

Chief Executive's Report to the SPCB February 2023

Introduction

This Report looks at activities across the organisation in January and February. It also incorporates the Quarter 3 Finance and Performance reports.

Items highlighted include:

- An overview of Chamber and Committee office work since the start of the year
- An update from our Engagement and Communications group

David McGill

Clerk/Chief Executive

Overview of Parliamentary Activities

Prescribed Persons

On 15 December 2022 MSPs were added to the list of Prescribed Persons by The Public Interest Disclosure (Prescribed Persons) (Amendment) Order 2022.

We organised practical training sessions for MSPs and their staff which were delivered by [Protect](#), the whistleblowing charity, which is a leading authority on whistleblowing in the UK. The sessions took place over January and February.

We are pleased to say that Protect hosted eight bespoke training sessions to over 140 MSPs and staff, which covered the legal landscape and provided practical advice about how to deal with concerns of risk, wrongdoing or malpractice at work. We have received positive feedback on this training.

Legislation and Parliamentary Business

Standards, Procedures and Public Appointments Committee

The SPPA Committee considered the annual report on the compliance of Cross-Party Groups (CPGs) with the rules relating to CPGs in the Code of Conduct. It agreed to write to the CPGs which had not complied with one or more of the rules reminding them of the requirements. The Committee also discussed the value of CPGs being able to hold hybrid meetings in the Parliament and the support available to them to hold such meetings.

The Committee considered a paper on Parliamentary Privilege and will return to this issue at a future meeting. It also considered correspondence from the Conveners Group on Net Zero scrutiny and agreed to write to the Net Zero, Energy and Transport Committee to seek its views on the potential need for a revision to the requirements for impact assessments in the Policy Memorandums of Bills.

The Committee agreed the Presiding Officer's proposal to extend the Proxy Voting Scheme to any Member attending to a person who is nearing the end of life.

Broadcasting

Work continues on the roll out of the new video conferencing system into Committee Rooms, scheduled for completion by end of March.

We have welcomed three Technical Operators from Northern Ireland Assembly to the team, who will be on secondment until the end of March. This is part of a wider cultural exchange with other legislatures, exploring how we

can work collaboratively with emerging technology and new ways of working. The next stage is a visit from UK Parliament colleagues in March.

Work continues on the plans for the replacement of the Chamber consoles in the Summer of 2023. We plan to report back to the SPCB with updates, and then roll out wider Member engagement after Easter recess.

Non-Government Bills Unit (NGBU)

The NGBU continues to experience a high demand for support with Members' Bills. Since the NGBU appeared before the SPCB in October the team has met with 10 Members proposing new ideas for bills.

One proposal fell in January, as the Scottish Government will bring forward legislation to give effect to the proposal for new environmental standards for new build housing (Alex Rowley MSP's proposal). This proposal engaged the terms of the UK Internal Markets Act and a Bill therefore could have required sizeable NGBU resources to draft.

NGBU support to Members includes ensuring they have the relevant information to engage with Ministers at the procedural point when the proposal could be taken on by the Scottish Government. For example, the NGBU provides advice to ensure the consultation process engages with a wide range of bodies.

Scrutiny

Conveners Group

At its meeting on 25 January, the Group considered recommendations of the Citizen's Panel on Participation. These form part of the Citizen's Participation and Public Petitions Committee's inquiry into public participation.

The Group was invited to prioritise the recommendations as they relate to committees. In particular, Conveners were invited to consider which would have most to contribute to supporting committee scrutiny.

The outcome of this exercise will inform the Group's approach to its strategic priority on diversity, inclusion and participation. The Group will return to this later in the year once CPPPC has concluded its inquiry and reported on its recommendations.

The Group will be meeting with the Minister for Parliamentary Business on 1 March to consider matters in relation to the management of business.

The next meeting with the First Minister is currently scheduled to take place on 29 March.

Committees

Constitution, Europe, External Affairs and Culture Committee

The CEEAC Committee began 2023 with a budget roundtable evidence session made up of a selection of witnesses from the culture sector, including Creative Scotland, National Galleries of Scotland, and Historic Environment Scotland, followed by a meeting with the Cabinet Secretary for Constitution, External Affairs and Culture.

The Committee has since written to the Cabinet Secretary on the future of the culture sector, outlining several issues of immediate concern, including regular funded organisations; the use of organisational reserves; the contribution of the sector to wider societal outcomes; concerns facing grassroots music venues; and a “perfect storm” of reduced income generation, increased operating costs, and longer-term budgetary pressures. The Committee has invited the Scottish Government to provide a clear and strategic sense of how it is working to ensure a more sustainable future for the sector.

The Committee has also taken evidence from the Swedish Ambassador on the current priorities of the Presidency of the Council of the European Union and written to relevant subject committees drawing relevant policy areas to their attention.

A year on from Russia’s invasion of Ukraine, the Committee has heard updates on Scotland’s humanitarian response to the crisis from the Consul for Ukraine, COSLA, a selection of local authorities, the third sector, and the Minister with Special Responsibility for Refugees from Ukraine. Members have also visited MS Victoria, the cruise ship that is currently a temporary home to a number of Ukrainian families.

The Committee also wrote to invite the Secretary of State for Scotland to come and speak to the Committee on the constitutional aspects of the use of Section 35. The invitation was declined.

Covid 19 Recovery

The Committee launched an inquiry into Long COVID on 12 January 2023. It heard from people with experience of long COVID as part of the launch. This way of arranging the launch put people with lived experience at the centre of the inquiry and provided an opportunity for the media to interview Committee members and stakeholders.

The launch was one of the main news items carried on Good Morning Scotland, who interviewed the Convener and arranged a separate one-hour phone-in discussion about long COVID. In total, the launch was covered by 11 radio bulletins which included featuring as the top story on BBC Radio Scotland’s Good Morning Scotland programme and subsequent public call in, seven online outlets and two specialist online sites.

The headline [tweet](#) received nearly 70,000 views and 100 retweets. The inquiry's call for views has received approximately 300 responses to date.

The Committee has received positive feedback from participants at the launch, including the below:

“If I may share something of my lived experience, I have been living with long covid 2 full years now and apart from the suffering I cannot begin to explain my inner anger at the lack of help and support with nowhere to turn, my anger was incensed even further last June by comments from a serving MSP, but I can honestly say that from being allowed a voice to the committee and to the waiting press etc my anger has lifted, for the first time in 2 years I'm anger free, it's a fantastic feeling to have one thing less going on, I feel privileged to have been given the forum to speak, so many thanks to yourself and associated colleagues.”

Economy and Fair Work Committee

The Committee started the year with evidence sessions looking at the economic outlook for Scotland and a session with the Deputy First Minister on the Scottish Government's budget and its response to the Committee's pre-budget input.

The Committee also launched two pieces of new work: the first, an initial look at Scotland's disability employment gap and the actions needed to address it; and the second, an inquiry into Just Transition for the Grangemouth area, looking how best to support, incentivise and de-risk the transition to Net Zero to benefit business and people. To support this work, PCO produced posters to be used by Members in the local area to promote the Committee's work.

