

10. LG also discussed the event on 29 June and noted that a final programme would be circulated early in June. Communications were also planned to all MSPs.

11. LG thanked all those involved for the work put in to producing and supporting the programme.

**Item 7: Business programme update (LG Paper 038)**

12. The update provided a broad overview of committee and chamber business and issues likely to arise over the coming weeks. Items mentioned included:

   - Brexit-related work including consideration of the Parliament’s scrutiny role in relation to new powers and responsibilities arising from the UK’s withdrawal from the EU. It was noted that progress on a number of bills and committee enquiries had been impacted by the Brexit workload.
   - A significant programme of Members’ Bills coming through.
   - Stage 2 consideration by committees of the Transport (Scotland) Bill and the Climate Change Bill.
   - Several bills due to conclude at Stage 3 in the chamber in the run up to the summer recess.

**Item 8: Q4 Performance Report (LG Paper 039)**

13. The purpose of this report was to monitor performance across the organisation against key activities including the Delivery Plan; compliance activities; and corporate risks. This would be the last report in the current format; a new format would be introduced for the 2019-20 Q1 Report as agreed as part of the Strategy, Planning and Reporting Review.
14. Updates were provided in relation to two items which were being reported as requiring action.

15. LG noted the Q4 Performance Report.

**Item 9: AOB and meeting communications**

16. LG agreed the outline of the briefing note for staff.

**Date of next meeting**

17. The next scheduled meeting of the Leadership Group was due to take place on Monday 3 June 2019.

**Leadership Group Secretariat**

**May 2019**