

Leadership Group Meeting Action Note

(LG)

21st May 2019

14.00 – 15.30

Boardroom

Chair: Ezmie McCutcheon

1. **Apologies**
Maire McCormack
2. **Minutes of previous meeting & Actions**
Approved
3. **Current Work Update**
Agreed that Project Updates will be a standing item in order to ensure preparation for CLG meeting. Based on progress against Project Plans and milestones.
4. **Finance**
Banking. NVR confirmed that all matters relating to banking are in hand and that EM and NH have been added to the account. KB (Kara Brown) will get a credit card due to specific role and need re international travel.
5. **Office Policies**
Policy for external organisations using the office. NVR confirmed that insurance requires a staff member to be present. Agreed that a policy should include; risk assessment, criteria to ensure fairness and a standard agreement for organisations to sign. Agreed that the office would not normally be made available at weekends or after 7pm. NVR will send NH a draft of an existing agreement. IYS (Intercultural Youth Scotland) will continue to use the office every 2nd Tuesday but will be reviewed every 6 months.
6. FOI Training input for staff
Agreed that refresher training is necessary. NH to work with GM (Gillian Munro) to put together.
7. **Governance**

Business Continuity – for new Strat Advisor.
Housekeeping/ Security – resolved
Scheme of Delegation – for new Strat Advisor
LG & CLG ToR – for new Strat Advisor

8. **Health and Safety**

Lighting – agreed that [Redacted] will get an assessment on which a decision can be based.

9. **LG Highlights**

Resolving issues with banking
Decision on office use
Need for refresher training on FOI

10. **HR (private)**

NVR left at this point

11. Summer Camp

Agreed that staff will be offered the opportunity to attend following discussions with team leaders.

12. Friends and Family Day

NH and EM agreed catering and attendance.

Approved: Leadership Group: 19/06/19