



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Leadership Team (LT) meeting held on Monday 15 May 2023 at 09.30am

Present:

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

Apologies:

- Tracey White

In attendance:

- Allan Campbell (item 6)
- Willie Heigh (item 7)
- Rachel Fishlock, Alan Durward, John Paterson (item 8)
- Vicky McSherry, Helen Nicolson (item 9)
- Huw Williams
- Judith Proudfoot, secretary

Item 1: Previous minutes

1. LT agreed the minute of the meeting held on 24 April 2023.

Item 2: Matters arising

2. Michelle provided her reflections on the previous meeting, highlighting, in particular, the discussion on the Strategy and how useful the contributions from the 'subject expert' officeheads had been. Those who had attended had also provided feedback on how beneficial they had found the discussion.
3. Michelle also commented on the contribution by LT members in shaping the agenda to achieve the more strategic approach to meetings.

Item 3: Intelligence sharing

Industrial action

4. LT received an update on the recent PCS Union ballot result for further industrial action, noting that the SPCB as the employer had already settled a pay award and no compulsory redundancy and that issues to do with pension were not ones that the SPCB could influence as an affiliated body. This had been made clear to PCS. People & Culture (P&C) staff were looking to identify any particular local concerns of staff which would be shared with LT.

REUL update

5. LT noted a further update on the UK Retained EU Law Bill, specifically the change to the UK's approach proposed by the Government. This continued to be a challenging element of the workload.

Protests

6. LT reviewed the impact of the new security arrangements introduced for visitors attending the Parliament.

Item 4: SPCB meeting feedback

7. LT received an overview of items discussed at the SPCB meeting held on 4 May.

Item 5: Grade 6 Network

8. LT discussed feedback on the effectiveness of the Network, how it was working and how it might be improved. LT agreed to commission P&C to undertake further analysis on the effectiveness of the network, seeking wider views and feedback directly from G6 and G5 office head colleagues on effective engagement between LT and its senior staff.

Action: Rachel, Neil Mackie

Item 6: National Performance Framework (NPF)

9. While the Scottish Parliament and Scottish Parliamentary Corporate Body were specifically exempt in legislation, LT agreed that it was appropriate and right that it should be cognisant of the NPF National Outcomes.

Action: Callum, Lynsey, Allan

Item 7: Delivery Plan

10. The focus of this discussion was to establish the key deliverables with deadlines for the 2023-24 Delivery plan. These would form the basis of quarterly performance reporting to assist LT in managing the agreed strategic objectives.

11. Each strategic lead introduced their area of the plan for discussion:

Operational excellence
A values-driven culture
A modern and dynamic parliamentary democracy
New ways of working
Climate change and sustainability

12. LT discussed progress under each heading, and capacity and prioritization of activities across the Plan. Some of the outcomes included:

- Agreed that responsibility for providing assurances on meeting targets would sit with individual Group Heads
- Agreed to investigate creating a single enquiry point (Session 7 strategy)
- Financial literacy training – agreed to pause/re-prioritise this objective due to capacity issues until 2024/25
- Team Agreements under NWOW were currently in trial mode and LT agreed these should be reviewed and updated by the end of September 2023 so that other resource and service planning decisions could be made on evidenced footfall/use of building.
- LT will be invited to sign off new space planning criteria as part of NWOW investments in future
- New Ways of Working programme to become part of ‘business as usual’ from end October 2023
- Having established milestones it was the responsibility of each lead to ensure quarterly reporting against these. Colleagues in the office of the Deputy Chief Executive would consider how the process for collating the quarterly reports could be made less resource intensive for both those providing the information and those preparing the report to LT.

Action: Willie Heigh

13. A revised version of the Strategic and Delivery plans would be brought to the next meeting for sign-off.

Item 8: Q4 reports

Performance report – Paper 10

14. LT members incorporated comments on the current status of objectives as part of the previous Delivery Plan discussion.

Finance report – Paper 11

15. LT discussed the Report, noting that the predicted outturn was within the target variance. LT also noted that budget forecasting was an area that could still be improved, particularly in respect of being realistic about what was achievable within a financial year.

Workforce report – Paper 12

16. LT welcomed the comprehensive Report, noting that it presented a positive picture in areas such as attendance, turnover and recruitment.

Item 9: Support to staff

17. LT discussed feedback received from staff faced with challenging situations in the workplace and considered whether there were any improvements or additions that could be made to those support arrangements already in place. A further discussion would take place on how to take this forward.

Date of next meeting

18. The next meeting was scheduled for Monday 5 June 2023.

LT secretariat

May 2023