



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Leadership Team (LT) meeting held on Monday 5 June 2023 at 09.30am**

### **Present:**

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

### **In attendance:**

- Victoria Barby (item 6)
- Tommy Lynch (item 7)
- Andy Munro (item 8)
- Huw Williams
- Judith Proudfoot, secretary

### **Item 1: Previous minutes**

1. LT agreed the minute of the meeting held on 15 May 2023.

### **Item 2: Matters arising**

2. Michelle provided her reflections on the previous meeting, highlighting, in particular, the ownership by LT members of the agenda content and the excellent discussion of the Delivery Plan.
3. In relation to the Delivery Plan, further feedback had been incorporated and the updated Strategy and Delivery Plan would now be circulated for agreement by correspondence. Michelle would liaise with People & Culture Office on communications.

**Action: Willie Heigh**

4. Following the discussion at the previous meeting on feedback from the GRR Contact Group, a note had been circulated summarising the key learnings and themes and identifying actions to be taken forward by the relevant Group Heads (GHds). This was

agreed by LT. LT also agreed members could use the note and previous discussion paper to discuss with their senior teams over the next few months. GHds with identified actions should also plan specific feedback to the Contact Group members who had met with LT to discuss the issues.

5. A link to an updated intranet page providing information on Phase 3 of the New Ways of Working programme had been circulated in advance of the meeting. LT agreed the content of the page and that it should be communicated to all staff.

**Action: People&Culture**

## **Item 3: Intelligence sharing**

### **Chamber business**

6. LT noted that the Presiding Officer was looking to engage with party leaders around FMQs to see if more questions could be accommodated.

### **Officeholders**

7. LT noted that the SPCB had been invited by the Finance and Public Administration Committee to discuss the general issue of the expansion in the number of officeholders. The Public Audit Committee had also invited the Auditor General for Scotland to consider undertaking audit work on the role of Parliamentary supported officeholders to determine if value for money was being achieved. In addition, parliamentary officials had been invited to engage with Scottish Government officials on their review of the Government's guidance regarding the justification of any proposals for new officeholders that would require to be supported by the SPCB.

### **Use of apps**

8. LT discussed the appropriateness of using apps such as WhatsApp for business communications. Lynsey agreed to look at ensuring appropriate procedures/guidance were in place for using Whatsapp for emergency communications only and Alan agreed to ask colleagues in Information Management and Governance to look at the FOI implications on all systems and apps used by the Parliament.

**Action: Lynsey, Alan**

## **Item 4: SPCB meeting feedback**

9. LT received an overview of items discussed at the SPCB meetings held on 18 May and 1 June. LT also noted that the SPCB had met with the Parliamentary Bureau on 23 May to discuss the impacts of late sittings of Parliament.

## **Item 5: LT and SPCB forward look**

10. LT noted the items on the forward plan and discussed some additional LT meeting dates.

## **Item 6: Business travel – Paper 13**

11. LT had previously discussed the Parliament's route map to net zero. While the focus to date had mainly been on the building and infrastructure, LT had agreed that a business travel policy was required as a tool for considering business travel emissions.
12. LT discussed the draft policy and noted that a strong focus of the document was to encourage colleagues to think about their decisions to travel, and how they travel, with emissions in mind but also giving regard to the need for a balance between cost, individuals' time/wellbeing and carbon emissions. LT welcomed the consultation that had taken place in developing the draft policy and noted the on-line training modules that had been developed.
13. LT agreed the policy should be corporate, applying to MSPs and all staff and provided some suggestions on how the policy should be worded to reflect this. LT also agreed the notion of a 'carbon limit' being set which would be reported against in the quarterly performance reports so that LT could monitor.
14. A revised draft would be taken to the SPCB for agreement.

**Action: Victoria Barby**

## **Item 7: Strategic Risk – Paper 14**

15. LT discussed the outcomes of a review of the currently identified set of strategic risks and welcomed the recommendations. LT agreed interim changes to the current Risk Register and noted that the Resilience Team would work with risk owners to complete the additional information required. The Resilience Team would also progress planning for workshops to take a fresh look, based on previous evidence and informed discussion, at identifying and then managing the strategic and principal risks using recognised good practice.

**Action: Tommy Lynch**

## **Item 8: Internal Audit Plan 2023-24 – Paper 15**

16. The internal audit plan for 2023-24 was presented by Andy Munro, Head of Internal Audit, for LT's information and comment. The final Plan would be signed-off by the Advisory Audit Board at its next meeting.
17. David took the opportunity to record his thanks and appreciation for the work done by Andy during his secondment to the Scottish Human Rights Commission.

## **Date of next meeting**

18. The next meeting was scheduled for Tuesday 13 June 2023.

**LT secretariat**

June 2023