

Chief Executive's Report to the SPCB June 2026

Introduction

1. The Chief Executive's report provides an overview of key organisational activity from March to June 2026.
2. Items highlighted include:
 - delivery of the Election Programme 2026, including registration week and the induction programme for new and returning Members
 - key activity across the Parliamentary Business Directorate including scrutiny, chamber business and support for Session 7
 - recent international relations engagement and upcoming key events
 - progress and developments within the Operations and Digital Directorate, including the Chamber dais accessibility project, contracts, sustainable development and environmental management, data protection and cyber security.
3. The report also includes the Quarter 4 reports as annexes:
 - Annex A: Organisational performance
 - Annex B: Finance
 - Annex C: Workforce

David McGill
Clerk/Chief Executive

Election programme 2026

4. The 2026 Election programme has been a major focus for the parliamentary service since 2025, especially during the campaign period and the transition to Session 7. This update covers delivery of the registration week and induction programme between 11 May and 25 June 2026. Additional updates from business areas are reflected within the wider Chief Executive's report.
5. A closure report will be prepared in the autumn and shared with the Scottish Parliamentary Corporate Body (SPCB).

Registration week

6. Over the weekend of 9 and 10 May, teams across the Parliament completed essential preparations for the registration of new and returning Members. This included allocating temporary offices, updating the Parliament's common data system and preparing IT accounts, hardware and security passes. All new Members were also contacted by phone to confirm arrangements for their registration activities, including the provision of hotel accommodation.
7. All 64 new Members were successfully registered on 11 May. From day one, each Member was provided with their security pass, IT equipment and a temporary office. Members also received a building tour, had their official photograph taken and enjoyed a welcome lunch. In addition they had a chance to meet with Pay and Pensions and Travel and Expenses teams.
8. On 12 and 13 May, new Members received a security briefing, an overview of the Parliament's organisational structure, an introduction to elected and appointed roles in the Parliament and information about how to participate in Chamber business.
9. On 14 May, formal proceedings were completed, including oaths and affirmations and the election of the Presiding Officer and Deputy Presiding Officers.
10. The programme team received positive anecdotal feedback from all business managers. In a survey of new Members, 90% of respondents were 'very satisfied' and found the registration activities 'very helpful'. All respondents agreed they had good opportunities to connect and engage with Members from a range of regions and parties, indicating strong satisfaction with the networking aspects of the programme. Feedback also highlighted the professionalism and helpfulness of staff and the well-planned nature of the programme.

Induction programme

11. The induction programme ran from 18 May until 11 June 2026, with sessions held on Tuesday to Thursday mornings. It was supported by first days' events and themed evening receptions. Attendance at sessions fluctuated between 20 and 40 Members. Anecdotal feedback from attendees has been positive, with Members noting that they feel well supported by staff. A full evaluation will be completed as part of the closure report.
12. SPICe breakfast seminars will continue in the remaining weeks until summer recess.
13. Further detail on the first days' events and themed receptions is set out below.

First days' events

14. A programme of first days' events was delivered to support Members' initial orientation, providing opportunities to access key services, build relationships and mark the start of the new parliamentary session. Events included:
 - Members' FAIR - Facilities. Advice. Information. Resources. (12 May): This event brought together Members and a range of Parliament staff and offices, providing guidance and answering questions on the day-to-day services that support Members in their parliamentary role.
 - Welcome lunch and evening reception (12 May): Hosted by the outgoing Presiding Officer, a lunch for newly elected Members was followed by an evening reception for all Members. These events gave Members an opportunity to connect with each other, as well as to meet a wide range of Parliament staff.
 - Kirking of the Scottish Parliament (13 May): This ecumenical service marked the beginning of the new parliamentary session. Led by the Rev Dr Scott Rennie, Minister of St Giles' Cathedral, and attended by newly elected Members and representatives of Scotland's faiths and beliefs, alongside guests representing civic society, academia, business, industry and charities from across Scotland. A reception followed in Parliament Hall, bringing together Members, their guests, senior parliamentary staff, participating clergy and other invited guests.

Themed receptions

15. A series of evening receptions was delivered for Members, aligned to key themes of the programme, including their role as a parliamentarian. These events provided an opportunity for Members to meet and engage with stakeholders, build their awareness of key issues and develop cross-party relationships across the sectors. Events included:

