



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Leadership Group (LG) meeting held on Monday 3 October 2022 at 9.30am

Present:

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

Apologies:

Sara Glass

In attendance:

- Mark Brough (items 1-4)
- John McArthur (item 5)
- Emma MacDonald (item 5)
- Monika Okrojek
- Huw Williams, Acting secretary

Item 1: Previous minutes

1. LG agreed the minutes of the meeting held on 23 September 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 29 September including: the annual report and accounts; update on broadcast communications; the working from home allowance; the sustainable development annual report; security requests and IT project investment priorities.

Item 4: LG and SPCB forward look – LG (2022) Paper 50 and LG (2022) Paper 51

4. LG noted the forward plans for SPCB and LG meetings up to December 2022 and provided some updates.

Item 5: New Ways of Working Business Case – Presentation

5. LG was presented with the business case for new ways of working. This was the outcome of significant engagement across the organisation and was an important basis for leadership decisions, policy changes, establishing the basis for investment and realising the benefits of NWOW.

6. LG noted the high level route map. It was noted that NWOW would conclude in autumn 2023 when the main “enabling blocks” had been established to shift towards a more flexible way of working for Members, their staff and SPS. Thereafter any changes would be under the strategies led by current Group Heads within normal delegations.

7. LG noted the “People” update. Considerable work had already been undertaken to date in supporting SPCB staff. A number of People Policies would need to be revisited and discussed with LG. It was noted that New Ways of Working was as an important aspect of SPCB’s offering as an employer in the recruitment market, amongst other issues. It was essential therefore to realise the benefits and to set clear goals which should link into performance management.

8. The next phase would be to provide guidance for Members to support flexibility for their staff.

9. LG noted under the “Place” that there had already been considerable research and engagement and a trial of new workspace set ups onsite to inform changes. It was agreed that the priority was for collaborative spaces and additional meeting facilities and FM had submitted a business case for investment accordingly to SRB.

10. It was agreed that in moving forward it was vital that investments in the building supported the NWOW goals as well as realising value for money. Within this context LG noted the aim to realise benefits as soon as possible.

11. On “Technology” it was noted that work was progressing with the IT device and tech refresh and to increase the capacity of digital meeting rooms from 6 to 30. This was

being undertaken in collaboration with the FM office. LG also noted the forthcoming telephony refresh project.

12. Under supporting “Hybrid Parliamentary Business” the Parliament had recently debated the report prepared by the Standards, Procedures and Public Appointments Committee on hybrid meetings. Improvements had been made to existing systems and the video conferencing platform would be going live on 1 November. Improvements to the digital voting system had also been completed over the summer. Consideration was also being given to proxy voting as recommended by the committee in its report.
13. LG agreed the seven key benefits which should be realised by New Ways of Working. The next stage was to finalise the measurements for realising these benefits. All the benefits would be tracked thereafter to next autumn and longer term by the relevant business areas. It was also agreed that there should be a proportional response to measuring benefits, noting that in addition to NWOW other plans and projects would also contribute to wider goals on climate, productivity etc.
14. LG agreed the business case.

Item 6: Risk

15. Following the discussion on risk at the last meeting, LG noted some further progress and agreed to discuss further updates at the next meeting on 31 October.

AOB

16. LG noted that the retention policy will be reapplied to SPSharepoint.

Date of next meeting

17. The next meeting was scheduled for Monday 31 October 2022.

LG secretariat
October 2022