



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Leadership Team (LT) meeting held on Monday 26 June 2023 at 11.30am

Present:

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

Apologies:

- Lorna Foreman
- Lynsey Hamill

In attendance:

- Tommy Lynch, Andy Munro (item 6)
- Huw Williams
- Judith Proudfoot, secretary

Item 1: Previous minutes

1. LT agreed the minutes of the meetings held on 5 and 13 June 2023.

Item 2: Matters arising

2. LT noted that the updated Strategic and Delivery Plans had been circulated and agreed by correspondence.

Item 3: Intelligence sharing

Chamber business

3. Tracey provided an update on 2 items of business taking place during the coming week – the Illegal Migration Bill - UK Legislation debate; and Russell Findlay's Members' Business motion.

Events

4. Susan provided feedback from the weekend's Elect Her event which had gone well. LT noted that it illustrated the importance of receiving as much advance notice of potentially sensitive events so that planning could be put in place to manage.

Item 4: SPCB meeting feedback

5. LT received an overview of items discussed at the SPCB meeting held on 15 June. LT also noted that Jackson Carlaw MSP and Maggie Chapman MSP, together with David and Huw, had met with the Finance and Public Administration Committee informally on 20 June to discuss the wider officeholder landscape.

Item 5: LT and SPCB forward look

6. LT discussed the items on the forward plan and noted that an alternative date for the SPCB Planning Day was being sought which may have implications for future meeting agendas.

Item 6: Compliance reporting – Paper 16

7. LT agreed changes to be made at Q2 to the compliance reporting framework following a review by the Resilience Team and Head of Internal Audit. There would still be quarterly compliance reporting but from Q2 this would be in the form of assurances provided by Group Heads that KPIs and other policy and process arrangements in their areas were in place and operating effectively. The Head of Internal Audit provided confirmation that the new approach would fulfill David's responsibilities in his role as Accountable Officer.
8. LT also agreed the next steps and noted that the new approach would be implemented for reporting against Q2 this reporting year and reviewed, along with an update of the Assurance Map, for the start of each subsequent reporting year.

AOB

Weekly10

9. Tracey queried whether the 'conversation' function of the Weekly10 system was operational and agreed she would pick this up directly with Lorna and update LT.

Action: Tracey

Leave arrangements

10. LT members were reminded to make sure the leave sheet was updated for the summer recess with their leave plans and to provide the Chief Executive's Office with contact details for those who would be covering in their absence.

Action: All

Information management

11. Alan provided an update on the interim report on the Records Management Plan and a reminder of the need for all staff to complete the annual GDPR training.

Action: All

Date of next meeting

12. The next meeting was scheduled for Monday 28 August 2023.

LT secretariat

June 2023