



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Scottish Parliamentary Corporate Body (SPCB) meeting held on Thursday 23 September 2021 at 09.00, Q1.03 (hybrid)

Present:

- Alison Johnstone MSP (Chair)
- Claire Baker MSP
- Jackson Carlaw MSP
- Maggie Chapman MSP
- Christine Grahame MSP

In attendance:

- David McGill
- Michelle Hegarty
- Lynsey Hamill
- Judith Morrison
- Cristine Livingstone
- Roy Devon
- Graeme Cook
- Andy Munro
- Sara Glass
- Lis Craig
- Mairi Pearson
- Huw Williams
- Mark Brough
- Jane McEwan
- Eric MacLeod
- Lisa Creamer
- Judith Proudfoot, Secretary

Previous minutes

1. The SPCB agreed the minute of the meeting held on 9 September 2021.

Matters arising

2. The SPCB had dealt with the following items by correspondence since the previous meeting:

2.1 The SPCB had been notified of three linked positive covid-19 cases recorded in Holyrood and the actions taken.

2.2 The SPCB agreed the terms of a letter for the Presiding Officer to send to the Home Office relating to staff visa sponsorship by Members.

Designation of Holyrood: next steps - discussion

3. The SPCB had an initial discussion about the arrangements and guidance for how the designation of the Holyrood site under section 129 of the Serious Organised Crime and Police Act 2005 would operate.
4. The SPCB agreed to continue discussion of the matter at a special meeting to be arranged for the following week.

Chief Executive's Report

5. The Chief Executive presented his regular Report, highlighting the inclusion of the Quarter 1 finance report and the reported current pressures on the chamber desk team. Preparations for the Session 6 Opening Ceremony, COP26 and the 2021 Festival of Politics were also covered.
6. The SPCB noted the Report.

COP26 and Parliament Opening Ceremony updates

7. The SPCB received an update on planning around major activities taking place at Holyrood leading up to, during and post COP26. They also noted an update on the ongoing planning and liaison around core events in Glasgow.
8. The SPCB discussed planning for the Parliament's Opening Ceremony, noting that MSPs and local heroes had all been contacted about arrangements and good response levels had been received. Further communications would be issuing within the next few days.

Advisory Audit Board Report – SPCB (2021) Paper 53

9. The Report provided a summary of the work the Advisory Audit Board (AAB) had been engaged in over the past year and provided assurances in relation to the SPCB Annual Report and Accounts 2020-21. Other areas of work included: reviewing the SPCB's arrangements for managing risk; commenting on and, where necessary informing the internal audit approach; and making recommendations where appropriate on internal controls.
10. The SPCB noted its appreciation for the level of safeguard and peace of mind that the work of the AAB provided and thanked officials for the work carried out over the course of the year.
11. The SPCB noted the AAB's Report.

SPCB Annual Report & Accounts 2020-21 – SPCB (2021) Paper 54

12. The SPCB approved the 2020-21 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 – SPCB (2021) Paper 55

13. 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 treatment had already been agreed with Audit Scotland as part of the 2020-21 accounts audit process.

14. The SPCB noted the items and approved the proposed action.

New Travel & Expenses System - discussion

15. A new contract for the provision of this service had been awarded on the back of the previous contract coming to an end. The SPCB had requested a discussion following feedback received from MSPs and their staff.
16. Initial training provided by the contractor had received mixed reviews however, it was noted that subsequent help and one to one sessions provided by the Allowances Team had been helpful.
17. The SPCB discussed a number of issues raised, both positive and negative, and noted the updates on actions being taken to address most of these.

AOB

18. A couple of items were noted for future agendas.

Date of next meeting

19. The next meeting was to be arranged for the following week.

SPCB secretariat
September 2021