The Committee has undertaken two Monday visits to Dovetail Enterprises in Dundee – a project that supports people with disabilities into meaningful employment and also a National Autistic project in Glasgow.

Education, Children and Young People Committee

The Committee began the year with an in-depth and constructive session with the Deputy First Minister on the operation of the Redress Scheme for victims of historical child abuse in care.

The Committee also held a joint evidence session with the Cabinet Secretary for Education and Skills and the Minister for Children and Young People on the budget, covering issues including early learning and childcare and funding for colleges and universities.

The Committee has now commenced its scrutiny of the Disabled Children and Young People (Transitions to Adulthood) (Scotland) Bill. The Bill, which is a Member's Bill introduced by Pam Duncan-Glancy MSP, closely mirrors the Bill of the same name which was introduced by Johann Lamont MSP in Session 5 and which fell at dissolution. It aims to improve the experiences of disabled young people moving on from education and/or children's health and social care services.

Alongside formal evidence sessions, the Bill has entailed substantial informal engagement facilitated by the Participation and Communities Team (PACT) – with neurodivergent young people, parents and carers and a visit to Buchanan High School in Coatbridge. Further engagement is planned in the coming weeks with Principles into Practice pilot local authorities, who are trialling new approaches to transitions.

Work is ongoing on the Committee's inquiry report into College Regionalisation. The Committee is likely to consider its draft report in March.

The Committee has also been looking ahead to its next piece of legislation and has agreed its approach to the Children (Care and Justice) (Scotland) Bill. It has now issued its Call for Views, which will run until March 17th 2023, with evidence sessions planned to begin in March. The Committee is also co-ordinating with the Criminal Justice Committee which will be scrutinising elements of the Bill relating to Young Offenders Institutions and secure accommodation.

Local Government, Housing and Planning Committee

This year began with sessions on the Scottish Government's budget. The Committee focussed its pre-budget scrutiny on affordable housing and is continuing to pursue that issue, but it was more focussed in its January sessions on the local government budget and the progress in relation to the proposed New Deal between the Scottish Government and local government. The Committee took evidence from the Cabinet Secretary for Social Justice, Housing and Local Government, the Accounts Commission, Chartered Institute of Public Finance and Accountancy and local government directors of finance. There has been a delay in the agreement of a New Deal. The Committee is placing great emphasis on the importance of the New Deal and is keen to do everything it can to ensure this does happen. The Committee is exploring further options to pursue this including working with the Scotland's Futures Forum.

The Committee has been taking evidence on Regulations in relation to short-term lets, which propose a delay to the requirement for existing hosts to have a

license. The debate around them has been divisive and has been coloured by a judicial review of City of Edinburgh Council's licensing scheme. The Committee will consider a motion recommending approval of the Regulations at its meeting on 21 February.

The Committee has also been considering Regulations arising out of the Cost of Living (Tenant Protection) Act. The Committee had originally intended to hold evidence session on the first review report under that Act but had to cancel due to the lodging of a petition in relation to the Act.

Finally, the Committee is beginning its work on post-legislative scrutiny of Part 2 of the Community Empowerment (Scotland) Act 2015. The Committee will be taking formal evidence over the course of February and March but began its work with an online community engagement event and a visit to Paisley.

Public Audit Committee

Since Parliament resumed in January 2023, the Committee has been considering a draft report in relation to its scrutiny of the Auditor General for Scotland's report on New Vessels for the Clyde and Hebrides. The report will be published in due course.

The Committee has also recently taken oral evidence on the 2021/22 audit of the Scottish Government Consolidated Accounts from the Auditor General. The Permanent Secretary to the Scottish Government will provide further oral evidence to the Committee on this report at its meeting on 23 February.

The Committee has also recently considered a section 22 report on the Crofting Commission, which highlighted that improvements in its governance and leadership arrangements have been made following a highly critical section 22 report the previous year.

Finance and Public Administration Committee

The FPA Committee's [Report on the Scottish Budget 2023-24](#) on 25 January 2023 recommends that, while the Scottish Government's focus on the immediate term is understandable given the current economic climate, more attention is now needed on ensuring Scotland's fiscal sustainability in the longer term. The Committee took evidence on the Scottish Government's response to this Report on 7 February.

The Committee is gathering evidence and comparative research for its inquiry into the effectiveness of Scottish Government decision-making before holding evidence sessions in March.

Finally, the Committee expects to scrutinise an updated Financial Memorandum (FM) for the National Care Service (Scotland) Bill in late

February, after calling for this to be provided in light of its concerns about the detail contained in the original FM.

Rural Affairs and Islands Committee

The Committee started 2023 taking evidence from the Cabinet Secretary on issues relating to the 2023-24 budget. The Committee has also considered and reported on two LCMs – the Shark Fins Bill and the Genetic Technology (Precision Breeding) Bill. The main piece of work for the Committee for the first half of 2023 will be its pre-legislative scrutiny on future agriculture policy in Scotland.

The Parliament agreed a revised remit for the Committee and to change the name of the Committee from the Rural Affairs, Islands and Natural Environment Committee to the Rural Affairs and Islands Committee. This reflects that natural environment policy sits in the Net Zero, Energy and Transport ministerial portfolio.

SPICe

Scrutiny of Budget 2023-24

Throughout January and February 2023, the Financial Scrutiny Unit in SPICe has continued to provide proactive briefings and blog articles to support parliamentary scrutiny of the 2023-24 Budget, building on [the initial detailed briefing published in December 2022](#). This includes:

- [Local government finance: Budget 2023-24 and provisional allocations to local authorities](#) - detailed briefing on the local government budget.
- [The three golden rules? Mainstreaming transparency, participation and accountability in the Scottish Budget](#) - a more detailed look at the budget through a human rights budgeting lens.
- [Budget Bingo – common themes in Committees' pre-budget scrutiny](#) - again using the human rights budgeting principles, this blog brought together (for the first time) common themes across subject committee budget scrutiny.
- [Why is Scotland spending an additional £1 billion on social security?](#) - a further detailed look at issues around social security spend.

Further blog articles will follow as the Budget Bill moves through its parliamentary stages, and then further material will be prepared to inform the next pre-Budget scrutiny phase.

Supporting the Citizen Participation and Public Petitions Committee inquiry into public participation

SPICe has played an integral role supporting the CPPPC inquiry into public participation. In January, SPICe [published a blog looking at the recommendations of the citizens' panel](#), and giving some examples of how

enacting those recommendations might work, including international comparators.

Supporting the Constitution, Europe, External Affairs and Culture Committee work and report on Retained EU Law

SPICe has worked closely with colleagues from Legal Services and clerking to support the work of the Constitution, Europe, External Affairs and Culture Committee on the Retained EU Law (Revocation and Reform) Bill (UK Parliament legislation) legislative consent memorandum. In the context of clerking staffing pressures, this has required additional input and analysis from SPICe and Legal Services.

