MINUTES OF LG MEETING HELD ON MONDAY 19 SEPTEMBER 2016, 09:30 AM, Q1.04

Present: Paul Grice (Chair) Michelle Hegarty
Colin Chisholm David McGill
Derek Croll Callum Thomson
Ken Hughes Tracey White
Susan Duffy

In attendance: Jane McEwan (item 3)
Judith Proudfoot (item 4)
Joanne McNaughton (item 4)
Andy Munro (item 5)
Tommy Lynch (item 5)
Helen Nicholson (item 5)
Mary Ann Masson (Secretary)
Tess Schmigylski
Huw Williams

1. Apologies were received from Alan Balharrie and Judith Morrison.

Item 1: Minutes of LG Meeting: 18 August 2016

2. The minutes were agreed.

Item 2: Matters Arising

3. None.

Item 3: Media Relations

4. LG received a briefing from the Media Relations Office.

Item 4: SPCB Update (LG Paper 039)

5. LG noted the draft agenda for the SPCB meeting planned for 29 September and the forward plan to the end of November 2016.

Item 5: High Impact Risk: Loss of Staff (LG Paper 040 and 041)

6. The Business Continuity Board had approved plans for the key risks which would require a business continuity response. As LG members were also members of the Incident Management Team, it was important that they were familiar with the main aspects of the plans. Individual plans would be considered at each LG meeting for the remainder of the year.

7. LG noted the ‘loss of staff’ plan which addressed the risks about staff availability for a variety of factors and also the plans in place where staff
shortages would impact on business delivery. LG sought clarification on a number of points including how communications would be managed. It was agreed that Group Heads would brief their management teams on each of the plans that would be brought to LG.

**Action: Group Heads**

8. The Business Continuity Manager agreed to consider how to exercise these plans for a scenario that would require the invocation of a number of the high impact risk plans.

**Action: Tommy Lynch**

**Item 6: Members’ Security**

9. LG received an update on the work that was being undertaken by the Security Office and Police Scotland to offer Members advice and support on office and personal security.

**Item 7: Period 5 Finance Report (LG Paper 042)**

10. LG noted the report prior to its inclusion in the Chief Executive’s report to the SPCB.

**Item 8: Digital Strategy Board Proposal (LG Paper 043)**

11. On 1 July 2016, LG had approved the Digital Strategy and associated ‘road map’. Subsequently LG had agreed the broader governance arrangements relating to the organisation’s boards. It now considered a paper proposing the creation of a Digital Strategy Board which would be chaired by an Assistant Clerk Chief Executive.

12. It was proposed that the Digital Strategy be managed as a portfolio of projects and programmes, delivering benefits across the organisation. The proposed Board would assist in delivering the strategy.

13. LG approved the creation of the Board. It was agreed that Michelle Hegarty would reflect on the remit, particularly with a view to developing the section on outcomes and benefits. Michelle would also consider the appropriate way for the Board to be supported in overseeing the financial resourcing of its portfolio.

**Action: Michelle Hegarty**

14. The SPCB would discuss the Board’s high level strategy in the autumn.

15. With reference to the role that the Strategic Resources Board played in taking an overview of project and programme governance, it was agreed that LG would have a discussion outwith the current budgeting round to discuss future financial priorities.
16. Following a discussion about project governance, it was agreed that a Board, chaired by Ken Hughes, would be formed to consider options on whether to replace the debating chamber lighting system.  

Action: Ken Hughes

Item 9: Parliamentary Programme (LG Paper 044)

17. LG discussed the parliamentary programme and the possible impact of this on staffing and resources. It was agreed that LG would have a discussion on parliamentary business on a monthly basis.

Action: Secretariat, Tracey White, Susan Duffy

Item 10: Communications

18. LG agreed the content of the briefing for staff.

Item 11: AOB

19. None

Leadership Group Secretariat
September 2016