



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Leadership Team (LT) meeting held on Monday 16 January 2023 at 10.00am

Present:

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

In attendance:

- Mark Brough (items 1-4)
- Huw Williams
- Judith Proudfoot, secretary

Item 1: Previous minutes

1. LT agreed the minute of the meeting held on 19 December 2022.

Item 2: Matters arising

2. The Period 7 Finance Report had been circulated since the previous meeting for noting by correspondence.

Item 3: Intelligence sharing

Industrial action

3. A letter had been received from the PCS confirming the intention for industrial action on Wednesday 1 February 2023. Group Heads (GHds) updated the meeting on the implications for their business areas and the likely impacts on being able to support parliamentary business and be fully open to members of the public on that day. The key issue was the ability to operate the building in a safe and secure manner with reduced staff levels.
4. It was agreed that the proposed programme of business for 1 February would be circulated to LT members as soon as it was known.

Action: Tracey

5. GHds were also asked to provide David with any additional information about potential impacts for their business areas by Wednesday to aid in briefing the SPCB at its meeting on Thursday. GHds should also be having discussions with staff on business continuity actions.

Action: GHds

6. The SPCB and Bureau would be updated in the coming week and communications to Members and all staff were being prepared for issuing later in the week.

Action: Tracey, Lorna

New ways of working (NWoW)

7. GHds were asked to encourage staff to respond to the recent survey. They were also asked to check that 'team agreements' were in place in relation to working arrangements.

Action: GHds

8. A fuller discussion on NWoW was scheduled for the next meeting.

Parliamentary business

9. LT discussed the current issues impacting on parliamentary business and the corresponding impact on staff across the organisation. It was noted that there had been considerable pressures and challenges on staff over the last year and despite this staff had continued to perform exceptionally. It was important for the LT to continue to support staff in their roles. David and Michelle agreed to reflect on having a further discussion focused on this issue.

Action: David, Michelle

Item 4: LT and SPCB forward look

10. LT discussed and noted the current forward plans for SPCB and LT meetings.

Item 5: feedback from Finance and Public Administration

Committee session

11. Sara provided feedback from the session with the Finance and Public Administration Committee on 10 January in which the SPCB presented its 2023-24 Budget.
12. It had been a positive session with questions primarily focused on the anticipated areas. David thanked colleagues for their contributions in pulling together the relevant briefing.

Date of next meeting

13. The next meeting was scheduled for Monday 6 February 2023.

LT secretariat

January 2023