



The Scottish Parliament  
Pàrlamaid na h-Alba

## Minute of the Scottish Parliamentary Corporate Body (SPCB) meeting held on Thursday 28 May 2020 at 9.00am, via video conference

### Present:

- Liam McArthur (Chair)
- Sandra White MSP
- Ruth Davidson MSP
- Andy Wightman MSP
- David Stewart MSP

### Apologies:

- Ken Macintosh MSP

### In attendance:

- David McGill
- Michelle Hegarty
- Lynsey Hamill
- Tommy Lynch
- Judith Morrison
- Tracey White
- Lorna Foreman
- Becky Thomson
- John Paterson
- Veronique Malcolm
- Heike Stephenson
- Callum Thomson
- Emma Armstrong
- Gillian Brady
- Joanne McNaughton
- Huw Williams
- Eric MacLeod
- Graeme Donoghue
- Judith Proudfoot, Secretary

### Previous minutes

1. The SPCB agreed the minutes of the meeting held 14 May 2020.

## Covid-19 briefing

2. The SPCB noted the likely settled pattern of parliamentary business up to the summer recess. It also noted that the Bureau would be considering arrangements for the recess and that any changes to the dates would require Parliament's agreement. Testing on a remote voting system continued alongside investigation into alternative, longer-term options. Additional voting consuls had been installed in the public gallery of the chamber to ensure social distancing could be maintained in the event of additional MSPs being in attendance.
3. The SPCB then considered the implications of the easing of lockdown restrictions. The main areas discussed included:
  - **MSPs' local offices** - While it was not anticipated that there would be significant changes in arrangements during Phase 1 of the easing, officials were looking ahead to future Phases and arrangements that may need to be put in place to support the re-opening of Members' local offices. The SPCB discussed the type of information to be included in the guidance being prepared.
  - **Service contracts** - Temporary variations had been agreed by the SPCB for its principal onsite contacts to mitigate risk posed by covid-19. The SPCB agreed to extend these variations to 31 October 2020 to maintain flexibility and provide certainty to contractors. Arrangements would be reviewed again prior to the end of October.
  - **Staff wellbeing** - The SPCB asked the Clerk/Chief Executive how staff were coping and again recorded its thanks and appreciation of their efforts during challenging circumstances.

## Chief Executive's report

4. The Report covered work being done across the organisation to facilitate parliamentary business in the face of covid-19. Many aspects were referred to in the previous agenda item discussion but other activities included:
  - delivery of a Temporary Homeworking Policy to support Members' staff and SPCB staff working from home;
  - continued enabling of virtual and hybrid meetings;
  - work to ensure safe working practices in the Parliament building; and
  - continued provision of BSL services during parliamentary business and the development of new BSL resources.
5. The SPCB noted the Report.

## Security maturity programme: service yard improvements – SPCB(2020)paper 23

6. The service yard project was instigated in response to Police Scotland recommendations on physical security at the Parliament. Completion would meet the SPCB's aim of strengthening Holyrood's perimeter security while maintaining the open and accessible arrangements inside the building.
7. Based on the outcome of the procurement process, the SPCB agreed to proceed with the appointment of Henry Brothers to deliver the Service Yard Improvements Project.

## Website accessibility regulations: update – SPCB(2020)Paper 24

8. In September 2019 the SPCB was made aware of new Regulations relating to web accessibility. The new Regulations require relevant public sector organisations to ensure certain web accessibility standards are met and to be open and clear about how they are addressing any issues in meeting these standards.
9. The SPCB received an update on work being undertaken in relation to the Parliament's website and noted that the project was on track to ensure the SPCB would be compliant with the requirements by the deadline in September 2020.
10. The SPCB also noted that, while MSPs' websites did not fall within the scope of the Regulations, good practice guidance was being developed to inform MSPs and inform the development of their websites.

## Date of next meeting

11. The next meeting of the SPCB was scheduled for Thursday 11 June 2020.