

MINUTE OF LEADERSHIP GROUP (LG) MEETING HELD ON MONDAY 18 MARCH 2019, 9.30AM, Q1.04

Present: David McGill (Chair) Lynsey Hamill
Alan Balharrie Ken Hughes
Colin Chisholm Judith Morrison
Derek Croll Callum Thomson
Susan Duffy Tracey White

Apologies: Paul Grice, Michelle Hegarty

In attendance: Joanne McNaughton (items 3-6)
Andy Munro (item 8)
Huw Williams
Monika Okrojek
Judith Proudfoot, Secretary

On the occasion of his last LG meeting prior to retiring at the end of the month, colleagues wished to take the opportunity to acknowledge the many years valued service by Ken Hughes.

LG was also pleased to note the permanent appointment of Tracey White as Head of Chamber, Reporting and Broadcasting Group.

Item 1: Previous minutes

1. The minute of the previous meeting held on 4 March 2019 was agreed.

Item 2: Matters Arising

2. LG noted an update on the parliamentary staff pay award negotiations.

Item 3: Brexit planning (oral)

3. Ken Hughes provided an update on Brexit-related planning. While the majority of discussion had been around the political and business aspects for the Parliament, the Constitutional Issues Board (CIB) had discussed the need to ensure the implications for the wider administration of the Parliament was also addressed. It was agreed that this would be a standing item on CIB meeting agendas going forward.
4. Feedback to LG members had also highlighted a lack of communications from the CIB on the impact for the administration side of the organisation. David McGill would be taking over chair of the CIB and undertook to action both points.

Action: David McGill

Item 4: Business Programme – update (LG Paper 020)

5. The update provided a broad overview of developments in committee and chamber business and issues likely to arise over the coming weeks.
6. There had been a significant amount of additional work accommodated over recent months through a combination of good planning; re-prioritising of other works; and good communication and co-operation with Scottish Government colleagues.
7. There was a busy time envisaged ahead as committees take forward work previously deferred, with up to 11 bills to be dealt with at Stage 3 during May and June.

Item 5: Draft SPCB Agenda (LG Paper 021)

8. LG noted the Forward Plan for SPCB meetings up to the end of May 2019 and the questions lodged for the SPCB Question Time on 21 March.

Item 6: Draft Leadership Group Agenda (LG Paper 022)

9. LG discussed the Forward Plan for LG meetings up to 13 May 2019. The revised programme of strategic discussion topics was agreed and it was noted that a number of requests had been received for additional single-topic LG meetings. The secretariat would identify possible calendar slots.

Action: LG secretariat

Item 7: Period 11 Finance Report (LG Paper 023)

10. LG noted the Period 11 Report.

Item 8: Strategic Risk Register (LG Paper 024)

11. The Strategic Risk Register had been refreshed to include a number of proposed updates. LG reviewed each risk and agreed further revisions. LG also agreed arrangements for managing and reviewing the Risk Register going forward.

Item 9: AOB and meeting communications

SPCB QT

12. LG discussed one of the questions lodged for the SPCB QT.

Date of next meeting

13. The next scheduled meeting of the Leadership Group was due to take place on Monday 1 April 2019.

Leadership Group Secretariat
March 2019