LEADERSHIP GROUP

MINUTES OF MEETING HELD ON FRIDAY 30 SEPTEMBER 2011, 10:00AM, Q1.04

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

In Attendance: Judith Proudfoot (item 3)
               Jane McEwan (items 3 and 4)
               Billy McLaren (item 4)
               Rob Littlejohn (item 5)
               Willie Heigh (item 8)
               Ian Robertson (AAB)
               Kevin Sweeney (AAB)
               Alli Williams
               Johanna Lennon
               Linda Smith (Secretary)

1. Apologies were received from Colin Chisholm.

2. Paul welcomed the two external members of the Advisory Audit Board (AAB), Ian Robertson and Kevin Sweeney. The intention, going forward, was that they would attend LG periodically to support it in considering key issues.

Item 1: Minutes of LG Meeting: 22 August 2011

3. The minutes were approved.

Item 2: Matters Arising

4. None.


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


6. Jane McEwan and Billy McLaren presented a paper which set out the draft Scottish Parliament UK and international engagement strategy for session 4. The aim of the strategy was to provide a more specific focus
to UK and international engagement across the Parliament in order to target resources effectively and obtain value for money.

7. The strategy set out a framework for the type of activities which might usefully be taken forward in session 4. This framework would allow the UK and International Relations Office (UKIRO) to monitor and report on the range of engagement taking place within the Parliament.

8. LG endorsed the strategy and welcomed the clarity which it would bring in helping to define the role and scope of the Parliament’s UK and international engagement. It was agreed that the purpose of the strategy should be updated to reflect its main goals.

**Action: Jane McEwan/Billy McLaren**

9. It was noted that that the strategy had to be clear in the role it had to play in supporting the wider work of the Scottish Government, and others, in promoting Scotland. It was agreed that consideration should be given to the links between the existing events strategy, the engagement strategy currently under development and the new UK and international engagement strategy.

**Action: Jane McEwan/Billy McLaren**

10. In order for the strategy to deliver its aims of sustainable international relationships, identifying the current pattern of and opportunities for collaboration would be vital. LG agreed a short benchmarking exercise to allow UKIRO to gain an overview of all current and planned UK and international activity across the Parliament. The results of the exercise, which would take place early next year, would be reported to LG.

**Action: Jane McEwan/Billy McLaren**


11. LG was presented with an interim report detailing the governance and delivery of the 2011 election programme. The aim of the programme was to co-ordinate all actions and projects connected to the Parliament’s preparations for the elections and the work of supporting new and returning Members thereafter. While many of the projects within the programme were complete, work associated with the election was continuing in some offices and a further update would be provided in the final programme report early in the new year.

**Action: Bill Thomson**

12. LG welcomed the post-implementation work which was planned which would help ensure that the Parliament was as prepared as possible for the next election.

13. LG thanked the Programme Board and all of those involved in taking the individual projects forward.

14. Judith Morrison presented LG with the latest quarterly compliance report which detailed compliance in relation to health and safety, environmental and carbon management, business continuity management and equalities. The format of the report was endorsed by LG.

15. It was noted that a number of staff had not yet signed up for the practical fire safety training. Group heads were asked to ensure all staff had the opportunity to attend.

Action: Group heads

Item 7: Internal Communication in the SPS (LG (2011) Paper 039)

16. At its meeting on 31 January 2011, LG had considered a paper on options for the future management of internal communications within the Scottish Parliamentary Service (SPS). Linda Smith presented a paper which sought a further steer from LG on the future of the Internal Communications Strategy (ICS) in the light of the revised structure and focus of the organisation.

17. LG noted the value of the existing ICS and agreed that it should be refined to reflect the aims outlined in the new Strategic Plan. In order to support Linda in taking this work forward, it was agreed that two or three LG members would work with her.

Action: Linda Smith/LG members

Item 8: Leadership Portfolio – September 2011 (LG (2011) Paper 040)

18. LG considered the latest update on the leadership portfolio and noted the pressure on project resources throughout the organisation. This reflected the impact of the intensive work around the election as well as the impact of the ongoing Change Management Programme.

19. LG welcomed the inclusion in the portfolio of those projects at the initial stage of the planning process. A SEAS upgrade was due to begin shortly and Derek Croll was asked to update LG on the increased functionality which the upgrade would provide.

Action: Derek Croll

20. In considering the wider portfolio, LG agreed that a wider discussion on project management should be scheduled for the November meeting to allow LG to consider how projects are managed within the organisation and the processes which surround this.

Action: LG Secretariat
21. It was noted that projects were a major source of change in the organisation and as such LG welcomed the work which had taken place to embed business continuity within project governance. This work would help to ensure that any changes which arise as a result of projects would be robust and also help spread knowledge of business continuity best practice.


22. The P4 and P5 finance reports provided LG with an update on general financial activity and expenditure trends in the financial year to date. It was noted that the first forecasting exercise had recently taken place and that the P6 report would reflect the changes from this exercise. In advance of that report being made available, it was agreed that Derek Croll would issue the provisional re-forecasted figures to LG for information.

*Action: Derek Croll*

23. LG noted the report and approved this for onward submission to the SPCB.


24. Following a resource planning exercise in 2010, the SPCB had provided an indicative forecast to the Finance Committee in 2010 of its revenue and expenditure plans through to 2014-15. Those proposals had set out an overall saving target for the coming years. LG considered a paper which sought views on a number of issues to aid the preparation of the 2012-13 budget and ensure that the savings target was met.

25. LG endorsed the general approach and agreed to meet again to discuss the detail of the 2012-13 budget bid.

*Action: LG Secretariat*

**Item 11: AOB**

**Proposed Industrial Action**

26. LG received an update on planning taking place in light of the proposed industrial action in November.

**Online and Web Strategy**

27. It was noted that the Public Engagement Board was taking over responsibility for the Parliament’s online and web strategy.
Staff Expense Claims

28. LG agreed to establish a time limit for staff submitting travel and expenses claims. It was agreed that a limit of 30 days from the end of the month in which the expense was incurred would be established.

Action: Derek Croll

Environmental Update

29. LG received an update on the work being done to help the Parliament meet its environmental targets.

Leadership Group Secretariat
September 2011