LEADERSHIP GROUP

MINUTES OF MEETING HELD ON MONDAY 6 JUNE 2011, 09:00AM, Q1.04

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

In Attendance: Judith Proudfoot (item 3)
Kate McGillivray (item 3)
Andy Munro (item 5)
Willie Heigh (item 6)
Lisa Miller (item 7)
Kirsten Knox (item 7)
Erin Walsh (item 7)
Alli Williams
Linda Smith (Secretary)

Item 1: Minutes of LG Meeting: 23 May 2011

1. The minutes were approved.

Item 2: Matters Arising

Election Work

2. Paul updated LG on the positive feedback he had received from Members following the election which praised the work of parliamentary staff. Paul noted that this feedback was a result of the hard work of staff from across the organisation both in the run up to and following the election.


3. LG had previously noted that the early meetings of the SPCB would be crucial in engaging and building working relationships with SPCB members. To maximise the opportunity provided by the early meetings, LG considered the draft agendas for these meetings.

4. It was noted that a Chief Executive’s Report was due to be considered by the SPCB in June, and a revised format for the report was agreed. In order for this format to work effectively, it was agreed that group
heads would work closely with the SPCB Secretariat to provide the information for inclusion in the report within revised timescales.

**Action: Group heads/SPCB secretariat**

5. At its first meeting, the SPCB had agreed to continue with the portfolio system whereby members take a lead interest in specific issues. It was agreed that the portfolios should be updated to reflect the new organisational structure and that brief presentations summarising the subjects covered should be made to the SPCB at its next meeting to allow informed decisions on individual allocations to be made.


6. The objective of any internal audit is to provide independent assurance on the adequacy and effectiveness of the systems of internal control and financial management in place as well as enabling the achievement of strategic objectives whilst ensuring accountability for public funds. LG considered the internal audit plan for 2011-12 which set out the planned areas for audit, together with the proposed timings.

7. LG approved the plan for onward transmission to the SPCB/AAB. However, it was noted that in drafting the plan, the current strategic plan had been used to inform priorities and timescales. It was agreed that once the new strategic plan had been finalised, the internal audit plan would be updated if necessary to reflect the organisational priorities going forward.

**Action: Andy Munro**


8. LG considered the latest update on the leadership project portfolio. Whilst the overall performance of the portfolio had improved since the previous quarter, the trend analysis within the report showed an increasing number of projects behind schedule. It was noted that the pressure on resources within BIT was having an impact on a number of projects. It was also agreed that the timescales for the implementation phase of projects would be increased to allow adequate time for full testing and implementation.

**Action: Group heads/Willie Heigh**

9. It was agreed that an update of the portfolio finances, taking into account the May 2011 reforecast exercise, would be included with the Period 2 Finance report.

**Action: Willie Height/Derek Croll**

10. Lisa Miller presented a paper seeking LG’s comments on revised work-life balance policies in relation to maternity, paternity and adoption support. The work-life policies, the final realignment taking place as part of the HR Change Programme, covered a wide and diverse range of topics with LG due to consider the remainder of the policies at its next meeting.

11. During consideration of the policies by the Reference Group, particular consideration had been given to:

- the high value staff place on the current work-life balance provisions and the associated business benefits;
- the desire to at least maintain the current level of provision and continue to be recognised as an “employer of choice”;
- the benefits and challenges of the work-life balance provisions in the context of the Change Management Programme and financial constraints;
- the need to address some perceived cultural issues impacting on the current management of work-life balance; and
- forthcoming and anticipated legislative changes in this area including the introduction of Additional Paternity Leave.

12. LG agreed that:

- provision would be made under the Adoption Policy for reasonable paid time off for high level contact visits in preparation for a child being placed for adoption;
- heads of Group/Office would have the discretion to allow reasonable paid time off to parents-to-be under the Paternity Policy to support the mother/primary carer at non-routine antenatal appointments/high level contact visits.

13. LG noted the statutory right to Additional Paternity Leave and welcomed the recommendation to mirror the provisions which would apply to the mother/primary carer at the same stage of Maternity/Adoption leave. However, further clarification was sought on the position to be taken if only one partner was employed by the SPCB.

**Action: Lisa Miller**

14. The Maternity Staff Network provided a platform for discussion of pregnancy and maternity issues in a supportive forum with staff in
similar circumstances. The success of the Network, and the Maternity Mentoring Scheme, had led the work-life balance reference group to suggest extending it to cover other work life balance policies and extending the mentoring scheme to cover fathers and partners returning from Additional Paternity Leave.

15. LG noted the success of the Network and the Mentoring Scheme, but agreed that a large part of this success was as a result of the focus of the groups. It was agreed that these groups should not be extended, but that the Members’ staff would be invited to participate in the Maternity Mentoring Scheme.

**Action: Lisa Miller**

**Item 4: Future of SPMN (LG (2011) Paper 022**

16. LG considered a paper which set out a number of possible options for the future of the Scottish Parliament Management Network (SPMN). SPMN provided a valuable opportunity for members to contribute to strategic planning and corporate policy development as well as to network with colleagues, aiding collaborative working within the organisation.

17. To enhance the benefits of SPMN, it was agreed that membership would be extended to Leadership Academy members and that the group should be renamed the ‘Leadership Network’ (LN).

18. Lynda Towers would take on responsibility for the LN. To aid her in this role, a leadership network management board would be established to develop an operational framework and organise events accordingly. It was agreed that a representative from each group would sit on the board, with Chris March being involved in the early stages of planning for each LN session. Group heads were asked to ensure representation from within their groups.

**Action: Group heads**

**Item 8: AOB**

19. None

**Leadership Group Secretariat**

**June 2011**