



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Leadership Group (LG) meeting held on Monday 7 February 2022 at 09.30am (hybrid)**

### **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 1-5)
- Mary Ann Masson (item 7)
- Eric Macleod, Neil Mackie, Dawn Gibbons (item 8)
- Victoria Barby (item 9)
- Huw Williams
- Monika Okrojek
- Judith Proudfoot, secretary

### **Item 1: Previous minutes**

1. LG agreed the minute of the meeting held on 24 January 2022.

### **Item 2: Matters arising**

2. There were no matters arising.

### **Item 3: Feedback from SPCB meeting**

3. LG noted feedback on the key discussions that took place at the SPCB meeting the previous week which had included: covid-19 related matters; a summary of LG's look ahead session at the start of the year; officeholders; childcare services; and security.

## **Item 4: Covid-19: update**

4. Michelle noted she had taken the opportunity to discuss the overall covid recovery approach with the National Clinical Advisor to the Scottish Government and this was positive. Michelle and the covid working group remained in contact with other public sector organisations and UK legislatures as covid recovery progressed to inform advice to SPCB and LG.

## **Item 5: LG and SPCB forward look – LG (2022) Paper 12 and LG (2022) Paper 13**

5. LG noted the forward plans for SPCB and LG meetings up to the end of April 2022. The secretariat was in the process of identifying an additional meeting slot to enable LG to discuss its response to feedback in the recent staff survey.

**Action: LG secretariat**

## **Item 6: New ways of working (NWoW): update**

6. The programme of interviews with MSPs seeking feedback on the provision of parliamentary services was underway. The results of these would feed into LG's NWoW workshop scheduled for 21 March. Group Heads were also about to resume their programme of regular meetings with groups of Office Heads. It was hoped the first round of some of these meetings might take place before the workshop on 21 March so that they could also feed into that discussion.

## **Item 7: Interim covid recovery policy – LG (2022) Paper 14**

7. At present the organisation was in covid recovery mode as per the public health strategy, gradually bringing back services onsite. Plans were in place for working arrangements in the shorter term up to the Spring. LG's strategic ambition for the medium to longer term was to shape a more flexible way of working for everyone over session 6 (NWoW). This discussion paper sought to stimulate LG consideration of an interim covid recovery policy for the staffing group.
8. LG agreed a clear steer so that a policy could be brought forward for finalisation at its next meeting.

## **Item 8: People & Culture**

### **Gender Recognition Reform (Scotland) Bill – (oral)**

9. LG discussed some of the potential issues and impacts around scrutiny of the above Bill and the plans in place for providing support to Members and staff. LG also discussed likely media coverage, including social media, and the provision of training, for example around language.

## **Pay policy – LG (2022) Paper 15**

10. The purpose of this paper was to generate a discussion about, and establish a clear position on, the development of a pay policy for SPS staff which would be transparent, fair and objective. A draft policy would be brought to a future LG meeting for discussion and approval.

## **Item 9: Sustainable Development Impact Assessment (SDIA) tool – LG (2022) Paper 16**

11. LG had a further discussion on the structure and format of the tool and a proposed process for supporting teams in using it as part of project management. LG agreed that it had wider benefits than simply impact assessment and that the process around using it needed to be flexible to accommodate different offices' requirements and size of project.

12. The Sustainability Team would continue to work on developing the tool, working with priority areas such as Facilities Management, BIT and Procurement, and feed back as part of the wider NWoW project.

## **AOB**

### **Closure reports**

13. LG agreed that it was a good governance practice to continue bringing project closure reports to the Group for discussion on lessons learned and sign-off.

### **Annual leave update**

14. Group Heads noted a reminder that staff annual leave plans for 2021-22 should be entered into the TRS system by the end of February.

### **Date of next meeting**

15. The next meeting was scheduled for Monday 28 February 2022.

**LG secretariat**  
February 2022