



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Scottish Parliamentary Corporate Body (SPCB) meeting held on Thursday 21 September 2023 at 9.00am

Present:

- Alison Johnstone MSP (chair)
- Claire Baker MSP
- Jackson Carlaw MSP
- Maggie Chapman MSP

Apologies:

- Christine Grahame MSP

In attendance:

- David McGill
- Michelle Hegarty
- Lynsey Hamill, Helen Birrell
- Sara Glass, Lis Craig
- Andy Munro
- Susan Duffy, Stephen Wright
- Huw Williams
- Mark Brough
- Eric MacLeod
- Lisa Creamer
- Judith Proudfoot, Secretary

Previous minutes

1. The SPCB agreed the minute of the meeting held on 7 September 2023.

Matters arising

2. The SPCB noted feedback from the meeting held with the Equalities, Human Rights and Civil Justice Committee to discuss the structure of the Scottish Human Rights Commission. The Committee had been content with the SPCB's proposals relating to the terms of appointment of the chair. Officials would now write to the Scottish Government advising them of the change and then commence the recruitment process.
3. The SPCB also discussed feedback from MSPs about the creche service. Discussions were ongoing with the Care Inspectorate around the terms of the license and a survey of the building was being undertaken to establish any potential options to facilitate a more substantial service provision.
4. The SPCB noted the following matters had been dealt with by correspondence since the last meeting:
 - Agreed security work at a Member's local office.
 - SPCB(2023)Paper 55: agreed travel costs associated with a Labour Group Awayday could be met through the Members' Expenses Scheme.

Security works – Paper 56

5. The SPCB approved a request for security works at a Member's Edinburgh residence.

Chief Executive's Report

6. The Clerk/Chief Executive presented his regular report which this month included the 2023-24 Quarter 1 finance, performance and workforce reports.
7. The SPCB discussed the positive figures around attendance and sick absence levels and noted that supply chain issues were still impacting on some projects. The SPCB also noted recent external exhibitions and welcomed the use of the landscape area for this purpose.
8. The SPCB noted the Report.

SPCB Annual Report and Accounts 2022-23 – Paper 57

9. The SPCB approved the 2022-23 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 58

10. 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 2022-23 accounts audit process.
11. The SPCB noted the items and approved the proposed action.

Advisory Audit Board Report – Paper 58

12. This paper summarised the work of the Advisory Audit Board (AAB) in 2022-23, 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 productive and that the Board was working well as a group.
13. The SPCB noted the report, prepared by the AAB's chair, and recorded its thanks to the AAB for its work in 2022-23.

Visitor access arrangements

14. In March 2023, in response to disruptions to business in the Chamber, the SPCB agreed to introduce some new measures around access arrangements. These included: requiring the names and addresses of those booking tickets to the Chamber gallery, management of electronic devices and the issuing of exclusions to those who disrupted proceedings.
15. The SPCB received an update on how the new arrangements were working and agreed that the measures should remain in place. The SPCB also discussed the ongoing risk of disruptions to business and future handling.

Date of next meeting

16. The next meeting of the SPCB was scheduled for 5 October 2023.

SPCB secretariat
September 2023