



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Leadership Team (LT) meeting held on Monday 24 April 2023 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:

- Rachel Fishlock (item 5)
- Willie Heigh, Andy Munro, Erin Borthwick, Tommy Lynch, Lucy Scharbert, Roz Thomson, Kenny Htet-Khin, Shona Skakle, Sally Coyne, Neil Mackie, Dorothy Sneddon, Victoria Barby (item 6)
- Huw Williams
- Lisa Creamer
- Judith Proudfoot, secretary

Item 1: Previous minutes

1. LT agreed the minute of the meeting held on 6 March 2023.

Item 2: Matters arising

2. LT (2023) Paper 7 - Period 11 Finance Report had been circulated since the previous meeting for noting by correspondence.
3. Michelle provided a brief summary of how she felt the previous meeting had gone, making particular reference to a good discussion on governance and the challenges for LT highlighted by the workforce planning discussion. As an update on governance, it was confirmed that all Group Head job objectives and delegations had been updated and LT agreed that they would be shared within LT.

Item 3: Intelligence sharing

Parliamentary business

4. LT members highlighted a number of issues at both UK and Scottish level that were or could impact on staff in supporting the business of Parliament. David also took the opportunity to record his thanks to all those involved in managing the recent chamber protests and disruptions to business.

REUL update

5. LT noted a further update on the UK Retained EU Law Bill which continued to be a challenging element of the workload.

Industrial action

6. LT discussed the industrial action due to take place on Friday 28 April and agreed that, being a non-business day, the building should be closed to the public and passholders.

Item 4: SPCB meeting feedback

7. David provided feedback on items discussed at the previous SPCB meetings held in March and April. Matters discussed included: annual uplifts to the Members' Expenses Scheme and onsite catering tariffs; electoral reform; late parliamentary sittings; the Public Engagement Strategy; visitor code of conduct and protest management; Members' travel and security applications; pastoral support for Members; appointment of an Acting Commissioner for Children and Young People; and the Scottish Parliamentary Pension Scheme.

Item 5: LT development – LT (2023) Paper 8

8. LT reviewed progress on the Team Development Plan and agreed to undertake a 1-day Priority Management training event. The event would take place off-site and if possible before the summer recess.
9. LT agreed to provide comment and agreement to an outline for adaptive leadership training which would be circulated again after the meeting. Once agreed, the People & Culture Team would take forward procurement.

Action: Rachel Fishlock

Item 6: Review of Session 6 Strategy – Paper 9

10. Having reached the mid-point of Session 6, LT reviewed the Strategic Plan to assure itself that the strategy was still right for the Parliament and could be delivered by September 2025.
11. At the start of the discussion, LT welcomed a group of staff from across the organisation who attended to share reflections, observations and insights of Session 6 to date and look ahead at priorities, risks, opportunities and challenges for the remainder of the session.
12. LT carried out a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) and discussed common themes arising.
13. Each strategic lead then provided their own reflections and an assessment of the status in respect of delivering on the strategic change objectives taking account of their Group's priorities, risks and opportunities, and facilitated a wider discussion across LT.
14. LT agreed that there was nothing that needed to be removed from the Strategy but that the Gender Sensitive Audit work could be made more prominent. Some reworking of some of the sub-objectives was also agreed.
15. LT also identified the need for it to become more aware of the technologies becoming available and how they might be utilised to the benefit of the organisation. Alan agreed to produce some briefing for a future discussion.

Action: Alan B
16. LT would be aiming to establish the milestones for the 23/24 delivery plan at its next meeting. The refreshed Strategy and Delivery Plan would then be shared with SPS.

Date of next meeting

17. The next meeting was scheduled for Monday 15 May 2023.

LT secretariat
April 2023