Supporting work on ferries for the Net Zero, Energy and Transport Committee, and the Public Audit Committee

SPICe has been concurrently providing research, analysis and support to the Net Zero, Energy and Transport Committee, and the Public Audit Committee – on their respective challenging work relating to ferries policy, and ferries procurement.

Blogs

As usual, SPICe continued to produce blogs on a range of topical subjects. Of particular note during this period were:

- [An Explainer about section 35 of the Scotland Act 1998](#)
- [An update on Scotland's rent freeze and evictions pause](#)

Parliamentary Services

Engagement and Communications

Working with Communities

The Parliament's Public Engagement Strategy aims to remove barriers and sets out how we will work with communities we know don't engage with us. Visitor Services, supported by the Events and Exhibitions Team and the Parliament Communications Office (PCO), held three sessions in January and February where we invited in local community groups and schools to the Parliament. Over 27 groups were contacted directly and on social media, with 80 attendees from a very wide age range joining guided tours around the parliament – many visiting for the first time, despite living less than one or two miles away.

Feedback sessions looked at discussions on how the parliamentary system worked and how to get involved; the variety of facilities freely available to them; and asking for their thoughts on their experience with us.

We had positive feedback with one person saying it was “*an eye-opening insight to the Scottish democratic process*” while another stated it had “*given them the confidence to engage with their parliament*”.

The response to-date has been very positive with 19% signing up to help us design future activities and services. Further sessions are planned for spring, including a BSL-focussed day.

Promotion of committee work

The Parliament Communications Office (PCO) continues to support committees in ensuring the work they do reaches wide and diverse audiences.

The **Net Zero, Energy & Transport Committee** published their report into the impact local government can have in helping Scotland achieve its net zero targets. The launch was covered across print and broadcast, including an opinion piece in The Herald, STV North broadcast coverage, BBC Radio Scotland GMS appearance and a BBC Scotland online news piece. Tweets issued to mark the launch of the report were collectively seen by more than 15,600 people and encouraged over 530 engagements with the Committee’s social media account.

The **Social Justice and Social Security Committee** visited Uist as part of their inquiry into child poverty and parental employment. An interview with BBC Gaelic News, was also carried in a write up on the BBC Naidheachdan website, on the BBC Gaelic Radio’s morning news bulletin and on BBC Alba’s evening news broadcast, An Là. The coverage reflected positively on the inquiry and the Parliament’s outreach work.

Events and Exhibitions

The Presiding Officer hosted the **Consular Corps’ Burns Supper** on Wednesday 25 January. The annual event provides an opportunity for Members to meet with members of the Scottish Consular Corps to celebrate Scotland’s National Bard. The Supper included an Address to the Haggis by young Burnsian Angie Leitch.

The **15th Business in the Parliament Conference**, jointly hosted by the Scottish Parliament and the Scottish Government, took place on Thursday 2 and Friday 3 February. The Conference enabled Members and business representatives to explore the theme - *Sustainable Recovery: Maximising the Opportunities of the Next Decade* - through workshops, keynote speeches from Andrew Murphy, Chief Operating Officer, John Lewis Partnership and the First Minister and a cross-party panel of Members.

The Presiding Officer is due to co-host an event with Neil Gray MSP, Minister for Culture, Europe and International Development with responsibility for

Ukrainian Refugees and Andrii Kuslii, Consulate of Ukraine in Edinburgh on Tuesday 21 February. The event will highlight an exhibition – **Postcards from Ukraine** – that aims to document and draw public attention to the cultural heritage damage caused by Russian bombing and shelling since the war against Ukraine began on February 24, 2022.

Parliament Exhibition

Displays with information about the 2021 election results and Scotland's devolved powers have been added to the Main Hall, to increase the information available to the public about the work of the Parliament. These were originally produced for outdoor display in 2021, while the building was closed to the public.

Forward look

The annual **International Women's Day** event will take place in the Debating Chamber and the Garden Lobby on Saturday 4 March in partnership with Scottish Women's Convention. Over 300 women will join the Presiding Officer, the First Minister and a cross-party panel of Members and other speakers to celebrate and discuss this year's conference theme, *Break the Bias*. The event will also discuss the last 20 years of advocacy for equality by the Scottish Women's Convention and how breaking the bias can help inform priorities for women and equality for the future.

International Relations

The International Relations Office supported:

- Officials at meetings with representatives of the Tokyo Metropolitan Government
- The Presiding Officer at a meeting with the Consul General of Brazil
- Members at meetings with the Environment and Communications Committee of the Parliament of Iceland
- The Presiding Officer at a meeting with the Ambassador of France
- Deputy Presiding Officer Liam McArthur MSP at a meeting with Everiss Scholars from New Zealand
- Deputy Presiding Officer Annabelle Ewing MSP at a meeting with the Ambassador of Sweden
- The Presiding Officer, Members and officials at meetings with Members of the Speakers Conference of the House of Commons
- The Presiding Officer at a meeting with the Consul of Ukraine
- The Presiding Officer at a meeting with the Agent-General of Quebec
- The Presiding Officer at a meeting with the Ambassador of the European Union

- Deputy Presiding Officer Annabelle Ewing MSP, Members and officials at meetings with the John Smith Centre Parliamentary Interns
- Deputy Presiding Officer Annabelle Ewing MSP, Members and officials at meetings with Canadian Parliamentary Interns
- Officials at a meeting with Malaysian members of the International Young Leaders Programme

Resilience and Sustainability

Procurement and Allowances Office Moves

A key milestone has been reached in the New Ways of Working Place programme with the relocation of the Procurement and Allowances Offices who are currently co-located in TG.01 to co-locate in C1.05. This is the final move in a series which allows TG.01 to be completely vacated as part of its transformation into a collaborative space where a number of workplace settings will be introduced and trialled.

The trial space in TG.01 is due to be complete by the end of March and should be available for use by all building users following the Easter recess.

Do Nation

We ran a pledge to the planet challenge between September and December, encouraging people to engage with Net Zero. Our prize giving ceremony proved to be successful with lots of positive feedback from colleagues about how the competition engaged with individuals who might not have previously thought about their environmental behaviours.

The presentation itself was also positively received with colleagues citing that having a reason to come into the office and bump into colleagues they wouldn't normally work with was really beneficial.

People and Culture

Learning and Development

As part of the drive to deliver a first class Learning and Development service, we have commenced a project to identify what we would need from a Managed Learning Service. Initial stakeholder meetings have now been held and work continues to complete the discovery phase.

Activity is ongoing to roll out a values-based approach to job descriptions and a training session for all colleagues has been developed with a view to supporting implementation.

In terms of learning and development delivery, throughout January and February over 100 individuals have attended training on speechwriting, managing virtual teams, project management and emergency first aid.

Twenty-two MSP staff with line management/supervisory roles attended ACAS 'developing managers' training with 35 more staff booked in before the end of March.

