MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 3 JUNE 2019, 11.15AM, Q1.04

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

In attendance:
- Joanne McNaughton (items 3 & 4)
- Roy Devon (item 5)
- Tommy Lynch (item 5)
- Willie Heigh (item 6)
- Lorna Foreman (item 7)
- Huw Williams
- Monika Okrojek
- Judith Proudfoot, Secretary

Observers

Paul Grice welcomed Vanda Knowles and Felicity Hollands who attended to observe the first part of the meeting.

Item 1: Previous minutes

1. The minute of the previous meeting held on 13 May 2019 was agreed.

Item 2: Matters Arising

2. LG was advised that, following a ballot of their members, the Trade Unions had formally accepted the pay offer for 2019-20. The new salary rates would be reflected in the June pay run and backdated to April.

Item 3: Draft SPCB agenda (LG Paper 041)

3. LG noted the forward plan for SPCB meetings.

Item 4: Draft Leadership Group Agenda (LG Paper 042)

4. LG discussed the forward plan for LG meetings, confirming the items as listed. It was agreed that an additional meeting would be arranged for the last week in August to discuss the SPCB planning meeting.
Item 5: Operation Unicorn: update (LG Paper 043)

5. LG received an update on planning for Operation Unicorn – the death of Her Majesty The Queen while in Scotland. The primary focus was on the impacts on staffing and the specific impacts depending on timing.

6. LG agreed the approach to be taken to staffing and that Group Heads should continue to develop individual office plans, liaising with Roy Devon and Tommy Lynch. A number of workshops and table-top exercises were planned to help refine plans and provide further briefing for staff.

    Judith Morrison joined the meeting

Item 6: Governance of Boards (LG Paper 044)

7. LG reviewed the governance and accountability arrangements for the third tranche of boards set up to progress the Delivery Plan. While there was still a final tranche to review, LG noted that an overall gender balance was not being achieved and Group Heads were asked to consider what steps could be taken to address this in relation to individual boards.

8. LG also identified the need to address the remit and delegated authority of boards as they related to the standing scheme of delegations to Group Heads. LG agreed that Willie Heigh would look at how this might be taken forward and report back to the next meeting.

    Action: Willie Heigh

The observers left the meeting

Item 7: Organisational Development (OD) Programme: Closure Report (LG Paper 045)

9. The OD Programme was initiated in 2014 with the aim of developing the organisation’s capacity and capability to deliver in the face of constitutional change and economic pressures. Some of the main projects taken forward included: reviewing the organisation’s values and behaviours; reviewing the performance management system; creation of a new diversity and inclusion strategy; development of an apprenticeship programme; reviewing the staff handbook; development of a leadership and management framework across all levels in the organisation; and introduction of a new time and attendance recording system.

10. LG acknowledged that some projects had been more successful than others but agreed that the organisation was in a better place as a result of the OD Programme. There were lessons to be learned, particularly around resourcing, and these should feed in to the planned consideration of a ‘People Strategy’ going forward.
Item 8: Feedback on workloads (oral)

11. LG had a further discussion around workloads, with Group Heads providing specific feedback following consultation with both their direct business areas and the Grade 6 network.

12. Paul Grice thanked the Group Heads for their input and noted the comments received which would be considered further in the context of the people strategy discussions.

Date of next meeting

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

Leadership Group Secretariat
June 2019