



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Scottish Parliamentary Corporate Body (SPCB) meeting held on Thursday 8 December 2022 at 9.00am**

### **Present:**

- Claire Baker MSP (chair)
- Jackson Carlaw MSP
- Maggie Chapman MSP
- Christine Grahame MSP

### **Apologies:**

- Alison Johnstone MSP

### **In attendance:**

- David McGill
- Michelle Hegarty
- Sara Glass
- Mairi Pearson
- Veronique Malcolm
- Huw Williams
- Mark Brough
- Eric MacLeod
- Lisa Creamer
- Judith Proudfoot, Secretary

### **Previous minutes**

1. The SPCB agreed the minute of the meeting held on 24 November 2022.

## **Matters arising**

2. The SPCB noted that the following matters had been noted/agreed by correspondence since the last meeting:
  - SPCB(2022)Paper 72 – agreed arrangements for a one-off cost-of-living crisis payment to be made to MSPs’ staff.
  - SPCB(2022)paper 73 – agreed arrangements for a one-off cost-of-living crisis payment to be made to parliamentary staff.
  - Noted correspondence with the Standards, Procedures and Public Appointments committee in relation to pastoral care for MSPs.
  - Agreed a revised quote for security works to a local office.
  - Agreed a contingency request from the Standards Commission.

## **Cyber security**

3. The SPCB discussed the recent communication issued about the use of personal mobile devices for work purposes. It was noted that officials planned to come to the SPCB early in the new year to discuss arrangements around the provision of work devices.

## **Spring Budget Revision**

4. The SPCB noted an update from the Chief Executive on his intention to carry out in-year adjustments to the 2022-23 budget via the Spring Budget Revision process.

## **Resource Allocation for 2023-24 and Future Years – Paper 74**

5. The SPCB agreed its budget bid for 2023-24 and indicative budget for 2024-25. This would be presented to the Finance and Public Administration Committee in January 2023.

## **Reimbursement of Members’ Expenses Scheme: disability provision – Paper 75**

6. The SPCB approved an application to meet costs under the disability provision of the Scheme. An application had also been made to the Access to Work scheme and the Head of Allowances Office would monitor the outcome.

## **Reimbursement of Members' Expenses Scheme: exceptional expenses provision – Paper 76**

7. The SPCB approved an application under the above provision. In doing so, the SPCB noted that the Member was taking steps to meet a proportion of the costs from within their own budgets. The SPCB also sought assurance from officials that checks were undertaken to ensure the appropriateness of proposed works in similar applications.

## **Procurement Annual Report – Paper 77**

8. The SPCB welcomed the annual report and the work of the Procurement Team in delivering the SPCB's Procurement Strategy. The Report provided transparency on how the SPCB derives value for money from the procurement of its goods, services and works; treats its suppliers fairly; and delivers environmental, social and economic benefits in its contracts.
9. The SPCB approved the Report for publication.

## **Officeholders: governance – Paper 78**

10. Following the publication of the section 22 report into the governance of the Commissioner for Ethical Standards in Public Life (ESC), one of the enhancements to the governance arrangements considered by the SPCB was a written agreement between the SPCB and committees. This was also referred to in the SPCB's evidence to the Public Audit Committee as part of its inquiry into the section 22 report.
11. The proposed written agreement would set out at a strategic level the respective roles of the SPCB, which is governance, and committees which is scrutiny.
12. The SPCB agreed a draft to be sent to the Conveners Group for agreement.

## **Date of next meeting**

13. The next meeting of the SPCB was scheduled for 22 December 2022.

**SPCB secretariat**  
December 2022