MSP engagement stall

The Organisational Development & Colleague Experience team held an engagement stall for Members and their staff on the 18th and 19th January. The purpose of this was to gather feedback on how we can continue to support their needs and raise awareness of the team's work. Around 20 people spoke to the team, with 18 filling out a short survey we had prepared. From the feedback, engagement with our intranet was generally positive with 78% saying they use it to view communications either daily or weekly. We also gathered useful information on the key areas of support for MSPs and their staff, which will help us to refine and improve our provision.

Internal Communications network for SPS staff

An internal communications network for SPS staff was established with the first meeting due to take place on 23rd February. The purpose of the network is to support the delivery of the colleague engagement priorities in the People and Culture strategy. Members of the network will provide feedback on communications and source stories for the intranet that exemplify our values and delivery of our corporate objectives.

MSP staff case workers forum

In January, the Caseworker Forum held two sessions focussed on supporting constituents during the cost-of-living crisis.

13 January - the Trussell Trust ran a session covering charitable food aid and appropriate signposting for those in food poverty (24 attended).

24 January - Child Poverty Action Group ran a session covering support available to families facing financial pressures and an overview of the benefits system (19 attended).

The Forum's steering group met on 2 February. The feedback was that sessions are still relevant and useful. There are resources available on the [forum's dedicated intranet page](#). However, feedback is that staff often do not have time to access these. Officials will review the content to ensure its quick and easy to use. They will also consider how best to advertise the content to those who need it. More sessions are scheduled for the months ahead.

Q3 2022-23 Finance Report - SPCB

Executive Summary

- Q3 outturn is £3.7 million (4.6%) under the year-to-date current annual budget. This is outside the target underspend for the 2nd half of the year of below 2.5%. It is lower than the YTD underspend of £3.9 million (5.3%) in Q3 2021 when the pandemic was a factor.
- £1.708 million of the YTD underspend is in the Parliamentary Service, including
 - £470k in staff pay. The P08 YTD underspend was £663k. The movement is due to budget transfers in P09 to clear the vacancy gap in January, February and March.
 - £433k in Running costs.
 - £659k in projects – a reduction from P08 YTD underspend of £860k
- Members' costs account for £1.609 million of the YTD underspend against budget (£145k up from P08 at £1,464k) mostly in Engagement and Staff Cost Provisions.
- Officeholders account for £384k of the YTD underspend.
- Year-end forecast – The full year forecast is £108.9m, an underspend of £1.2m (1.25%) compared to our revised Current Annual Budget (CAB). The revised CAB reflects the changes made in the Spring Budget Revision (SBR) when we took the opportunity to surrender £2.309 million of our 22-23 Budget to the Scottish Government. This consists of:
 - £700k - Central Contingency
 - £954k - MSP's personal security contingency
 - £255k – ERNIC reverting from 15.05% to 13.8% for MSP's, MSP staff and SPS staff
 - £400k – Office holders

SPCB will also receive £255k budget for new responsibilities for an Officeholder (£132k) and a refund of London Bridge costs (£123k) from HMT. The forecast outturn of £1.2m incorporates this.

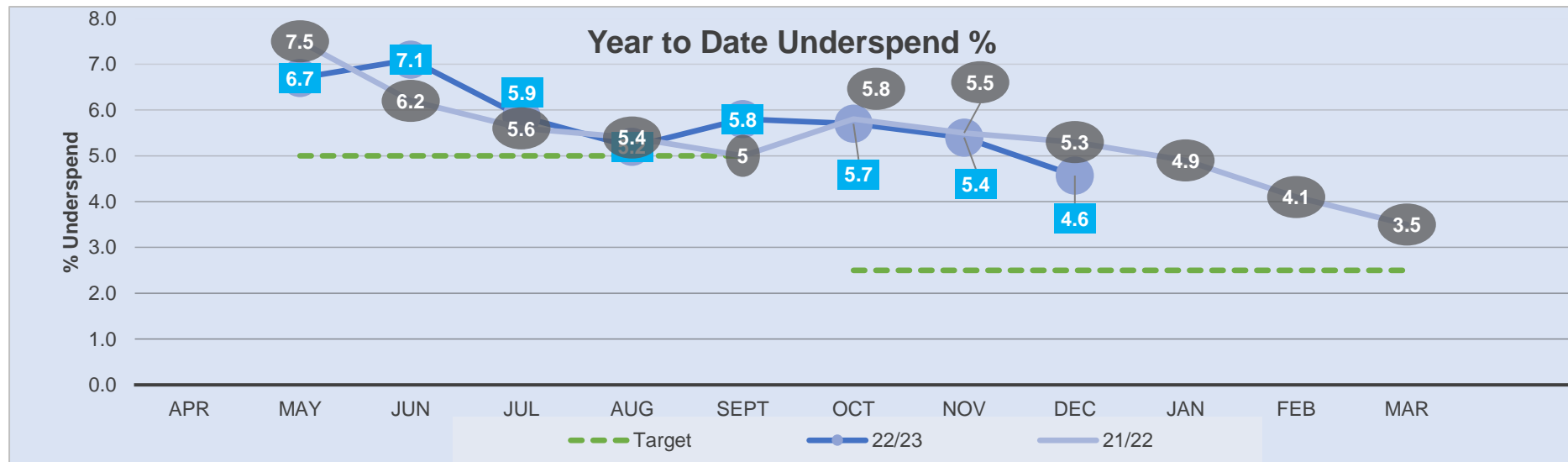
The key drivers of the forecast £1.2m underspend v the revised Budget are:

- The forecast for Members is an £848k underspend after adjusting for SBR and known commitments
- We forecast Officeholders will underspend by £300k
- SPS is forecasting to slightly underspend its full revised budget by £71k

Summary Outturn position year to date including forecast:

SPCB Expenditure Summary Outturn – Q3:

	Year to Date				Full Year Forecast		Full Year			
	Actual	Budget	Variance	Variance	Out-turn	Under/ (Over)	Current Annual Budget	SBR In	SBR Out	Revised CAB
	£'000	£'000	£'000	%	£'000	£'000	£'000			
Parliamentary Service Costs	39,527	41,235	1,708	4.1	55,882	71	55,935	123	-105	55,953
Members Costs	27,104	28,712	1,609	5.6	38,184	848	39,182		-150	39,032
Commissioners & Ombudsman Costs	10,672	11,056	384	3.5	14,822	300	15,390	132	-400	15,122
Sub Total	77,302	81,003	3,701	4.6	108,888	1,219	111,340	255	-655	110,107
Reserves – SPCB contingency					0		1,654		-1,654	0
Total SPCB Expenditure	77,302	81,003	3,701	4.6	108,888	1,219	112,161	255	-2,309	110,107



SPS Expenditure Summary Outturn – Q3:

