PB/S7/26/MINS/16

The Scottish Parliament
Pàrlamaid na h-Alba

Minute of Parliamentary Bureau meeting

3 November 2026

Present:

- Kenneth Gibson (Chair)
- Jamie Hepburn
- Claire Baker
- Max Bannerman
- Lorna Slater
- Tim Eagle
- Willie Rennie

Also attended:

- Katy Clark
- George Adam

Officials present:

- David McGill
- Callum Thomson
- Gavin King
- Irene Fleming
- Katy Orr
- Lynn Russell
- Alex Bruce
- Kath Byrne
- Megan Caskie
- Jennifer Griffin
- Vikki Little
- Sam Currie
- Gail Grant
- Kate Blackman
- Fran Iwanyckyj
- Matthew Linden
- Ellen Wright

Agenda item 1 – Previous minutes and matters arising

1. The Bureau agreed the minutes of its meeting on 27 October 2026.

Agenda item 2 – Business Programme

2. The Bureau agreed to the programme of business for the week beginning 2 November and the weeks beginning 9 November and 16 November.

3. The Bureau noted that Members' Business in the week beginning 9 November would be —
    - Tuesday 10 November: Jamie Langan: Supporting Scotland's Pubs
    - Wednesday 11 November: Daniel Johnson: Celebrating the 40th Anniversary of Lothian Buses, Formerly Lothian Region Transport
    - Thursday 12 November: Donald MacKinnon: Realising the Economic Potential of Marine Energy

Agenda item 3 – Approval of SSIs

4. The Bureau noted that motions to approve the following instruments would be lodged-

    - The Maximum Number of Judges (Scotland) Order 2026

    - The Air Departure Tax (Administration) (Scotland) Amendment Regulations 2026

    - The Air Departure Tax (Scotland) Amendment Regulations 2026

    - Renewables Obligation (Scotland) Amendment (No 2) Order 2026

Agenda item 4 – Office of the Clerk

5. The Bureau agreed-

    - To propose to the Parliament by motion that the Office of the Clerk be closed on Thursday 24 December (am), Tuesday 29, Wednesday 30 and Thursday 31 December 2026;

    - the deadlines for the draw and for lodging Portfolio and General Questions in relation to question times in the first and second weeks after the Christmas recess; and

    - that the lodging deadline for a motion for debate scheduled for Tuesday 5 January be Wednesday 16 December and the lodging deadline for any subsequent amendments to the motion be Thursday 17 December.

Agenda item 5 – Committee Membership and Committee Substitutes

6. The Bureau agreed to lodge motions on changes to committee membership and committee substitutes, with changes in respect of Scottish Labour's members to be taken at Decision Time on Tuesday 3 November (to take effect from that point forward), and changes in respect of Reform UK members to be taken at Decision Time on Wednesday 4 November (to take effect from that point forward).

Agenda item 6 – Members' Business Allocation

7. The Bureau agreed a revision to the forward programme for Members' Business in light of a member's resignation from Reform UK.

Agenda item 7 – Finance and Public Administration Committee request to appoint an adviser

8. The Bureau approved the appointment of an adviser by the Finance and Public Administration Committee.

Katy Orr
Clerk to the Parliamentary Bureau
November 2026