MINUTES OF MEETING HELD ON MONDAY 8 FEBRUARY 2016, 9:30 AM, Q1.04

Present: Paul Grice (Chair)

Alan Balharrie        David McGill
Colin Chisholm        Judith Morrison
Derek Croll           Callum Thomson
Susan Duffy            Tracey White
Ken Hughes

In attendance: Jake Fenton (item 3)
Paul Graham (item 4)
Tess Schmigylski
Huw Williams
Mary Ann Masson (secretary)

1. Apologies were received from Michelle Hegarty.

Item 1: Minutes of LG Meeting of 18 January 2016

2. The minutes of the previous meeting were agreed.

Item 2: Matters Arising

3. None.

Item 3: Health and Safety Senior Management Responsibilities

4. The Health and Safety Advisor, delivered a presentation on the health and safety role and responsibilities of senior managers.

5. The presentation focussed on the role of Office Heads who were key to ensuring that the health and safety management system was correctly implemented. They were responsible for:
   - New start induction training
   - Allocating duty holders
   - Duty holder training
   - Risk assessments
   - Office inspections
   - Driving in the course of work (where applicable)
   - Contractor safety management

6. The Health and Safety Steering Group would consider ways of engaging Office Heads and how best to provide training and briefing regarding their
responsibilities. Regular audits would also be carried out of offices to check that each office was correctly implementing the H&S management system.

Action: H&S Steering Group

Item 4: Fire Safety (LG Paper 07)

7. The Fire Safety Advisor presented a paper seeking LG’s endorsement of changes to the Parliament’s Fire Safety Management System (FSMS). The following was agreed:

- There would be a new 5 minute ‘grace’ period in QBH to bring it in line with the rest of the campus.
- The auto dial function which automatically alerted the fire service of an alarm activation would be removed. This was standard for buildings which were staffed by security 24/7.
- The three year fire safety training strategy would be reviewed to ensure it continued to be appropriate.
- The Fire Safety Manager would investigate the possibility of a visual fire alarm for areas such as the Garden Lobby and the Garden Level Restaurant.
- The Fire Safety Manager had the authority to ask staff to attend fire safety training if he saw evidence that this was required – for instance after a fire alarm activation.
- Staff would continue to be encouraged to attend fire extinguisher training.

Item 5: Period 9 Finance Report (LG Paper 08)

8. LG agreed the P9 Finance Report prior to its inclusion in the Chief Executive’s monthly report to the SPCB.

Item 6: Scottish Parliamentary Performance Report Q3 (LG Paper 09)

9. LG noted the quarter 3 performance report. Fourteen Members had been interviewed and all reported being either very satisfied or satisfied with the levels of support they received in both their constituency and parliamentary roles. There would be no Member interviews for Q4 or Q1 due to the parliamentary elections but exit interviews would be sought with Members who had indicated that they were standing down.

10. It was noted that visitor numbers were lower in quarter 3 due to a lower numbers of tourists in Edinburgh during this time. It was agreed that the target should be phased to reflect this.

Item 7: Strategic Planning (LG Paper 10)

11. The current version of the strategic plan had been published in November 2014. It was now due to be reviewed and refreshed. A sub group of LG would be
formed to conduct this review. LG would then discuss its proposals during dissolution.

Item 8: Communications

12. LG agreed the content of the briefing note for staff.

Item 9: AOB

Dissolution Event

13. A dissolution event would be held for staff and key contractors in March.

Leadership Group Secretariat
February 2016