	Year to Date				Full Year Forecast		
	Actual	Budget	Variance	Variance	Out-turn	Under/ (Over)	Revised CAB
	£'000	£'000	£'000	%	£'000	£'000	
Staff	25,800	26,270	470	2.8%	34,642	31	34,673
Staff Related Costs	469	568	98	17.3%	722	44	766
Property Costs	5,867	5,916	49	0.8%	8,234	-230	8,004
Running Costs	4,610	5,042	433	8.6%	6,670	220	6,890
Projects	2,780	3,439	659	19.2%	5,614	6	5,620
SPS Expenditure	39,527	41,235	1,708	4.1	55,882	71	55,953

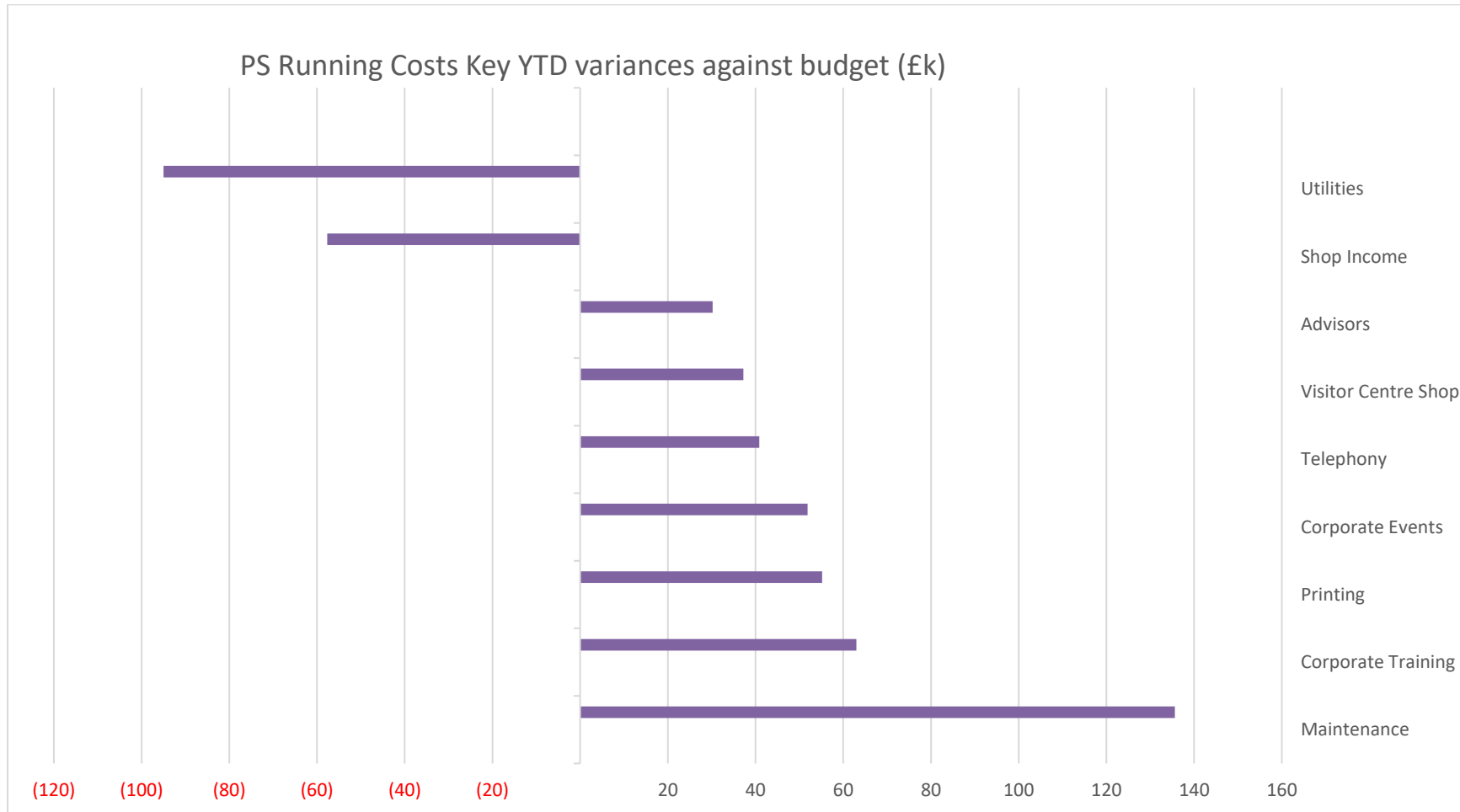
SPS Summary

SPS YTD underspend is £1.708 million underspend. The full year forecast reduces to £71k under budget after transfers to contingency and delayed project expenditure planned to complete in Q4.

Staff Costs

Staff Full time equivalents:	Original Budget FTE	Current budget FTE	Actual FTE
Total	581	601	541.1

Actual FTE has remained static since August. Vacancies have increased slightly this month by 10 FTE to around 60 FTE. Security clearance lead times are almost back to normal, and recruitment remains active, but some posts are not attracting the right quality of candidates in areas where there is strong market competition.



Commentary on variances against year-to-date (YTD) budget:

Utilities (£95k) YTD overspend due to price increases offset by reduced consumption in October and November.

Visitor Shop Income (£58k) shortfall due to footfall not returning to pre COVID levels. December's sales performed well and were broadly consistent with December 2019. The shop continues to forecast a shortfall of income for the year of (£73k), 29% of the annual budget of (£254k). There has been a corresponding reduction in expenditure on shop stock and other costs.

Visitor Shop Expenditure is £37k underspent to date. The shop forecasts a lower expenditure for the year of £79k out of a budget of £124k.

Advisors £30k underspend to date is due to FM project budgets paying for property advisors and resource and a shortage in Leidos IT advice resource.

Telephony £41k underspend is due to reduced use of the landline system which is being replaced by WEBEX.

Corporate Events £52k underspend is due to the autumn events either not taking place due to the Queen's death or continuing to run in a hybrid format more cheaply. The programme is expected to underspend by £23k for the year.

Printing £55k underspend is mostly in Design and Digital production. The service is currently being reviewed.

Corporate Training £63k underspend is mostly in People and Culture Office. It is expected that this will reverse March.

Property Maintenance – £136k underspend down from £177k in P08. This budget is being held to support the forecast overspend in utilities.

