



The Scottish Parliament  
Pàrlamaid na h-Alba

# Minute of the Scottish Parliamentary Corporate Body (SPCB) meeting 09 July 2020 at 16.20pm, in q1.03 and via video conference (vc)

## Present:

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

## In attendance:

- David McGill (vc)
- Michelle Hegarty (vc)
- Alan Balharrie (vc)
- Judith Morrison (vc)
- Tommy Lynch (vc)
- Alan Durward (vc)
- Brian Mitchell (vc)
- David Hershaw (vc)
- James Vinestock (vc)
- Mairi Pearson (vc)
- Callum Thomson (vc)
- Tracey White (vc)
- Susan Duffy (vc)
- Joanne McNaughton (vc)
- Huw Williams (vc)
- Eric MacLeod (vc)
- Graeme Donoghue (vc)
- Judith Proudfoot, Secretary

## Item 1: Previous minutes

1. The SPCB agreed the minutes of the meeting held 25 June 2020.



The Scottish Parliament  
Pàrlamaid na h-Alba

## Item 2: Matters arising

2. The SPCB noted an update on investigations by its data breach team. The SPCB received an assurance this had resulted from human error on the part of an external contractor and had not been a system error. No sensitive information had been involved, nor was this considered a reportable breach

## Item 3: Covid-19 planning

3. The SPCB noted the regular update on covid-19 related matters including reference to the First Minister's formal routemap review statement earlier that day.

## Operational arrangements from August 2020 – SPCB(2020)Paper 33

4. The underlying assumption for planning purposes was that the Scottish Government would be in Phase 3 of its routemap by the time the new parliamentary year recommenced. At this point, based on the routemap, it was anticipated that Members' constituency/regional offices may be able to reopen from start of August, subject to measures being in place to ensure compliance with the Regulations. This would be confirmed following the next review point on 30 July.
5. The position in relation to physical distancing would be fundamental in terms of how and when the Parliament could start returning to business as usual. It was anticipated that during Phase 3 working from home would still be the presumption where feasible. Risk assessments had established around 50% occupancy for Holyrood, based on 2 metre physical distancing.
6. The SPCB agreed the planning proposals set out in the paper including the initial step from 10 August of enabling one member of staff in each MSP office in Holyrood, should the Member so require, based on current physical distancing advice. Public participation would focus initially on supporting parliamentary business such as facilitating witnesses; wider educative and engagement activities would be in the longer term.
7. Further communications and advice would issue to MSPs shortly.

## Service contracts – SPCB(2020)Paper 34

8. The SPCB discussed arrangements for the catering and crèche services at Holyrood. The SPCB agreed some short-term changes in response to the current covid-19 situation and noted it would continue to monitor contract requirements. It was also agreed that longer term options should be reviewed and brought back for further consideration.



The Scottish Parliament  
Pàrlamaid na h-Alba

## AOB

### Group pool staff

9. The SPCB considered requests received in relation to the provision of home working equipment and home working allowance for Group pool staff. The SPCB agreed that this could be provided under the same terms as for MSPs' staff given the requirement for many staff to work from home for the foreseeable future. It was agreed that this position was a response to COVID 19 and would only operate until such time as home working was no longer enforced.

### Updates

10. The SPCB noted updates on the review of the staff cost provision and correspondence received from the GMB.

### Date of next meeting

11. The next meeting of the SPCB was scheduled for Thursday 3 September 2020 although additional meetings may be arranged in the interim should the need arise.