



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Scottish Parliamentary Corporate Body (SPCB) meeting held on Thursday 25 June 2020 at 9.00am, via video conference

Present:

- Ken Macintosh MSP (Chair)
- David Stewart MSP
- Ruth Davidson MSP
- Andy Wightman MSP
- Liam McArthur MSP

Apologies:

- Sandra White MSP

In attendance:

- David McGill
- Michelle Hegarty
- Lynsey Hamill
- Tommy Lynch
- Fergus Cochrane
- Tracey White
- Susan Duffy
- Willie Heigh
- Callum Thomson
- Janice Crerar
- Andrew MacGregor
- Catherine Fergusson
- Lewis McNaughton
- Joanne McNaughton
- Huw Williams
- Eric MacLeod
- Graeme Donoghue
- Judith Proudfoot, Secretary

Previous minutes

1. The SPCB agreed the minutes of the meeting held 11 June 2020.

Matters arising

2. The SPCB noted that guidance for Members on the re-opening of offices and resuming surgeries had been issued.

COVID-19 briefing

3. The SPCB noted the regular update on covid-19 related matters and arrangements for parliamentary business over the recess.

Capacity and configuration at Holyrood – SPCB(2020)Paper 27

4. The SPCB discussed the measures being proposed at Holyrood to comply with the 2-metre physical distancing required under the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 (“the Regulations”). The recommendations were based on information from the Health and Safety Executive and would continue to be reviewed and updated as and when the Scottish Government produced guidance for offices.
5. Using signage and setting maximums for numbers of people, the measures focused on:
 - Management of entrance/exit arrangements
 - Circulation around communal areas through a combination of a general ‘keep left’ regime and some one-way systems
 - Chamber and committee rooms
 - Toilets in public and private areas
 - Lifts
6. In agreeing the measures to be put in place, the SPCB was mindful that all building users had a responsibility to exercise personal judgement to keep themselves and others safe.
7. The changes would be implemented over the summer recess.

Priorities and Budget Assumptions 2020-21 – SPCB(2020)Paper 28

8. Given the unprecedented nature and impact of the covid-19 pandemic, a review of the organisation’s priorities, capacity and resources had been undertaken. The SPCB noted the update on the overall budgetary position and staffing capacity and was content to note the revised Delivery Plan.

Chief Executive’s report

9. The Chief Executive presented his regular report, highlighting in particular the encouraging results of a recent staff wellbeing survey. There was a discussion of

the staff absence levels covered in his report and he confirmed these were being looked into.

10. The SPCB noted the Report.

Session 6 election planning – SPCB(2020)Paper 29

11. The SPCB noted an update on the planning and preparations being undertaken in readiness for the Scottish parliamentary elections in May 2021. The usual guidance for MSPs was planned to be issued in September.

Officeholders: Commissioner for Ethical Standards in Public Life in Scotland – SPCB(2020)Paper 30

12. The SPCB noted the Commissioner's business case for additional restructuring and the potential resulting savings. The SPCB approved the proposal and agreed contingency funding should the Commissioner be unable to meet associated costs from her existing budget.

Officeholders: Scottish Human Rights Commission members' remuneration – SPCB(2020)paper 31

13. The SPCB considered a request received in relation to the remuneration of two of the Commission's part-time members.
14. The SPCB noted that the Commission had not followed due procedure in seeking authority in advance for the additional payments and expressed its dissatisfaction at the lack of engagement. The SPCB agreed one of the requests but asked officials to seek further information in relation to the other.

Officeholders: Scottish Public Services Ombudsman legal costs – SPCB(2020)paper 32

15. The SPCB approved the Ombudsman's determination to incur legal fees in relation to an Appeal before the Inner House of the Court of Session and noted that a contingency application may be made later in the year depending on the level of those costs. The SPCB also asked to be updated on the outcome of that Appeal.

AOB

16. The SPCB received a demo and noted an update on progress with a new remote voting solution.

Date of next meeting

17. The next meeting of the SPCB was scheduled for Thursday 9 July 2020.