



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Leadership Team (LT) meeting held on Monday 28 August 2023 at 10.00am via Teams

Present:

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

In attendance:

- Willie Heigh, Erin Borthwick (item 5)
- Huw Williams
- Erin Aitken
- Judith Proudfoot, secretary

Item 1: Previous minutes

1. LT agreed the minutes of the meetings held on 26 June 2023.

Item 2: Matters arising

2. There were no matters arising

Item 3: Intelligence sharing

Issues by correspondence

3. LT noted that the following matters had been circulated by correspondence during the recess period:
 - Scottish Public Service Awards (SPSA) nominations – Group Heads (GHds) were asked to provide any nominations for this year's SPSAs to Michelle by 8 September.

Action: GHds, Michelle

- The draft SPCB Annual Report & Accounts 2022-23 were circulated for information and comment. Feedback, including that from Audit Scotland, would be reflected in the revised version of the accounts to be considered by the Advisory Audit Board. It was also requested that the required Certificates of Assurance were provided by GHds by the end of August.

Action: GHds

- David's update to the SPCB on the Building Energy Management System contract award was circulated for information.
- Risk Register – information was requested from GHds about their current risk control and mitigation responsibilities ahead of a review/horizon scanning meeting being organized for Monday 11 September.

Action: GHds

- The issue of contractual periods of notice was raised with comments being sought from GHds. The matter would be discussed in more detail at a future LT meeting.
- Information about the staff engagement survey scheduled to be issued in September and an all-staff event planned for November.

4. Other updates provided at the meeting included:

- Planning for events to mark the 25th anniversary of the Scottish Parliament.
- Information about the inaugural meeting of the 'Speakers of the Isles' conference, held in Ireland and attended by the Presiding Officer and the Clerk/Chief Executive. David would be feeding back to individual GHds on issues relevant to their business areas.
- The Presiding Officer's thoughts on changes to FMQ sessions
- Chamber business after recess and the rollout of the new digital voting system to accommodate proxy voting.
- Recent protests and ongoing management arrangements.
- Trade Union consultation with its members on further industrial action.
- Staff changes.

Item 4: LT and SPCB forward look

5. LT discussed the items on the forward plan and noted a couple of updates.

Item 5: Members' feedback interviews

6. Willie and Erin provided a report of the findings and analysis from the recent Members' feedback exercise. A more high level overview including action that was being taken would be provided to the SPCB on 7 Sept.
7. The individual feedback specific to Groups had already been provided to GHds. They were asked to consider the full feedback and provide Willie and Erin with a brief, high

level update of any actions that were planned or in the process of being taken that would then be included in the update to the SPCB.

Action: GHds

8. LT welcomed the predominantly positive feedback received and noted that the few specific issues raised by Members were already on staff's radar and being actioned.
9. LT noted the relatively small number of Members who had taken part in the exercise and that there were other routes in place providing Members with opportunities to give feedback. LT agreed to discuss the frequency of the survey exercise further at a future meeting.

Date of next meeting

10. The next meeting was scheduled for Monday 4 September 2023.

LT secretariat
August 2023