LEADERSHIP GROUP
MINUTES OF MEETING HELD ON MONDAY 22 AUGUST 2011, 09:30AM, Q1.04

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

In Attendance:  Judith Proudfoot (items 3 and 8)
                Lisa Miller (item 6)
                Derek Stein (item 6)
                Alii Williams
                Johanna Lennon
                Linda Smith (Secretary)

Item 1: Minutes of LG Meeting: 20 June 2011

1. The minutes were approved.

Item 2: Matters Arising

Chief Executive’s Report to SPCB

2. The next Chief Executive’s Report was due to be considered by the SPCB in September. Group heads were reminded of the importance of submitting relevant information for inclusion into the report.

Action: Group Heads


3. LG considered the draft agenda for the next SPCB meeting and noted the updates provided.


4. The P3 finance report provided LG with an update on general financial activity and expenditure trends in the financial year to date. LG noted the report and suggested a number of minor drafting changes ahead of submission to the SPCB.

Action: Derek

5. The importance of accurate phasing of budgets was recognised as a key factor in helping the organisation with its financial planning. It was agreed that the role of the Finance Office in working with group heads during the phasing exercise was vital in ensuring that all groups
completed the exercise correctly. This expertise should be used to ensure that the returns from group heads were as robust as possible.

**Action: Derek**

6. It was noted that a re-forecasting exercise would take place in September. It was agreed that the thresholds used during that exercise would be reviewed to ensure that they were set at the most appropriate levels.

**Action: Derek**

**Item 5: Leadership Group Engagement with Staff (LG (2011) Paper 032)**

7. At its meeting on 23 May, LG had considered initial proposals for an open LG meeting. This followed a commitment given at the March 2011 staff event to hold an open meeting focussing on the themes discussed during the event. LG considered a paper which explored the options for LG engagement with staff.

8. In order to maximise engagement with staff it was agreed that a series of LG ‘Question Time’ sessions would be held in place of an open meeting. These sessions would follow the same format used as part of the Leadership Academy where a panel of three or four LG members answered a range of questions from staff. In order to increase the effectiveness of each session, it was agreed that each of these would focus on a different subject. It was agreed that a pilot session would be held in October focussing on the strategic plan.

**Action: LG Secretariat**

9. In order to give staff an opportunity to gain increased awareness and understanding of the role of LG and the decisions it has to take, it was agreed that a pilot programme of LG ‘shadowing’ would begin. This programme would see staff from different groups attend an LG meeting to hear discussion of a paper. Although this would normally be a paper presented by their group head, it was agreed that notes of interest would be taken from those staff keen to attend but who may not normally have the opportunity to do so.

10. Group heads were asked to pass notes of interest from staff within their groups to the LG Secretariat who would plan attendance at future LG meetings as appropriate.

**Action: Group Heads/LG Secretariat**
Item 6: Engagement of Temporary Agency Workers (LG (2011) Paper 033)

11. Lisa Miller and Derek Stein presented a paper advising LG of the Agency Workers Regulations 2010 which come into force on 1 October 2011.

12. LG noted the statutory changes that would give temporary agency workers the same basic rights, after 12 weeks in the same assignment, as those on permanent contracts of employment in a comparable role.

13. In preparation for the introduction of the regulations, the Human Resources office had identified relevant working and employment conditions covered by the regulations and assessed the level of access temporary assignments currently have to these in comparison with directly employed staff.

14. LG noted the proposed approval process for temporary assignments. However, it was agreed that group heads were best placed to ensure the efficient and effective engagement of temporary assignments in their own areas and asked that the approval processes be amended to reflect this.

   Action: Lisa Miller

15. LG thanked Lisa and Derek for their efforts in putting together the paper and, subject to the change noted above, agreed that the proposed next steps should be taken forward.

   Action: Lisa Miller

Item 7: Strategic Plan Update

16. Following completion of the draft strategic plan, group heads had been asked to seek comments from staff within their areas on the format and content of the plan.

17. LG discussed the feedback received and agreed the way forward in relation to the plan.

Item 8: Implementation of Actions from Review of Central Corporate Support Functions

18. LG noted the actions taken forward following the review of central corporate support functions.

Item 9: AOB

19. None.

Leadership Group Secretariat
August 2011