LEADERSHIP GROUP

MINUTES OF MEETING HELD ON MONDAY 15 JUNE 2015, 9.30AM, Q1.04

Present:  
Paul Grice (Chair)  Stewart Gilfillan  
Ken Hughes  Jerry Headley  
Lynda Towers  Michelle Hegarty  
Alan Balharrie  David McGill  
Derek Croll  Callum Thomson  
Colin Chisholm  Tracey White  
Susan Duffy  
Judith Morrison

In Attendance  
Lorna Foreman  
Vicky Moyes (item 4, part only)  
Rachel Edwards (Secretary)  
Tess Schmigylski  
Huw Williams

Item 1: Minutes of LG Meeting on 1 June 2015

1. The minutes of the meeting were approved.

Item 2: Matters Arising

Introductions

2. Tracey White and Judith Morrison were both welcomed to the meeting.

Delivery Plan

3. LG agreed to discuss the feedback Group heads will have received from their discussions with staff about the strategic plan and delivery plan at its August meeting.

Action: LG

Scottish Parliament Exhibition

4. LG noted that since the last meeting there had been further clarification about the project timescale and an update on the consultation would be provided to LG after the summer recess.

Action: Jerry Headley

Internal Communications Plan

5. LG was advised that the plan would be circulated to all staff during week commencing 15 June 2015.

Action: Secretariat
Item 3: Organisational Development

6. LG received a presentation on the proposed SP Learning software system which would support the workstreams to be taken forward as part of the Organisational Development programme.

7. LG also received a paper from the Programme Board on the workstreams making up the Organisational Development programme. These include:

- Strategic workforce design and planning
- Modernising the approach to equalities
- Review of the performance management process
- Simplifying people management policies, procedures and guidance
- Strengthening leadership and management capability
- Supporting effective resource planning and talent management
- Modernising our HR systems
- Modernising the approach to Learning and Development

8. LG welcomed the paper. While LG endorsed the workstreams, it was recognised that this was a considerable programme to implement and it would be essential to obtain staff buy-in to the changes being developed. There were also resources issues to be taking into account especially around the availability of staff outside the HR Office.

9. It was agreed that the Senior Responsible Owner, working with the HR Office would provide LG with further information, specifically a critical path analysis to demonstrate how the programme would be taken forward which should be prepared on a risk based approach. LG also asked for further details on the risk register, a copy of a communications plan and for the budget to be revisited to ensure that all areas of the programme had been included. It was agreed that a further discussion would take place at the next meeting.

   Action: David McGill/ HR Office

Item 4: Any Other Business

Compliance Report

10. Stewart Gilfillan updated LG on an amendment to the agreed version of the Compliance Report in respect of the carbon emissions figure.

Birthday Honours

11. Paul congratulated both Stewart Gilfillan and Alistair Murray on their nominations in The Queen’s Birthday Honours.

Leadership Group Secretariat
June 2015