LEADERSHIP GROUP

MINUTES OF MEETING HELD ON MONDAY 23 MAY 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 Lynda Towers
          Jerry Headley

In Attendance: Jane McEwan (item 3)
                Judith Proudfoot (item 3)
                Roz Wheeler (item 4)
                Iain McIver (item 5)
                Johanna Lennon
                Alli Williams
                Linda Smith (Secretary)

Item 1: Minutes of LG Meeting: 21 March 2011

1. The minutes were approved.

Item 2: Matters Arising

2. None.

Item 3: Co-ordination of Engagement with SPCB (LG (2011) Paper 017)

3. The early meetings of the new SPCB would be crucial in engaging and
   building effective working relationships with SPCB members. LG
   considered draft agendas for the first few SPCB meetings.

4. It was agreed that Paul would lead work to finalise the agendas.
   Meanwhile, LG was asked to consider how to engage with the SPCB in
   its first weeks and feed ideas to Paul.

   Action: Leadership Group/Paul

Item 4: Parliamentary Sitting Patterns (LG (2011) Paper 018)

5. In the run up to the election, a number of political figures and several
   parliamentary bodies had suggested that the fourth session of
   Parliament was a timely opportunity to review the use of parliamentary
time. Roz Wheeler presented a paper which briefly outlined some of the potential implications of changes to parliamentary sitting patterns.

6. LG discussed the options contained in the paper and noted that there would have to be political will within the Parliament for change. The role of the SPS would be to manage and support any changes, including promoting the changes to the public.

7. In order to get a full understanding of the impact of any changes to parliamentary sitting patterns, it was agreed that a short note would be produced highlighting what changes, if any, would have to be made to the Standing Orders as a result of the options listed in the paper. This note, together with the options paper would then be made available to the new Presiding Officer team to get initial views. It was agreed that a further discussion on the options would take place at LG once these views had been received.

Action: Roz Wheeler

Item 5: Post-election Issues

Election Programme Board Update

8. A great deal of work had been undertaken both in the run up to, and immediately after, the election to ensure that processes were in place for all new and returning Members. This work had been led by the Election Programme Board and Bill Thomson, SRO for the Programme, provided an update on recent activities.

9. It was noted that most of the ‘first days’ arrangements put in place had worked well and that there had been a lot of positive feedback on the arrangements from new and returning Members. Any lessons learnt would be fed into the post-programme review report.

Action: Bill Thomson

Profile of Chamber

10. The election results had seen a great deal of change in the profile of the Chamber. In addition to the first single party majority Government, the election had also resulted in a large number of new Members as well as an increase in the number of Members who were also councillors. Michelle Hegarty and Iain McIver gave a short presentation which provided an update on these changes and briefly explored what this would mean for the organisation.

11. LG welcomed this presentation and agreed that a further, more in depth report should be produced. This would ensure that the services which the Parliament provided could be tailored to meet the needs of all Members.
12. LG noted the increase in the use of technology by MSPs and the impact that this could potentially have on the use of technology in the Chamber. It was agreed that a short paper would be produced for consideration by the Presiding Officer. This paper would look at the policy around the use of IT in the Chamber and would consider the impact of the change in the age profile of the Chamber as well as the increased use of technology amongst MSPs.

Action: Michelle Hegarty/David McGill/Alan Balharrie


13. LG noted the period 12 finance report which provided a provisional outturn for 2010-11. The figures for 2010-11 would be finalised in June, allowing for all Members’ expenses to be captured.

14. Looking to the current financial year, LG discussed the impact of the election on the 2011-12 budget. Derek Croll outlined plans for an early, high level, forecasting exercise to be undertaken by the Finance Office. This exercise would help to establish the current 2011-12 budget position, taking account of the financial implications of the election.

Item 7: Budget Assumptions

15. LG noted a draft SPCB paper which outlined the assumptions on which the SPCB’s budget bid for 2012-13 would be prepared.

16. Following a thorough resource planning exercise, an indicative forecast had been submitted to the Finance Committee in 2010 which outlined the SPCB’s revenue and capital expenditure plans through to 2014-15. Therefore, any budget assumptions for 2012-13 would have to be set within the context of this longer term funding position.

17. LG approved the paper for onward submission subject to minor changes in relation to the position of inflation.

Action: Derek Croll

Item 8: Strategic Plan Update

18. On 3 May 2011, LG members had taken part in a workshop to begin development of the new strategic plan. LG members had received the report of the workshop which outlined further options for development of the plan.

19. It was noted that the workshop had been beneficial in developing a leadership statement which would be crucial in setting the direction of the organisation.
20. It was agreed that while further workshops with a facilitator would be beneficial, the report of the May 2011 workshop would have to be finalised first to give clear direction to future discussions.

**Action: Stewart Gilfillan and Alan Balharrie**

21. In order to build on the work already done, it was also agreed that in advance of further workshops, the facilitator would be asked to attend a meeting of LG members to receive a briefing on the approach to be taken.

**Action: Stewart Gilfillan and Alan Balharrie**

22. Following the change in process for the development of the strategic plan, LG noted that the timeline for SPCB’s consideration of the plan would have to be updated. In the meantime, the SPCB and parliamentary staff should be updated with the revised process for development of the plan.

**Action: Stewart Gilfillan**

**Item 9: Open Leadership Group Meeting**

23. In his closing remarks at the staff event in March 2011, Paul Grice had given a commitment to hold an open LG meeting to feedback on the issues raised during the breakout sessions. LG discussed the timing and format of such a meeting.

24. The purpose of any open LG meeting would be to engage staff and improve understanding of LG’s role within the organisation so the format chosen for the event should encourage staff to participate. Suggested formats included a ‘Question Time’ format as used during the recent Leadership Academy sessions.

25. It was agreed that further consideration would be given to the format and timing of the meeting, with proposals to be brought to a future LG meeting.

**Action: Paul Grice/Secretariat**

**Item 10: AOB**

**Session 4 Event**

26. Jerry Headley provided a brief update on the planning for the Session 4 Event. It was noted that the success would in large part be as a result of the help of staff taking on ushering duties. LG agreed to encourage as many staff as possible to get involved with the day.
Business Publications Contract

27. Michelle Hegarty provided an update on the change of supplier in relation to the business publications contract.

Leadership Group Secretariat
May 2011