



MINUTE OF THE SCOTTISH PARLIAMENTARY CORPORATE BODY (SPCB) MEETING HELD ON THURSDAY 10 DECEMBER 2020 AT 9.00AM, Q1.03 and VIA VIDEO CONFERENCE (vc)

Present: Ken Macintosh MSP (Chair) David Stewart MSP (vc)
Jackson Carlaw MSP Sandra White MSP (vc)
Liam McArthur MSP (vc) Andy Wightman MSP

In attendance: David McGill (vc)
Michelle Hegarty
Judith Morrison (vc)
Cristine Livingstone (vc)
Tommy Lynch (vc)
Callum Thomson (vc)
Tracey White (vc)
Veronique Malcolm (vc)
Rob Littlejohn (vc)
Eric MacLeod (vc)
Joanne McNaughton (vc)
Huw Williams (vc)
Lisa Creamer (vc)
Judith Proudfoot, Secretary

MINUTES OF THE PREVIOUS MEETING

1. The SPCB agreed the minutes of the previous meetings held on 26 November and 3 December 2020.

MATTERS ARISING

Issues by correspondence

2. The following item had been dealt with by correspondence since the previous meeting:

2.1 SPCB(2020)Paper 70 – Resources allocation for 2021-22 and future years. The SPCB approved the proposed budget bid for 2021-22 and the indicative forecast for 2022-23 ahead of scrutiny by the Finance & Constitution Committee and approval of the Scottish Budget.

CHIEF EXECUTIVE'S REPORT

3. The Chief Executive presented his Report. Business levels remained high with Covid and Brexit related business over and above the usual pressures related to the run up to the end of a session. Other items highlighted included:

- An update on the process for adding MSPs to the list of Prescribed Persons for the purposes of whistleblowing under the Public Interest Disclosure Act 1998.
- Record levels of engagement with the Scottish Parliament through social media channels.
- The recent 'Wellbeing Week' events and issue of a staff survey.

4. The SPCB welcomed the Report, noting the volume of work going on, much of it behind the scenes, and the level of detail provided. The SPCB wished to minute its thanks to all staff for the work and commitment reflected in the Report.

5. The SPCB noted the Report.

COVID-19 UPDATE – SPCB(2020)Paper 71

6. The SPCB received an update on planning for parliamentary activities for the remaining 3 months of the current Session to inform staffing and resourcing decisions. This included work to phase back towards normal operations as soon as it was safe to do so. The SPCB agreed the following planning assumptions:

- To maintain the current set of service levels until the end of March 2021 to ensure focus on safely and sustainably delivering parliamentary business.
- That SPCB existing guidance for Members be updated to take account of changes to Regulations, including travel.
- The planning assumption that, in the circumstances, wider public engagement was unfortunately unlikely to start until after the election.

7. It was also agreed to keep all of these issues under active review.

PROCUREMENT ANNUAL REPORT 2019-20 – SPCB(2020)Paper 72

8. The SPCB is required to publish an Annual Procurement Report that records its performance and achievements in delivering its Procurement Strategy. Some of the achievements reported included:

- A strong focus on opportunities to minimise environmental impacts.
- A bespoke Sustainable Development Impact Assessment tool trialled as a resource to promote early decision making on how best to embed sustainability in procurements.
- 13 out of 24 Regulated contracts awarded to Small and Medium sized Enterprises (SMEs).

- Voluntary benchmarking of the SPCB's procurement function which returned an assessment score in the highest banding.
- Allocation of significant resources to supporting professional development in the Procurement team including taking on a Procurement Modern Apprentice for the first time.

9. The SPCB welcomed the improved format and positive nature of the Report and thanked the procurement team for their efforts. The SPCB also noted that the Report covered the period up to 31 March 2020 and that the impacts of covid-19 would be reflected in the next Annual Report.

10. The SPCB note the report.

SCOTLAND'S FUTURES FORUM (SFF) ANNUAL REPORT – SPCB(2020)Paper 73

11. The SPCB discussed the work of the SFF over the past year. Highlights included:

- The conclusion of SFF's work on education and learning in 2030 and beyond.
- A half-day conference on the future for Gaelic.
- A seminar series in partnership with the Scottish Parliament's Information Centre (SPICe) featuring leading figures from sport and physical activity.
- A stand-alone seminar with the head of the Finnish education system.
- Working in partnership with the Parliament's Festival of Politics.

12. The SPCB was encouraged by the Report and welcomed the increased visibility of the Forum with MSPs. It was acknowledged that there would be work to be done to re-establish and maintain this following the Scottish parliamentary elections in May 2021. The SPCB also discussed the reliance of the Forum on events and the impact covid-19 had had on these.

13. The SPCB noted the report.

DATE OF NEXT MEETING

14. The next meeting of the SPCB was due to take place on Thursday 21 January 2021.

SPCB secretariat
December 2020