Projects

Portfolio	Year to Date				Full Year Forecast		
	Actual	Budget	Variance	Variance	Outturn	Under/ (Over)	Revised CAB
	£'000	£'000	£'000	%	£'000	£'000	
BIT and Digital	1,303	1,722	419	24.3%	2,205	43	2,248
FM Building & Equipment	917	1,168	251	21.5%	1,997	-36	1,961
Sound & Voting/Broadcasting	209	301	92	30.6%	761	-2	759
Other	352	249	-103	-41.6%	650	1	651
Unallocated budget				0.0%			
Total projects	2,780	3,439	659	19.2%	5,614	6	5,620

Categories:	Actual	Budget	Variance	Variance		Outturn	Under/ (Over)	Revised CAB
Capital projects	876	877	1	0.1%		1,585	-106	1,479
Revenue projects	1,904	2,562	658	25.7%		4,029	112	4,141
Unallocated budget								
Total projects	2,780	3,439	659	19.2%		5,614	6	5,620

BIT & Digital

£419k YTD underspend in DSB

- Leidos who provide resource and advice for several projects continue to experience resourcing issues but have provided some assurance that the relevant projects will be delivered by the end of March. The delayed projects which are underspending are:
 - Infrastructure refresh - £178k
 - ITC Security assessment - £87k
 - Cloud Platform backup - £70k (£50k has since been reallocated to other work)
 - Telephony - £56k – delayed rollout of WEBEX

FM

The P09 YTD underspend of £251k has fallen by nearly 50% from £483k in P08 and is due to 2 projects:

- M&E Maintenance - £155k, due to PM changes in Mitie. This represents delays caused by a change in key personnel at Mitie at the start of the year getting up to speed.
- BEMS Scoping - £76k due to delays and invoice timing differences

Broadcasting

£92k YTD underspend is due to delays in the Chamber conferencing platform going live and work on the proof of concept for audio consoles taking longer than planned.

Other projects

The £103k YTD overspend is due to London Bridge costs offset by underspends on other projects. SPCB will receive £123k budget towards London bridge from HMT in the SBR.

Members Costs

Members are showing a YTD underspend of £1.608m (5.6%) of which £1.381m is in MSP expenses. The main areas of underspend are in:

- Engagement Provision - £628k
- Staff Costs Provision - £608k
- Edinburgh Accommodation Provision - £120k

For the first nine months of the year members have spent 69.2% of their full year budget. Monthly expenditure trends and levels of uptake continue to be kept under review. A revised level of uptake for SCP has been reflected in the 2023-24 budget submission.

Officeholders:

Officeholders have underspent by £384k (3.47%) against the YTD budget:

- £187k (23.6%) - Ethical Standards Commissioner Scotland
- £220k (13.79%) – Scottish Information Commissioner

The SPCB has approved potential calls from Office Holders contingency of £613k this year with potential further calls of up to £360k which would take them £273k over the Officeholders contingency. This may be a potential call on the SPCB contingency. Contingency funding will not be released until later in the financial year once the requirement for these funds has been demonstrated. Forecast outturn from Officeholders will continue to be reviewed for the impact on contingency and outturn position.






























The Scottish Parliament
Pàrlamaid na h-Alba

Performance Report

2022-23 Q3: October to December 2022



Performance Overview

Our Services	KPI Overall status	Trend	Strategic Change Objectives	Overall status	Trend
 <p data-bbox="338 475 629 547">Members support and resources</p>		 <p data-bbox="936 533 1025 560">3rd Qtr</p>	 <p data-bbox="1234 456 1554 571">A modern, dynamic parliamentary democracy</p>		
 <p data-bbox="338 600 667 639">Scrutiny and debate</p>			 <p data-bbox="1234 600 1525 683">Adapting for a sustainable future</p>		 <p data-bbox="1877 683 1975 711">2nd Qtr</p>
 <p data-bbox="338 751 645 791">Public involvement</p>			 <p data-bbox="1234 764 1615 799">A values-driven culture</p>		
 <p data-bbox="338 911 651 991">Corporate services and governance</p>		 <p data-bbox="936 995 1025 1023">3rd Qtr</p>	 <p data-bbox="1234 919 1615 959">Operational excellence</p>		 <p data-bbox="1877 995 1975 1023">3rd Qtr</p>
 <p data-bbox="338 1070 539 1142">Working environment</p>					

Delivering excellence in our parliamentary services

Key Performance Indicators



Members support and resources

Core Members' services operating within targets



Exceptions:

Overall, Core Members services operating within targets reported as **Amber** for 3rd consecutive quarter this reporting year:

- BIT average resolution of reported incidents (within 4 hours) - **Amber** - achieved 63% (target 65%). Although amber for 3rd consecutive quarter, performance is improving. Difficulties persist supporting hybrid working to the same timescales as supporting solely on-site working. Opportunities to amend service provision to reflect this are currently being investigated.
- SPICe enquiries answered in accordance with agreed timescales - **Amber** - achieved 93% (target 96%). Remains amber for 3rd consecutive quarter and continue to experience difficulties with returns from 3rd party organisations but with no significant cause for concern. SPICe manage customer expectations for all enquiries and 3rd party responses are proactively managed. Also, some responses were a day late due to resourcing (long term sickness absences and staff vacancies). To re-evaluate at end of Q4.



Scrutiny and debate

Parliamentary Business takes place as scheduled*



Parliamentary business services operating within targets



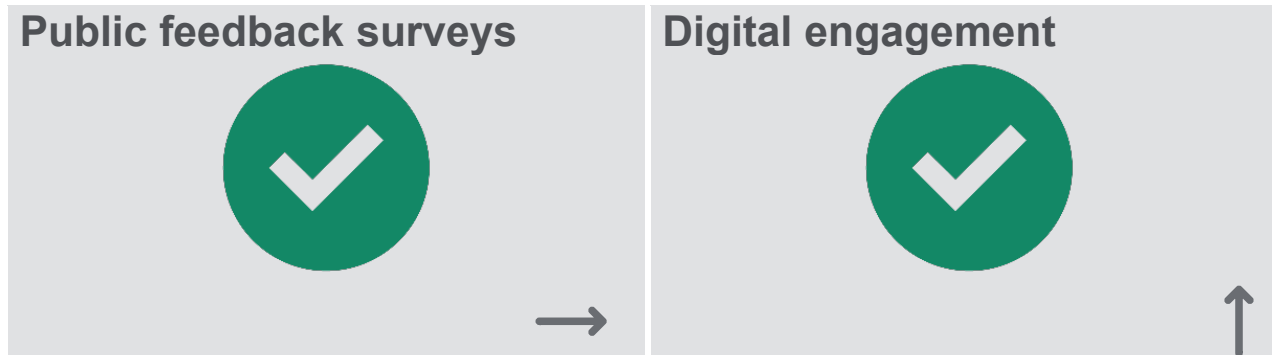
Exceptions:

Overall, parliamentary business services operating within targets is reported as **Green** with one **Amber** KPI:

- Chamber OR produced within agreed timescales (published within 3 hours) – **Amber** – achieved 93% (target 95%) – 2 meetings were significantly longer than the typical sitting length and took longer to publish. No management action is required.



Public involvement



Exceptions:

Overall, public feedback surveys are reported as **Green** with one **Amber** KPI:

- People feel their views will be valued by the committee (5-point scale) – **Amber** – achieved 3.8 (target is 4) – reported as amber for first time. All feedback comments are being reviewed for common themes to inform planning of future engagement.

Overall, digital engagement is reported as **Green** with one **Amber** KPI:

- Quarterly increase in follower growth across social channels - **Amber** – achieved 1.0% (target 2.5%) - further work is underway to establish 'conversion rate' targets for Digital Engagement for 2023-24 reporting, keeping in line with the overall Public Engagement strategy.



