MINUTES OF LG MEETING HELD ON MONDAY 24 OCTOBER 2016,
09:30AM, Q1.04

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

In attendance: Judith Proudfoot (item 3)
                Nicola Hudson (item 3)
                Joanne Clinton (items 3 & 4)
                Jane McEwan (item 4)
                Sally Coyne (item 5)
                Alan Windram (item 6)
                Shirley McMillan (item 6)
                Andy Munro (items 6 & 7)
                Linda Peters (item 11)
                Helen Costello (item 11)
                Lisanne Robertson (item 11)
                Aneela McKenna (items 11 & 12)
                Lorna Foreman (items 11 & 12)
                Mary Ann Masson (Secretary)
                Tess Schmigylski
                Huw Williams

Item 1: Minutes of LG Meeting: 3 October 2016

1. The minutes were agreed.

Item 2: Matters Arising

2. None.

Item 3: SPCB Update (LG Paper 048)

3. LG noted the agenda for the SPCB meeting on 27 October and the forward plan to the end of November.

Item 4: MRO Update

4. LG received an update from the Media Relations Office.

Item 5: Gaelic Language Plan (LG Paper 049)

5. The SPCB has had an active Gaelic Language Plan since 2007. Work was now underway to deliver a new iteration of the plan.
6. LG agreed the content of a draft SPCB paper which set out the approach for the development of the plan. The approach included:

- the formation of a Gaelic Working Group which would develop the plan and then continue to advise on an ongoing basis.;
- Development of plans for consulting with stakeholders; and
- A set of timescales.

7. It was agreed that a member of staff from each group in the SPS would be nominated to sit on the working group. The Head of Outreach Services would contact Group Heads with more information about what would be expected from a member of the working group.

   Action: Sally Coyne

Item 6: High Impact Risks: Loss of Utilities (LG Paper 049)

8. As part of the Business Continuity Improvement Strategy a “Loss of Utilities” plan had been developed by Facilities Management (FM) and covered specific approaches for the loss of water services (including drainage), loss of gas supply and loss of electrical services. The plan was approved by the BC Board on 15 June 2016 and a summary version was presented to LG for information given that the Incident Management Team would be drawn from the wider Leadership Group.

9. The “Loss of Utilities” plan would be familiarised with the Business Continuity Co-ordinators in the business areas and the relevant teams in the wider incident management structure so that associated office and other plans could be updated. The Group Head, Colin Chisholm, would take forward exercising and testing to improve and develop plans over time.

10. LG noted the plan and that further details were available on the Business Continuity site.

11. LG noted that Shirley McMillan, Head of Building Management, would be leaving the Parliament after 17 years. Paul Grice thanked Shirley for her commitment and service to the Parliament throughout this time and, on behalf of LG, wished her well for the future.

Item 7: Risk Register (LG Paper 051)

12. LG agreed a number proposed changes to the corporate risk register.

Item 8: Health and Safety Annual Report (LG Paper 052)

13. LG noted the draft Health and Safety (H&S) Annual Report. It asked that reference be made to the recent change to ambulance call out procedures.
14. LG endorsed the recommendations in the report. It asked that the H&S Advisor produce an action plan, with timelines and owners of actions, based on these recommendations so that progress could be monitored.

   **Action:** Jake Fenton

**Item 9: Health and Safety Board (LG Paper 053)**

15. LG agreed a proposal to replace the H&S Steering Group with an H&S Board. This followed a review of the Steering Group and the H&S Committee which identified overlap and duplication in a number of areas.

16. The remit of the Board could be found at Annex A of the paper.

**Item 10: Internal Communications (LG Paper 054)**

17. LG discussed a paper which proposed a review of internal communications in the organisation. It was agreed to establish a working group to look at all aspects of internal communications which would report back to LG in spring 2017. Membership of the Group would be Michelle Hegarty, Assistant Chief Executive, Mary Ann Masson and a small number of other staff. It was agreed that the group would seek input from the Media Relations Office.

18. LG further agreed to the proposal that the group worked with the OD Board and HR staff to use communications around the roll-out of the Diversity and Inclusion strategy as a ‘case study’ of effective change communications.

19. The next steps were to establish the group and agree its methodology. LG would be kept informed of progress on a regular basis.

   **Action:** LG Secretary

**Item 11: Women in Leadership: End of Programme**

20. LG watched a short film featuring some of the women who had taken part in the Women in Leadership Programme. They spoke about the benefits of having taken part in the programme both for themselves and for the organisation. Three of the participants in the programme also attended the meeting to talk more about their experiences and their hope that other women could benefit from some of the learning. It was noted that, as promised at the time of the launch of the programme, a Women’s Network had been established. Its vision was to enable women ‘to make a change’. The Chair of the Network explained what it hoped to achieve and how it was one way for the women who attended the programme to share what they had learned with their colleagues. The Network would host a variety of events, open to all, with a view to creating opportunities for networking. The Network would focus events on four themes:

   - Collaboration
21. LG thanked the colleagues for sharing their experiences.

Item 12: Diversity and Inclusion: Draft Strategy (LG Paper 055)

22. LG was invited to consider and agree the principles of the Diversity and Inclusion Strategy for the Parliament for the next five years (2017-2021).

23. LG was clear about the benefits of introducing a strategy and was committed to improving diversity and inclusion in the organisation. It agreed that LG members would participate in an unconscious bias programme prior to it being rolled out to staff.

24. LG agreed to hold a further meeting about diversity and inclusion to allow a more detailed discussion on how best to successfully implement the strategy. At this discussion LG would be aided by a note provided by HR which would outline the following:

- the ‘business case’ for introducing the strategy and link to the strategic plan;
- the potential barriers and difficult policy issues with reference to the proposal to introduce a series of networks and the rationale including anticipated benefits and demand.

25. Any decisions set out in the paper would be deferred until after this further discussion.

Action: Lorna Foreman/Aneela McKenna

Item 13: Period 5 Finance Report (LG Paper 056)

26. LG noted the period 5 finance report prior to its inclusion in the Chief Executive’s monthly report to the SPCB.

Item 14: Compliance Report Quarter 2 (LG Paper 057)

27. LG noted the compliance report. Performance against KPIs for information management appeared for the first time this quarter and would continue to be reported on quarterly.

Item 15: Performance Report Quarter 2 (LG Paper 58)

28. LG noted the performance report. The issues noted during Member interviews were collated into a single document. This would be shared with all Group Heads.

Action: David McGill
Item 16: Delivery Plan Refresh (LG Paper 59)

29. LG agreed revisions to the strategic delivery plan. The revised plan would be published to the website and communicated to staff.

Item 17: Communications

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

Item 18: AOB

31. None

Leadership Group Secretariat

October 2016