



The Scottish Parliament  
Pàrlamaid na h-Alba

# **Reimbursement of Members Expenses Scheme – Ventilation Application**

## **By Correspondence**

### **Reference: SPCB (2022) Paper 52**

#### **Executive summary**

1. The SPCB is invited to consider an application on behalf of Jackie Baillie MSP for funding in relation to ventilation costs to be met from the Incidental and Ancillary Employment Cost Provision within the Reimbursement of Members' Expenses Scheme.

#### **Issues and options**

2. At their meeting on 24<sup>th</sup> March 2022 the SPCB considered the matter of funding to improve Members' local office ventilation and how it could be funded under the Scheme. It was agreed that this would be considered good employment practice under paragraph 3.5.4 of the Incidental and Ancillary Employment Cost Provision within the Members Expenses Scheme. The SPCB agreed in principal to authorise costs up to £8,000 plus VAT and delegated consideration of applications within this limit to the Head of Allowances for approval. It was agreed that any costs above that limit would be referred to the SPCB for consideration.
3. Ms Baillie's office has been working with the Facilities Management (FM) Office and their consultants to assess the ventilation requirements in her local office. This entailed a consultation meeting, provision of a specification detailing the requirements to bring fresh air into the occupied spaces of the office and the office seeking two quotes to carry out the work. As part of the process Facilities Management have also been engaging a company to carry out surveys of the offices to determine if the works could be safely completed. This has involved a non-intrusive survey for asbestos-bearing materials that may be disturbed during any works.
4. Two quotes for improving the ventilation were received by the office at £8,222 plus VAT and £6,257 including VAT. The lower quote was approved within the delegated authority given to the Head of Allowances, and the local office advised to proceed with the works. However, the survey for asbestos-bearing materials has in Ms Baillie's case identified that works would be needed to treat some asbestos-bearing materials before any ventilation works could take

place safely. The FM contractor being used for these works has quoted £5,400 plus VAT for the required asbestos improvements works. The SPCB will wish to note that the ventilation works cannot safely proceed without the asbestos work being undertaken.

5. This would mean a total cost of £12,737 being met from the uncapped Incidental and Ancillary Employment Cost Provision for Ms Baillie's office ventilation improvements.

## **Governance**

6. The Reimbursement of Members' Expenses Scheme provides at paragraph 3.5.4 under the Incidental and Ancillary Employment Cost Provision that:  
"The SPCB may meet such expenses or costs in respect of such items of a kind which reflect good employment practices and facilities for members in their capacity as employers or for member's staff as the SPCB determines appropriate and subject to such conditions as the SPCB considers appropriate."

## **Resource implications**

7. The costs of meeting the works detailed in the paper can be met from within the overall Members Expenses budget for 2022-23.

## **Publication Scheme**

8. This paper can be published in line with the SPCB publication policy.

## **Next steps**

9. Should the SPCB agree the costs of the works to address the asbestos bearing materials and to improve the ventilation can be met from the Scheme the Member will be advised and the works progressed.

## **Decision**

10. The SPCB is invited to consider the application from Ms Baillie to meet the costs of both the ventilation and asbestos improvements works.

**Allowances Office**  
24 August 2022