



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Leadership Team (LT) meeting held on Monday 19 December 2022 at 10.30am

Present:

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

Apologies:

- Callum Thomson

In attendance:

- Neil Mackie, Rachel Fishlock, Joanna Tod (item 6)
- Emma MacDonald (item 7)
- Huw Williams
- Monika Okrojek
- Judith Proudfoot, secretary

Item 1: Previous minutes

1. LT agreed the minute of the meeting held on 28 November 2022.

Item 2: Matters arising

2. There were no matters arising.

Item 3: Feedback from SPCB

3. LT members provided feedback on items discussed at the SPCB meeting held on 8 December including: in-year adjustments to the 2022-23 budget via the Spring Budget Revision process; sign-off on the SPCB 2023-24 budget bid and indicative forecast for 2024-25; Members' Expenses applications; the Procurement Annual Report; and officeholder governance arrangements.

Item 4: Intelligence sharing

Business programme

4. LT discussed the implications of business running into Tuesday and Wednesday evenings that week. Significant additional work would be generated for many teams across the organisation and there was a possibility that the annual carol concert may need to be postponed or cancelled.
5. LT agreed a working assumption that the building would be closed to members of the public entering from 8pm each evening but this was subject to change.

Industrial action

6. There was no further information available on the likelihood or timing of industrial action. Group Heads were reminded to alert the Resilience Team if they had any concerns about industrial action impacting their ability to continue running their business areas.

Action: Group Heads

Item 5: LT and SPCB forward look

7. LT discussed and noted the current forward plans for SPCB and LT meetings. LT agreed that if no further items were added to the agenda then its meeting on 16 January would be held virtually via Teams.

Item 6: Performance management

8. LT received a high level overview of the new performance management system. The plan was to launch the system across the organisation in April 2023 but a number of teams had already been trialing the technology and the approach in advance to help shape the system.
9. LT thanked the team for their work on the project and welcomed the level of engagement and input from other offices to reach this stage. LT also noted the range of data that the new system would provide and the benefits this would have in helping LT manage performance across the organisation.

Item 7: Digital Strategy

10. Following on from a previous discussion in October, LT received a presentation on the draft digital strategy which took account of comments raised and feedback provided from subsequent one-to-one sessions with Group Heads.
11. Five digital priorities were set out and LT discussed each in turn. LT welcomed the focus provided by the presentation and it was agreed that the Strategy should be built around that, keeping it simple.

12. LT endorsed the 5 priorities and noted that a revised Digital Strategy would be brought to LT for sign-off by the end of March along with a roadmap for delivery of its objectives.
13. LT also agreed that a workshop on the digital ambitions for the organisation would be beneficial and should be included in the forward plan.

Any other business

14. LT noted that Monika was moving to a new post in the new year and recorded its thanks for her support as part of the secretariat over the past 5 years.

Date of next meeting

15. The next meeting was scheduled for Monday 16 January 2023.

LT secretariat
December 2022