



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Leadership Group (LG) meeting held on Monday 20 June 2022 at 09.30am**

### **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)
- Willie Heigh, Erin Borthwick (item 6-7)
- Huw Williams
- Monika Okrojek
- Judith Proudfoot, secretary

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

1. LG agreed the minute of the meeting held on 23 May 2022.

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

2. There were no matters arising.

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

3. LG members provided feedback on items discussed at the SPCB meeting held on 16 June including: procurement of an accessibility notification app contract; applications under the disability and security provisions; officeholder recruitment; and facilities management strategic investment priorities.

### **Item 4: New ways of working (NWoW)**

4. LG noted an update of matters discussed by the NWoW Advisory Group. Good progress had been made on developing the new tool kit aimed at supporting line managers in their discussions with staff. LG was due to meet again later in the week to discuss and agree some associated policies prior to the tool kit being circulated to

Office Heads and Team Leaders for them to review over the summer recess and provide feedback.

## **Item 5: LG and SPCB forward look – LG (2022) Paper 42 and LG (2022) Paper 43**

5. LG noted the forward plans for SPCB and LG meetings up to October 2022.

## **Item 6: Delivery Plan**

6. Following on from LG's agreement of the Delivery Plan, this update provided information on plans for communicating the Plan and work being undertaken on the impact of the Plan across offices. The resource impact of activities in the Plan were expected to be fairly even across the organisation with only a few of the activities such as new ways of working and performance management having a larger impact across all offices.
7. Group Heads noted that there were a number of exercises due to be commissioned during the summer recess that Office Heads would be dealing with such as office plans and budgets. LG agreed to discuss at its meeting later in the week with a view to co-ordinating activities.
8. Willie Heigh offered to discuss any aspect of the Plan with Group Heads and to support them in their discussions with their groups.

## **Item 7: Members' feedback interviews**

9. LG discussed the lessons learned from the previous one-off exercise earlier in the year and agreed that future exercises would be held on a biannual basis with questions focusing primarily on activities in the Delivery Plan with the option for additional questions on any specific topical issues. LG also agreed that the involvement of Office Heads in undertaking the interviews had proved successful and should be continued.

## **Item 8: Diversity and inclusion governance – LG (2022) Paper 44**

10. LG agreed to discontinue the existing Diversity and Inclusion Board and establish a new advisory Board comprising largely external members whose role it would be to challenge and advise the Leadership Group on diversity and inclusion matters. LG also agreed that the external members of the Board should be remunerated.
11. Susan and Lorna were asked to work up a remit for the Board and, in consultation with the Head of Internal Audit, establish how the board would operate within the wider Parliamentary governance framework and lines of accountability. This, along with proposed membership, would be brought back to LG for sign-off. Once agreed, the practical arrangements for establishing the board would be delegated to Susan and Lorna.

**Action: Susan Duffy, Lorna Foreman**

12. On a related matter, LG agreed that the Head of People Services, Diversity & Inclusion should review the operation of and support to the organisation's Networks in collaboration with the Networks and their LG sponsors.

**Action: Neil Mackie**

### **Item 9: Gender sensitive audit**

13. LG noted an update on the work of the Board, chaired by the Presiding Officer and with cross-party as well as external academic representation, undertaking a gender sensitive audit of the Parliament. A report had been produced on some initial findings which Susan agreed to circulate to LG members for information.

**Action: Susan Duffy**

14. LG discussed some of the main findings of the work so far.

## **AOB**

### **London Bridge**

15. LG noted an update on planning.

### **Date of next meeting**

16. The next meeting was scheduled for Thursday 23 June 2022.

**LG secretariat**

June 2022