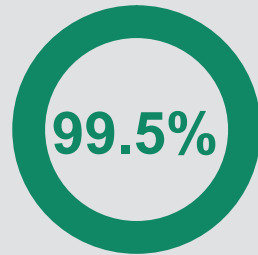
Corporate services and governance

Outturn against
SPCB budget

4.6%



Corporate payment
performance



Compliance*



*Equalities is reported annually in Q4

Health & Safety		Environmental Management	
Fire Safety		Complaints	
British Sign Language		Freedom of Information	
Gaelic Language Plan		Lobbying	

Exceptions:

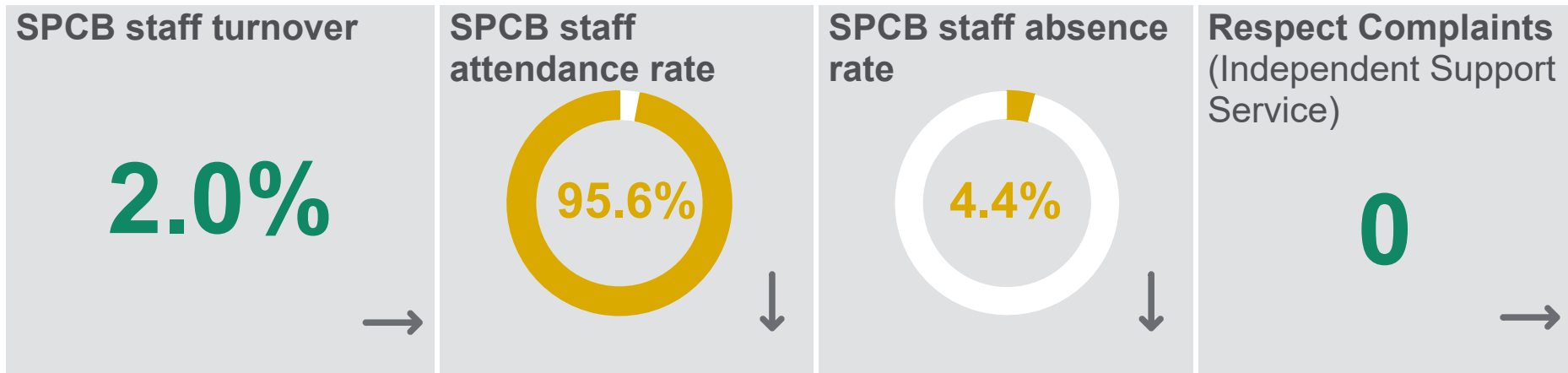
- Q3 SPCB budget outturn is £3.9m underspent to date at 4.6% (target 0-2.5%) and reported as **Amber** for 3rd consecutive quarter. This is due to underspends in Members' Expenses (engagement and Staff Cost provisions); and SPS - staff pay due to vacancies and projects. Project expenditure is expected, to be on track by the year end. Note, following a range of action projected outturn for year-end is within the 2.5% target. Further detail can be found in the Q3 Finance Report.

Overall, compliance is reported as **Green** with two **Amber** KPIs:

- Environmental Management - **Amber** – for 3rd consecutive quarter. Although carbon emissions and gas consumption targets were achieved. Reduction in electricity consumption remains at 39% (target 40%). Strategic options to reduce building energy use and targets to meet the environmental strategy are under consideration.
- Complaints - **Amber** - for the 6th consecutive quarter. 18 complaints received during Q3, a significant increase in comparison to prior quarters (Q2: 3 & Q1: 7). Complaints mainly related to Gender Recognition Reform (Scotland) Bill including 9 received after 22 December 2022 (stage 3) where acknowledgement was out-with the 3 working day deadline due to staff leave. Although extensions are allowed in accordance with SPSO guidelines, any complaint processed outside the timeframe, irrespective of the extension are to be categorised as late. This is being further explored to improve performance.



Working environment



Exceptions:

Overall, workforce is reported as **Amber** with two **Amber** KPIs – each linked to one another:

- SPCB staff attendance rate & staff absence rate – **Amber** – The attendance rate was 95.6% (target 96%), a 0.9% reduction from Q2. Therefore, the corresponding staff absence rate increased to 4.4% (target 4%). The absence rate consists of sickness absence at 3.9%, and special leave at 0.5%. Sickness absence can be partially attributed to Covid related absences now being recorded as sickness absence following the removal of the Temporary Covid Special Leave provisions from 1 October 2022. Absence due to Covid symptoms accounted for 10% of all sickness absence in Q3.

Strategic change objectives: key activities

Status

A red, amber, green status (RAG) sets out the overall performance against the project, programme or activities objectives:

Status	Criteria
RED	There are significant issues impacting the achievement of the objectives and outcomes. To achieve delivery, changes RED must be made to timing, budget and/or scope
AMBER	There are issues or risks which have been/must be addressed. However, successful delivery is achievable without major impacts to timing, budget and/or scope.
GREEN	Work is meeting agreed standards and/or is proceeding to plan with no live issues. All known risks are being managed.



A modern, dynamic parliamentary democracy

Activity	Overall status & trend	On track Time	Budget	People	Outcomes	Delivery Plan milestones Q3 completed milestones
Scrutiny Improvement Programme Callum Thomson / Tracey White	✓ →	✓	-	✓	✓	<ul style="list-style-type: none"> Communicated to staff the Programme purpose, benefits, and how they can get involved (Nov 2022) Developed and agreed workstreams to deliver objectives and assigned Board leads (Nov 2022)
Engagement Strategy Delivery Plan Susan Duffy	! ↓	!	-	✓	✓	<ul style="list-style-type: none"> Issued invite to tender to procure market research company for developing surveys (Dec 2022) PACT collated list of all existing partnerships across the organisation (Dec 2022) Completed initial review of operation of visitor experience (Dec 2022)
Constitutional Issues Board David McGill / Judith Morrison	✓ →	✓	-	✓	✓	<ul style="list-style-type: none"> LT updated on strategic constitutional matters (Oct 2022). Considered risks arising from constitutional developments in the context of Parliament's reputation; resourcing and capacity; and culture and values.

























Exceptions:










- Engagement Strategy Delivery Plan - **Amber** – timescales are not on track due to further work being undertaken to scope evaluation surveys; and delay in guidance for working effectively with partners.



