LEADERSHIP GROUP

MINUTES OF MEETING HELD ON MONDAY 20 JUNE 2011, 09:00AM, Q1.04

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

In Attendance: Lisa Miller (item 3)
Kirsten Knox (item 3)
Erin Walsh (item 3)
Tommy Lynch (item 6)
Ali Williams
Linda Smith (Secretary)

1. Apologies were received from Ken Hughes and Bill Thomson

Item 1: Minutes of LG Meeting: 6 June 2011

2. The minutes were approved.

Item 2: Matters Arising

Chief Executive’s Report to SPCB

3. The first Chief Executive’s Report reflecting the revised format would be considered by the SPCB at its next meeting. In order that the report reflected the work of all areas of the Scottish Parliamentary Service during recent months, group heads were reminded to submit information for inclusion in the report. This should be with the SPCB Secretariat as soon as possible.

Action: Group Heads


4. At its meeting of 6 June, LG had considered the draft work-life balance policies on maternity, paternity, adoption support and holidays. This paper invited LG to consider the remaining work-life policies which concerned career breaks, family care leave, flexible working arrangements and home working.
5. LG welcomed the paper and thanked Lisa and her colleagues for the work which had gone into reviewing this diverse range of policies.

**Career Breaks**

6. It was agreed that the total length of career break available to staff during the course of their career would be two years, with the maximum length for a single career break being one year. For career breaks of less than a year, only one extension, up to the one year maximum, would be allowed. It was also agreed that there should be at least 3 years between career breaks.

**Family Care Leave**

7. LG agreed that the right to unpaid leave for caring responsibilities be extended beyond those who qualify under statute for Parental Leave to cover other family members. It was also agreed that the policy should be termed “Family Care Leave” to reflect this wider scope.

**Flexible Working Policy**

8. LG agreed to extend the right to request a flexible working arrangement to all members of staff and not only to those eligible through statute. However in amending the policy, HR was asked to ensure that the guidance reflected that staff only had a right to request flexible working and that all requests would be considered based on business needs.

   **Action: Lisa Miller**

9. It was also agreed that HR should create a “Job-Share Bank” to facilitate the identification of job-sharing partners.

10. LG noted the proposal to rename provisions on “Term-Time Working” to “Part-Year Working” to reflect the diversity of arrangements this option could potentially encompass. It was agreed that the provision would remain “Term-Time Working”, but that the guidance would be amended to make it clear that this applied to parliamentary terms.

   **Action: Lisa Miller**

11. LG also agreed that the costs for providing appropriate IT equipment to facilitate home working should be met by the relevant business area.


12. LG noted the draft period 2 finance report for the Corporate Body which reflected the results of the first forecasting exercise. The success of the forecasting exercise was an indicator of the willingness of all business areas to engage with the Finance Office to ensure resources were made available to meet corporate needs. Group heads were asked to
ensure that this level of engagement continued during the remainder of the financial year.

Action: Group heads


13. LG welcomed the revised format of the compliance report and noted the helpful information contained within the report.

14. It was agreed that Lynda would give consideration to the inclusion of Equalities issues into the report.

Action: Lynda Towers

15. In considering compliance issues in relation to business continuity, LG agreed that updated office Business Impact Analyses would be signed-off by group heads prior to the October recess.

Action: Tommy Lynch/Group heads

Item 6: Proposed Industrial Action

16. LG received an update on planning for the industrial action due to take place on 30 June 2011.

Item 7: Change Management Communication Plans

17. Stewart Gilfillan provided an update on the communication plans in place in relation to the Change Management project. Localised plans had been put in place and these were working effectively.

Item 8: Leadership Feedback

18. LG members had previously been asked to get feedback on their personal leadership and that of the wider LG.

19. LG considered the feedback received and agreed that the exercise should be repeated in early 2012.

Item 9: SPCB Update

20. Paul Grice updated LG on the recent SPCB meeting.

Item 8: AOB

21. None.

Leadership Group Secretariat
June 2011