LEADERSHIP GROUP

MINUTES OF MEETING HELD ON MONDAY 15 DECEMBER 2014, 10:15 AM, Q1.04

Present: Paul Grice (Chair) Michelle Hegarty
Alan Balharrie Ken Hughes
Colin Chisholm David McGill
Derek Croll Callum Thomson
Susan Duffy Lynda Towers
Jerry Headley

Apologies: Stewart Gilfillan

In attendance: Gordon Stewart (item 3)
Lorna Foreman (item 4)
Becky Thomson (item 5)
Lori Gray (item 10)
Huw Williams
Tess Schmigylski
Rachel Edwards (Secretary)

Item 1: Minutes of LG Meeting of 24 November 2014
1. The minutes of the previous meeting were agreed.

Item 2: Matters Arising
2. LG commended the success of David Fairhurst (Environment Manager) in the Emerging Talent category of the Scottish Public Service Awards (held in the Parliament on 12 December) and his strong personal contribution to environmental work in the Parliament.

3. The Parliament Days programme was also shortlisted and had been well received. LG were encouraged to ensure more nominations from the Parliament would be submitted for the next awards.

Item 3: Visitor Services Presentation
4. LG received a presentation from Gordon Stewart (Head of Visitor Services) on the work Visitor Services has undertaken to drive visitor numbers and increase engagement.

5. The Parliament currently ranks 15th in the most visited places in Scotland, and holds a Certificate of Excellence from TripAdvisor, where reviewers regularly highlight the work of staff in making them in the building. This extends to staff in all areas of the building.
6. Visitor Services continue to work to highlight that the building is open to the public six days a week with a variety of experiences for visitors. These range from themed tours to attending Parliamentary business to visiting the shop and café.

7. One tool for enhancing this message is the ‘Visit Parliament’ device, which can be used on materials and the building to enforce the pro-active idea of public engagement with the Parliament.

8. More work is being done with the local Canongate area and Edinburgh City Council to improve awareness of and signage to the Parliament building. FEEVS are also looking at refreshing the permanent exhibition held in the Main Entrance.

Item 4: Organisational Development (LG (2014) Paper 055)

9. Lorna Foreman led a discussion on planned changes to organisational development.

10. The proposed changes would lead to a performance management system that focused on the strengths of individuals and enhancing their performance through a coaching style of management.

11. LG supported the suggested direction of change and asked Lorna Foreman to return to a future meeting with a detailed plan for change and the resources required.

   Action: Lorna Foreman

Item 5: Security Update

12. LG received an update on the security of the Parliament campus [following incidents at the Canadian Parliament in October].

13. Becky Thomson and the Access and Control team offered to speak further to groups and offices who desire further information.

Item 6: Innovation Fund Update

14. LG received an update on the Innovation Fund, launched in May 2014. Nine projects have been approved to date, with a further two in development.

15. LG recognized that the fund had encouraged staff to think of innovation, whether they then went on to submit applications or not. Collaboration on ideas at an early stage between individuals and offices could be further strengthened and staff were encouraged to use the online discussion forum to access support and advice from colleagues to assist them in completing the proposal form.

16. LG agreed to remove the £25k cap on funding within a group.
17. Derek Croll would provide a report on the process and look at ways of sustaining and embedding innovations that had already been established and would return to LG in April.

   **Action: Derek Croll**

**Item 7: Period 8 Finance Report**

18. LG noted the Period 8 Finance Report and agreed its content prior to its inclusion in the Chief Executive’s Report to the SPCB.

19. LG questioned the processes for agreeing major project spend, and agreed that Derek Croll would look at further improvements to the process, drawing in colleagues from Facilities Management, Solicitor’s Office, and Business and Information Technology. Derek Croll would return to LG before the end of the current financial year.

   **Action: Derek Croll**

**Item 8: FDB Update**

20. LG received an update on the work of the Further Devolution Board (FDB), established from the Referendum Planning Group.

21. The FDB remit is to:
   - Monitor the outcomes of the Smith Commission and any subsequent legislation at Westminster with particular reference to both identifying changes to, and impacts on, and parliamentary process, governance and resources;
   - Ensure that Members have the support services necessary to carry out their scrutiny function of any additional powers;
   - Ensure that Scottish Parliamentary Staff receive the necessary communications, guidance and advice to allow them to support the above;
   - Liaise with the Scottish Government, UK Parliament and Government and other devolved legislatures as required; and
   - Provide advice to the Presiding Officer, Chief Executive and SPCB as necessary.

22. The FDB’s initial work will focus on three workstreams: strengthening parliamentary scrutiny, parliamentary engagement and parliamentary governance and powers.

23. As chair of the board, Ken Hughes would provide regular monthly updates to LG.

   **Action: Ken Hughes**
Item 9: Communications

24. LG agreed which items on the agenda were to be included in the communication briefing for staff.

Item 10: Any Other Business

25. LG discussed the second LG drop in and noted that the third and final drop-in session in the pilot would be held on 14 January 2015.

26. Items for discussion at the SPCB planning day in February 2015 were to be raised with Judith Proudfoot, SPCB Secretariat.

Leadership Group Secretariat
November 2014