



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Leadership Group (LG) meeting held on Thursday 23 June 2022 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:**

- Monika Okrojek
- Judith Proudfoot, secretary

### **Item 1: New ways of working**

1. LG met to discuss key policy decisions relating to the tool kit and guidance being drafted to support line managers in engaging with staff on new ways of working.
2. LG agreed the policy positions on flexible and hybrid working arrangements; provision of equipment; use of furniture, office and meeting spaces; and working from home payments. It was noted that the (formal) Flexible Working Policy, including the Homeworking Policy, would be reviewed by the end of December 2022 to reflect hybrid working arrangements as they emerge.
3. LG then discussed the timeline for completing Phase 1. A range of views were expressed and Michelle undertook to discuss further with David.
4. Group Heads were asked to provide any comments on the tool kit and guidance by close the following Wednesday and to have a look at the Phase 2 document and add any comments.

### **Date of next meeting**

5. The next meeting was scheduled for Monday 19 September 2022.

### **LG secretariat**

June 2022