MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON WEDNESDAY
11 SEPTEMBER 2019, 09.00AM, Q1.03

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

Apologies: Michelle Hegarty
Colin Chisholm
Derek Croll

In attendance: Jen Bell (items 3&4)
Lis Craig, Andrew Degnan, Alan Durward and
Victoria Barby (item 5)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

Item 1: Previous minutes
1. The minute of the previous meeting held on 17 June 2019 was agreed.

Item 2: Matters Arising

Web & Online Project

2. Further to the discussion at the previous meeting, LG agreed that the ‘Code of Conduct’ and ‘Standing Orders’ documents should be included in the list of exceptions to the core content strategy principles. It had previously been noted that the list was not finite and governance arrangements were in place to manage future updating.

Item 3: Draft SPCB agenda (LG Paper 051)

3. LG noted the forward plan for SPCB meetings. It was agreed that a copy of an Events & Exhibitions paper scheduled for the 26 September meeting should be circulated to LG for information at the earliest opportunity.

Action: Roy Devon, LG secretariat

Item 4: Draft Leadership Group Agenda (LG Paper 052)

4. LG discussed the forward plan for LG meetings, noting the items as listed. It was anticipated that some items currently listed for the next meeting would be deferred.
Item 5: Q1 Performance Report (LG Paper 053)

5. LG noted an update from the Project Team on progress of the performance reporting project. The main headings covered:

- More qualitative feedback - proposals on Member interviews, Members’ staff surveys/interviews, interviews with Committee Convenors/Deputy Convenors and external surveys being pulled together for consideration.
- Dashboard – information being sought on further likely KPIs and consultation with House of Commons on their approach.
- KPIs – the aim was to have operational KPIs for reporting in place for the start of next financial/reporting year. A workshop had been held with Publication & Engagement Group focusing on ‘Run the Parliament’ objectives and the Project Team were planning to arrange further meetings with Group Heads (GHds). It was agreed that GHds would start discussions with their teams now to ensure the meetings with the Project Team were as productive as possible.
  
  **Action: Lis Craig, GHds**

- Reporting format – a first draft of a new format provided for the Q1 report but this would continue to be developed and refined. The aim was to bring Finance, Performance and Risk quarterly reports to LG at the same time given the correlation between the subjects.

5. The key area of discussion of the Report focused on the environmental performance and in particular the reported significant increase in carbon emissions. LG agreed that more work was required to understand the data and identify the reasons for the increase before consideration of policies to address the increase.

  **Action: Victoria Barby**

Item 6: Sound and Voting System Replacement Project (LG paper 54)

6. A replacement sound and voting system was identified as an objective in the 2019-20 Delivery Plan. LG endorsed the governance arrangements for this project.

Item 7: Network Governance (discussion)

7. LG discussed the subject of the networks established over the past couple of years with a view to considering whether they were fulfilling the role envisaged.

8. It was clear that there was considerable enthusiasm across the membership of the various networks and LG was keen to encourage and maintain this. It was recognised that there was a role for the network sponsors to provide guidance in terms of strategic priorities and capacity for taking initiatives forward but generally the feedback on the impact of the networks was positive.
9. The Diversity & Inclusion Board was planning to establish biannual meetings with the network chairs and sponsors to provide a forum for sharing experiences and monitoring progress. Information about Network activity would form part of the D&I Board’s quarterly report to LG.

Item 8: Strategic Discussion Topics (discussion)

10. LG reviewed the practice of identifying a programme of strategic discussions which had been running over the past 18 months. It was agreed that the sessions had been useful although some topics would have benefitted from further discussion/follow-up. It was agreed that a framework for further discussions should be developed based on topics suggested and taking into account feedback from the recent meeting with the G6 network. This would be brought back to a future meeting for consideration.

Item 9: AOB

11. Paul Grice noted that this would be his last meeting with the Leadership Group before leaving the Parliament and expressed his thanks for their contributions and support. On behalf of LG, David McGill also thanked Paul for his leadership, support and guidance both to the Group and to the individual members.

Date of next meeting

12. The next meeting of the Leadership Group was due to take place on Monday 23 September 2019.

Leadership Group Secretariat
September 2019