Adapting for a Sustainable Future

New ways of working

Activity	Overall status & trend	On track Time	Budget	People	Outcomes	Delivery Plan milestones Q3 completed milestones
Workplace Flexibility Lynsey Hamill	 ↓					
New ways of Working Toolkit and Working Practices Lorna Foreman	 →		-			<ul style="list-style-type: none"> Completed phase 1: one-to-one discussions (Oct 2022) By and large completed phase 2: team discussions & team agreements (Dec 2022) – few outstanding being chased.
Telephony Modernisation Alan Balharrie	 → 3 rd Qtr					<ul style="list-style-type: none"> Completed design, pilot and engagement with SPS on the new replacement telephony solution (Dec 2022) with ongoing general communications with Members and their staff.
Digital Meeting Room Facilities* Alan Balharrie	 →					<ul style="list-style-type: none"> Increased number of rooms equipped with hybrid meeting capabilities to 30 (by Dec 2022)
IT Device and Technical Refresh Alan Balharrie	 ↑					











Activity	Overall status & trend	On track				Delivery Plan milestones
		Time	Budget	People	Outcomes	
Hybrid Parliamentary Business Systems and Support* Tracey White						<ul style="list-style-type: none"> Switched to new hybrid and remote parliamentary business system in Debating Chamber (Nov 2022) - allows interventions and other improvements to enable more flexible parliamentary business arrangements.
Members' Hybrid Business Requirements Alan Balharrie / Callum Thomson / Tracey White			-			

*Activities to be completed within 2022-23

Exceptions:

- Workplace Flexibility - **Red** – Timescales and budget are not on track due to need for further engagement with Members on support for flexible/hybrid working in local offices; and phone booth installation in Members' block suspended due to technical feasibility issues, and, to await the trial of the Collaboration Space in TG.01 to explore Members' usage. Work is underway to reallocate the budget to other projects within the Space Business Case.
- Telephony Modernisation - **Amber** – for 3rd consecutive quarter. Timescales and people are not on track due to delays in completing contractual due diligence resulted in project and resources extended to May 2023 and rollout now January to May 2023.
- Members' Hybrid Business Requirements - **Amber** – Timescales are not on track as was not possible to review temporary roles due to delays in introduction of the new video conferencing platform in Chamber in November 2022 and rollout to Committees in February 2023 (update: now after easter recess as have not been able to secure delivery of servers). A new plan is being put in place.

Sustainability and Climate Change

Activity	Overall status & trend	On track Time	Budget	People	Outcomes	Delivery Plan milestones Q3 completed milestones
Net Zero Infrastructure Programme Lynsey Hamill	 ↑					<ul style="list-style-type: none"> SRB approved BEMS Business Case and gave approval to proceed to procurement phase (Nov)
Sustainable Development (SD) Thinking and Action across the SPS Lynsey Hamill	 →					<ul style="list-style-type: none"> Reported to the Scottish Government and agreed the target to become Net Zero by 2038 (Nov 2022)



A values-driven culture

Activity	Overall status & trend	On track Time	Budget	People	Outcomes	Delivery Plan milestones Q3 completed milestones
Internal Communication and Engagement Strategy Lorna Foreman	✓ →	✓	-	✓	✓	<ul style="list-style-type: none"> LT approved the strategy and published via Corporate Bulletin (Dec 2022). Activity completed.
Minority Ethnic Development Programmes Lorna Foreman	✓ →	✓	-	✓	✓	<ul style="list-style-type: none"> The Emerging Leaders Programme for ethnic minority colleagues received a Scottish Public Sector Award (Dec 2022)
Organisational Training Needs Analysis (TNA) and Review of our Approach to Setting Training Budgets Lorna Foreman / Lynsey Hamill	! → 2 nd Qtr	!	-	✓	✓	<ul style="list-style-type: none"> Mandatory training policy signed off by Accountable Officers (Nov 2022). New arrangements will commence from April 2023.
Performance Management Lorna Foreman	✓ →	✓	-	✓	✓	




















Exceptions:

- Organisational Training Needs Analysis (TNA) and Review of our Approach to Setting Training Budgets - **Amber** – for 2nd consecutive quarter. Review underway, however, timescales are not on track. Engaged an external consultant to support and analyse the TNA results, and, to help facilitate workshops to identify needs and review approach to setting training budgets. Now to be completed by March 2023.



Operational excellence

Activity	Overall status & trend	On track Time	Budget	People	Outcomes	Delivery Plan milestones Q3 completed milestones
Strategic Resourcing Review Deliverables Sara Glass	✓ ↑	✓	-	✓	✓	
Project Pipeline Development* Sara Glass	✓ →	✓	-	✓	✓	<ul style="list-style-type: none"> Completed Session 6 pipeline forecast alongside 2023-24 budget (Dec 2022)
Workforce Planning Sara Glass / Lorna Foreman	✓ ↑	✓	-	✓	✓	<ul style="list-style-type: none"> Mobilised a LT sub-group to design (Dec 2022)
Candidate Processes for Improvement Alan Balharrie	✗ → 2 nd Qtr	✗	-	✗	✗	
Official Report Production and Publishing System Replacement*¹ Alan Balharrie	! ↓	!	✓	✓	✓	
Business Bulletin Improvements*¹ Alan Balharrie	✓ →	✓	-	✓	✓	<ul style="list-style-type: none"> Validated the problem statement and captured high level business stakeholders and Members' experience and aspirations (Dec 2022)

Activity	Overall status & trend	On track				Delivery Plan milestones
		Time	Budget	People	Outcomes	
Skills and Capability to Support Operational Excellence Sara Glass / Alan Balharrie			-			Develop finance literacy in non-finance staff: <ul style="list-style-type: none"> • Business Analyst/Project Manager in post. Digital literacy & digital leadership capability: <ul style="list-style-type: none"> • Produced Digital Literacy / Digital Leadership Improvement Plan and started the work to raise the profile of the Digital Capability Team as per plan (Dec 2022)
Broadcast Infrastructure Programme Tracey White						
Financial System Replacement Sara Glass	 3 rd Qtr					<ul style="list-style-type: none"> • Confirmed approach to continue with our own separate system for core HR functions and improve management information, data integration opportunities rather than SG shared services offering as could not be utilised due to SG timetable change – see exceptions.
Digital Workplace Programme* Alan Balharrie	 2 nd Qtr					<ul style="list-style-type: none"> • Install a cloud backup and recovery solution for SharePoint Online (Dec 2022)

*Activities to be completed within 2022-23

¹ Official Report Production and Publishing System Replacement & Business Bulletin Improvements – Discovery phase at present

Exceptions:

- Candidate Processes for Improvement - **Red** – for 2nd consecutive quarter. Timescales, resources and outcomes are not on track due to no BIT resource available to start exercise. The approach is to be reviewed by March 2023.
- Official Report Production and Publishing System Replacement - **Amber** – Timescales are not on track due to proof of concept scope taking longer than planned; and an unplanned analysis of the procurement framework requiring to March 2023.
- Skills and Capability to Support Operational Excellence - **Amber** – Timescales are not on track due to the investment decision making blue-print not having started.
- Financial System Replacement - **Amber** – for 3rd consecutive quarter. Timescales, budget and resources are not on track due to SG timetable change for Finance go live date to April 2024 and confirmed could not meet SPS business critical timetable for payroll/HR to be in place for October 2024 - project extended to December 2024. Budget is for current phase only and costs do not include system costs for HR/Payroll. Costs to support implementation (staff freed up by backfill or other arrangement) still to be determined.
- Digital Workplace Programme - **Amber** – for 2nd consecutive quarter. Timescales and budget are not on track due to staff shortages and complexity of redesigning and developing the Security Works Access Form - target completion date extended to February 2023.