- Behind the Scenes event (20 May): Hosted by the Clerk/Chief Executive, this event introduced Members to staff delivering broadcasting, facilities, library and research services, sustainability initiatives, and public education about the Scottish Parliament's architecture, art, history and work.
- Business and Economy reception (27 May): Hosted by the Deputy Presiding Officer Claire Adamson MSP, the event brought together Members and representatives from industry, manufacturing and engineering, finance, energy, retail and tourism sectors and public bodies, including the Scottish Chambers of Commerce.
- Justice and Law reception (2 June): Hosted by the Deputy Presiding Officer Katy Clark MSP, the event enabled Members to network with representatives from organisations such as the Law Society, Money Advice Scotland, Victim Support Scotland and Ethnic Minorities Law Centre. Emergency services including Police Scotland and the Scottish Fire Rescue Service also attended.
- Local Government reception (10 June): Hosted by the Deputy Presiding Officer Claire Adamson MSP, the event enabled Members to meet groups including COSLA, the Accounts Commission and the Chartered Institute of Public Finance and Accounting. A number of council leaders and chief executives from across Scotland also attended.
- Consular Corps in Scotland reception (17 June): Hosted by the Presiding Officer, this event brought together Members and representatives of the Consular Corps.

Parliamentary Business Directorate

16. Parliamentary business levels were particularly high in the period leading up to dissolution and the transition to Session 7. Activity focused on concluding scrutiny, progressing legislative business and supporting the establishment of the new session.

Scrutiny

17. In the final weeks before dissolution, committees focused on concluding scrutiny activity and agreeing legacy reports. A consistent theme was capturing key learning for Session 7, including opportunities to strengthen cross-committee working, improve scrutiny impact and address emerging policy priorities. Further detail on individual Session 6 committee activity is set out below.

Economy and Fair Work Committee

18. The Committee focused on agreeing and publishing its [legacy report](#) which highlighted the benefits of cross-committee or joint committee working, to minimise duplication, promote collaboration and more effective scrutiny than might otherwise be achieved by single committee scrutiny.

19. The committee also published its [annual report](#).

Education, Children and Young People Committee

20. The Committee undertook scrutiny of wider educational reform, including the Curriculum Improvement Cycle and progression of senior phase qualifications. It heard from witnesses including Dr Keir Bloomer, Chair of the Commission on School Reform, and Professor Louise Hayward, who chaired the Independent Review of Qualifications and Assessment in Scotland. It also held a one-off session on Community Sporting Initiatives for children and young people, hearing evidence from Spartans Community Foundation in Edinburgh and the Denis Law Legacy Trust in Aberdeen.

21. The Committee also published its [annual report](#) and [legacy report](#).

Social Justice and Social Security Committee

22. The Committee concluded its scrutiny work ahead of dissolution. Evidence sessions included:

- Funeral support payment, hearing from funeral directors and third sector organisations focusing on the accessibility of the payment, the experiences of applicants and the wider pressures facing the funeral sector.
- Job start payment, hearing from Social Security Scotland and organisations supporting young people into work, focusing on awareness of the benefit, barriers to take-up and the effectiveness of support pathways for those entering employment.
- Adult disability payment, hearing from a variety of third sector organisations focusing on decision-making processes and the accessibility of assessments.

23. The Committee also considered an LCM on the UK Armed Forces Bill, taking evidence from the Minister for Parliamentary Business and Veterans. Members agreed to recommend that the Parliament give consent to the relevant provisions identified in the draft motion.

24. The Committee also published its [annual report](#) and [legacy report](#), reflecting on the Committee's work throughout the session and outlining recommendations for scrutiny in the next Parliament.

Finance and Public Administration Committee

25. The Committee continued its scrutiny of the Scottish Government's Infrastructure Delivery Pipeline 2026, building on work it started during scrutiny of the Scottish Budget 2026-27, which was truncated due to a late UK fiscal event. This included taking evidence from the Construction Industry Training Board and Scottish Futures Trust, followed by the Cabinet Secretary for Finance and Local Government.

26. Other evidence sessions included:

- The Scottish Fiscal Commission on its latest publication on what Scotland's finances mean for the next parliament.
- The Permanent Secretary on public administration in the Scottish Government. Evidence sessions with the Permanent Secretary have occurred at least annually this parliamentary session, exploring such issues as decision-making within the Scottish Government, the capacity, capability and skills of the civil service, productivity and embedding transparency within the Scottish Government's culture.
- The Scottish Public Pensions Agency on progress with delivering the McCloud Remedy, an issue of increasing concern to public pension scheme holders and to the Committee. This followed the Committee's initial evidence session to explore reasons for repeated delays in resolving the matter in December 2025.

27. All the above evidence sessions informed the Committee's [legacy report](#) and included recommendations relating to the remit and working practices of its successor committee, as well policy issues that it may wish to pursue. The committee also published its [annual report](#).

