



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Scottish Parliamentary Corporate Body (SPCB) meeting held on Thursday 29 September 2022 at 9.00am

Present:

- Alison Johnstone MSP (chair)
- Claire Baker MSP
- Jackson Carlaw MSP
- Christine Grahame MSP

Apologies:

- Maggie Chapman MSP

In attendance:

- David McGill
- Michelle Hegarty
- Lynsey Hamill
- Victoria Barby
- Helen Birrell
- Barry Lang
- Sara Glass
- Lis Craig
- Andy Munro
- Jennie Chinembiri
- Alan Balharrie
- Huw Williams
- Mark Brough
- Eric MacLeod
- Lisa Creamer
- Judith Proudfoot, Secretary

Previous minutes

1. The SPCB agreed the minutes of the meeting held on 30 June 2022.

Matters arising

2. The SPCB received 2 updates: one on the HMRC's Homeworking Allowance; and one on the progress of work to facilitate better on-line engagement in the chamber, particularly in the area of enabling interventions.
3. The SPCB noted the following items had been dealt with by correspondence since the previous meeting:
 - SPCB(2022)Paper 48 – requested further information and a meeting with the Acting Ethical Standards Commissioner.
 - SPCB(2022)Paper 49 – agreed translation costs of a Member's Bill
 - SPCB(2022)Paper 50 – agreed travel by a Member to the Faroe Islands
 - SPCB(2022)Paper 51 – agreed travel by a Member's member of staff
 - Memo – agreed that the Scottish Information Commissioner may accept an appointment as a member of the Haig Housing Trust Scotland Committee.
 - Memo – noted a letter from the Presiding Officer to the Health, Social Care and Sport Committee on behalf of the SPCB regarding powers being proposed in the National Care Services (Scotland) Bill.
 - SPCB(2022)Paper 52 – agreed the cost of works to a Member's local office
 - Email – agreed to a temporary relaxation in the overnight Edinburgh accommodation allowance during Operation London Bridge events.
 - SPCB(2022)Paper 53 – noted the Lobbying Register Annual Report
 - Email – noted the letter from the Presiding Officer to the Conveners Group regarding a written agreement between the SPCB and committees for consultation on officeholders.
 - SPCB(2022)Paper 54 – agreed terms and conditions for the recruitment of 2 members of the Standards Commission.
 - SPCB(2022)Paper 55 – agreed terms and conditions for recruitment of a new Commissioner for Children and Young People in Scotland.
 - Memo – agreed that a member of the Scottish Human Rights Commission may accept an appointment with The Promise Scotland.

Sustainable Development Annual Report – Paper 56

4. The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 requires public bodies such as the SPCB to report annually on compliance with the climate change duties.

5. This Report provided an update on the status of key aspects of sustainable development across the Scottish Parliament. The SPCB noted that while encouraging progress had been made, it was important to consider the reported reductions in the context of the impacts of the Covid pandemic.
6. The SPCB noted the report and agreed its publication.

Local office security work – Paper 57

7. The SPCB agreed 3 requests for security work to Members' local offices. the SPCB also received an update on the security clearance/vetting process.

SPCB Annual Report and Accounts – Paper 58

8. The SPCB approved the 2021-22 Annual Report and Accounts noting that they had been reviewed by the Advisory Audit Board and that Audit Scotland had advised that a clean audit opinion would be given on receipt of the signed accounts.

Financial authorisations – Paper 59

9. In line with the SPCB's Standing Financial Instructions, items were presented for formal approval to undertake the necessary accounting actions in relation to write-offs and losses. The items listed all fell within the delegated authority limits of the Chief Financial Officer and the treatment had already been agreed with Audit Scotland as part of the 2021-22 accounts audit process.
10. The SPCB noted the items and approved the proposed action.

Advisory Audit Board annual assurance report – Paper 60

11. This paper summarised the work of the Advisory Audit Board (AAB) in 2021-22, the sources of assurance received by the AAB to enable it to fulfil its role, and the AAB's overall conclusion based on its work. Jackson Carlaw, as a member of the AAB, noted that discussions during the course of the past year had been straight forward with no significant issues arising.
12. The SPCB noted the report and recorded its thanks to the AAB for its work in 2021-22.

Parliamentary travel – Paper 61

13. The 9th British Islands and Mediterranean Region (BIMR) Commonwealth Women Parliamentarians (CWP) Conference would take place in Gibraltar, from 4-7 October 2022. The conference would bring together over 50 Parliamentarians and parliamentary staff from across the BIMR.
14. The SPCB noted one of the MSPs had to withdraw and asked officials to make enquiries as to whether a replacement could be found albeit it would be very short notice.
15. The SPCB noted the details of the travel and approved the associated costs above.

Parliamentary travel – Paper 62

16. Members of the Scottish Parliament were due to attend the annual plenary of the Arctic Circle Assembly and take part in meetings in the Parliament of Iceland between 12 and 16 October 2022.
17. The SPCB noted the details of the travel and approved the associated costs above.

IT project investment planning

18. The SPCB discussed an outline of IT projects planned for Session 6 ahead of further consideration of the 2023-24 budget bid.

Date of next meeting

19. The next meeting of the SPCB was scheduled for 6 October 2022.

SPCB secretariat
September 2022