



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Leadership Group (LG) meeting held on Monday 9 May 2022 at 09.30am (hybrid)

Present:

- Michelle Hegarty (chair)
- Alan Balharrie
- Susan Duffy
- Lorna Foreman
- Sara Glass
- Lynsey Hamill
- Judith Morrison
- Callum Thomson

Apologies:

- David McGill, Tracey White

In attendance:

- Mark Brough (items 3 and 4)
- Lis Craig, Erin Borthwick, Vicky McSherry, Helen Nicolson (item 5)
- Roy Devon, Graeme Cook (item 6)
- Huw Williams
- Lisa Creamer
- Judith Proudfoot, secretary

Item 1: Previous minutes

1. LG agreed the minute of the meeting held on 25 April 2022.

Item 2: Matters arising

2. There were no matters arising.

Item 3: New ways of working (NWoW): update

3. LG noted that the NWoW Advisory Group had met the previous week and would be bringing a paper to a future LG meeting on next steps and seeking discussion and agreement on some policy issues.
4. LG members were due to engage with Office Heads and Team Leaders to discuss NWoW. These initial virtual meetings would aim to seek feedback on their thoughts and expectations which would then feed back into the work of the Advisory Group.

Item 4: LG and SPCB forward look – LG (2022) Paper 30 and LG (2022) Paper 31

5. LG noted the forward plans for SPCB and LG meetings up to the end of June 2022 and provided some updates on proposed agenda items. LG noted in particular the upcoming SPCB QT session scheduled for 16 June. In light of the number of ad hoc meetings being arranged for LG, members were asked to ensure their leave arrangements were up to date in calendars to assist the secretariat in finding slots.

Item 5: Quarter 4 reports

Q4 Finance report – LG (2022) Paper 32

6. LG discussed the provisional end of year outturn. It had been a particularly difficult year to forecast and commit expenditure, for a variety of significant issues as outlined, resulting in a 3.5% underspend. LG discussed a number of areas that would be looked at to improve performance including reviewing the organisation's risk appetite, office budgeting and continuing to improve project planning outwith the annual budgeting cycle.
7. LG noted that the Scottish Government's finance and procurement systems, used by the Parliament, were being replaced during 2022-23. This would be a significant project impacting on parliamentary staff, with considerable change for those using these systems.

8. LG noted the report.

Q4 Performance report – LG (2022) Paper 33

9. One area, Diversity and Inclusion Delivery Plan, was reported at status red. LG was advised that this related purely to governance arrangements and that good progress had been made on diversity and inclusion work.
10. LG was also advised that a paper was due to be brought to a meeting in June proposing how MSP feedback be conducted in future, taking account of the success of the recent exercise.

11. LG noted the report.

Q4 Workforce report – LG (2022) Paper 34

12. LG discussed a number of aspects contained in the report including attendance, sickness absence levels, turnover and recruitment. An update on the recruitment strategy was to be brought back to a future meeting and would include more information on efforts to target ethnic minority groups. People & Culture Office was also planning on producing an annual report based on the quarterly workforce reports which would provide more context to the figures.

Action: Vicky McSherry

13. LG noted the report.

Item 6: COP26 project closure report – LG (2022) Paper 35

14. This was the project closure report relating to the planning and delivery of the Parliament's involvement with, and alongside, COP26. It had been a huge challenge, not least due to the impact of covid-19, but had resulted in a successful outcome with good representation by MSPs from across the committees. The resulting legacy work would be prioritised and built into the sustainability strategy.
15. LG thanked those involved in the project for their efforts and noted the lessons in the report as well as the successful achievements.

Item 7: Flexi management – oral

16. LG had a strategic discussion on the management of staff flexi and the consistent application of working time policies. LG agreed the proposed approach to current year flexi management and subsequent policy position. The wider policy issues highlighted would feed into the strategic resourcing discussion planned for June and communications would be circulated following that.

AOB

Gender Recognition Reform Bill

17. LG noted an update on progress of the above Bill. A briefing pack had been prepared to support staff as part of a more proactive approach to the management of sensitive and contested issues being considered by the Parliament. A copy would be circulated to Group Heads.

Action: Callum Thomson

Date of next meeting

18. The next meeting was scheduled for Monday 23 May 2022.

LG secretariat
May 2022