LEADERSHIP GROUP

MINUTES OF MEETING HELD ON MONDAY 29 SEPTEMBER 2014, 11:30 AM, ROOM Q1.04

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

In attendance: Judith Proudfoot (item 3)
Billy McLaren (item 3)
Jake Fenton (items 4 and 5)
Paul Graham (item 5)
Rachel Edwards (secretary)
Huw Williams
Sarah Marchbank

Item 1: Minutes of LG Meeting of 18 August 2014
1. The minutes of the meeting were agreed.

Item 2: Matters Arising
2. Colin Chisholm was nominated to be the LG champion for the apprentice programme.

Item 3: SPCB
3. LG noted the SPCB agenda for 8 October and the forward plan to 26 November.

Item 4: Health and Safety Annual Report
4. LG considered the annual Health and Safety report. The formation of the Health and Safety Steering Group and new KPIs were the key changes from the past year.

5. LG agreed to the change of remits and responsibilities of the Steering Group, who will be responsible for making changes to the audit plan and Risk Register. LG will be kept informed and will continue to support the Health and Safety system.
6. LG agreed to recommendations to develop new DSE and manual handing training courses.

7. The KPIs were still being finalised by the Steering Group. Jake Fenton would return to LG in January/February 2015 with KPIs agreed by the Steering Group for endorsement by LG.

   Action: Jake Fenton

**Item 5: Fire Safety**

8. LG agreed, subject to SPCB approval, that access to the building would in future be linked to completion of fire safety training. Training would be offered online before staff took up post and were issued with a pass. Further work was required to finalise the training but it would be important to ensure that those seeking passes were able to complete the training in advance.

**Item 6: Referendum Planning Group Update**

9. LG received an update on the work of the Referendum Planning Group, and the work being undertaken at political level since the referendum. LG noted their appreciation both to the staff seconded to the Lord Smith Commission and to their teams for facilitating the moves.

**Item 7: Period 5 Finance Report**

10. LG approved the P5 Finance report for inclusion in the Clerk/Chief Executive’s Report to the SPCB.

**Item 8: 2015/16 Draft Budget Bid**

11. LG considered a briefing paper which sought views on a number of issues to aid the preparation of the 2015-16 budget bid and agreed several changes.

12. LG agreed to consider the organisation’s longer-term financial position in line with work on the strategic plan. Stewart Gilfillan would lead on this, with the assistance of the strategic budget group.

   Action: Stewart Gilfillan

13. The budget bid will be presented to the SPCB over its two meetings in October. The possibility of a planning day to discuss long-term financial needs will be investigated.

   Action: Stewart Gilfillan

**Item 9: Digital Parliament Programme Update**


15. Digital Meeting Rooms will address the physical and technology aspects of meeting rooms to support our aim of working digitally. Three meeting rooms will be fitted to support digital working, encouraging less use of paper and supporting and facilitating mobile working. Work is planned for February recess.
16. HR has developed a proposal for how it will support staff training and a training analysis will commence soon.

17. The first iteration of the Members’ portal which will provide a personalized point of access to relevant parliamentary and employer information will be ready this calendar year.

**Item 10: Communications**

18. LG agreed which items on the agenda were to be included in the communication briefing for staff.

**Item 11: AOB**

*LG Drop-in Sessions*

19. LG discussed holding open sessions in the Garden Level restaurant for staff to drop in and discuss ideas or questions they might have. The sessions would allow for improved upward communication and exchange between staff and senior management.

20. LG agreed to trial two drop-in sessions between October 2014 and February 2015.

**Leadership Group Secretariat**

*September 2014*