Health, Social Care and Sport Committee

28. The Committee held evidence sessions including:

- Stakeholders on key issues and future priorities relating to sport and physical activity in Scotland. This session also built on previous Committee work which looked at young people's participation and access to sport and physical activity as well as female participation in sport.
- Representatives of the Scottish Sports Association, Commonwealth Games Scotland, Sportscotland, and an academic with expertise in sport coaching and development at the University of West of Scotland.
- Minister for Public Health and Women's Health on the affirmative instrument the Civic Government (Scotland) Act 1982 (Licensing of Skin Piercing and Tattooing) Amendment Order 2026. The Committee also considered 5 negative instruments, making no recommendations.
- Public Health Scotland discussing various topics previously covered in the Committee's work programme as well as identifying future priorities for health in the new session.
- Minister for Public Health and Women's Health, and supporting officials, on the Tobacco and Vapes Bill Supplementary LCM-S6-51b.

29. The Committee agreed and published its [annual report](#) and [legacy report](#).

Local Government, Housing and Planning Committee

30. The Committee concluded its consideration of the Visitor Levy (Amendment) (Scotland) Bill. In addition, the Committee took evidence on

subordinate legislation on the [Non-Domestic Rates \(Miscellaneous Amendment\) \(Scotland\) Regulations 2026](#) (SSI 2026/135) from stakeholders and the Scottish Government.

31. The Committee published its [annual report](#) and [legacy report](#).

Protocol for UK statutory instruments

32. The Constitution, Europe, External Affairs and Culture Committee and the Delegated Powers and Law Reform Committee considered a recommendation from the Scottish Government on UK statutory instruments containing provision within devolved competence.

33. The proposal was to put in place a new Protocol between the Scottish Government and the Scottish Parliament for the notification of such instruments. Both Committees agreed with the recommendation and viewed the new Protocol should be in place for the start of Session 7. Their consideration is reflected in each Committee's legacy report.

34. The agreement was the culmination of work led by both Committees in Session 6 on the need to adapt the Scottish Parliament's approach to scrutiny of the Scottish Government's position in respect of UK statutory instruments within devolved competence.

35. Under the Protocol, the Parliament will be notified of all UK SIs made within devolved competence, irrespective of subject matter or which enabling powers the instrument is made under. The Protocol will be retrospective, with the Parliament receiving notification of a made UK SI, normally within 28 days.

SPICe

36. SPICe prepared for and delivered services to support the Election and the early days of Session 7.

37. Pre-election work included:

- Undertaking results forecasting, developing new constituency maps and gathering candidate data (including photographs and contact details), ensuring information could be updated and made available quickly on election results day via Common Data, the Parliament's core parliamentary data source.
- Election results were verified against Returning Officers' statutory certificates.
- Preparing briefings and blogs for publication in the immediate post-election period.

38. Following the election, SPICe:

- Published blogs explaining the main activities for the Parliament, including election of the Presiding Officer, selection of the First Minister, and establishing committees; alongside its briefings on key issues for Session 7 and the Election; results blog and updated fact sheets.
- Updated Common Data, fact sheets, and the website to reflect new roles, including the Presiding Officer and Deputy Presiding Officers, Parliamentary Bureau, SPCB members, Ministers, party spokespersons, committee memberships, and cross-party group memberships and worked with PCO colleagues to produce the official MSP photo booklet.
- Supported Members' induction programme through policy sessions, 'Meet the Team' events and one-to-one meetings on specific policy areas of interest and delivered two 'key issues' seminars.
- Recorded that 38% of post-election enquiries came from new Members, indicating strong early awareness of SPICe services
- Provided in-person support in P1.02 whenever Chamber business was underway, which will continue until summer recess.

39. In addition, to coincide with the establishment of committees, SPICe will be publishing a range of subject profiles to support both new and returning Members in familiarisation with policy areas.

Chamber business

40. Parliamentary business levels were particularly high in the period leading up to dissolution and the transition to Session 7. Activity focused on progressing legislative business, concluding Session 6 chamber activity and supporting the establishment of new parliamentary arrangements following the election.

Business Team and Chamber Desk

41. The end of Session 6 saw 10 Bills considered at Stage 3 over three weeks, requiring regular extended sittings, including late evenings and a Friday sitting, to complete consideration before dissolution.

42. During the dissolution period, the Business Team prepared for the first days of the new session.

43. Following the election, the team collaborated with colleagues from across the Parliament to deliver oath-taking and the election of the PO and DPOs.

44. Staff were also closely involved in the induction programme for new Members and supported the work of the newly-established Parliamentary Bureau.

Non-Government Bills Unit

45. In March, three Members' Bills completed Stage 3 proceedings. The Assisted Dying for Terminally Ill Adults (Scotland) Bill fell at Stage 3, while the Greyhound Racing (Offences) (Scotland) Bill and the Restraint and Seclusion in Schools (Scotland) Bill both passed.
46. A previous Member's Bill from Session 5, the European Charter of Local Self-Government (Incorporation) (Scotland) Bill, which was subject to the reconsideration stage in Session 6, was approved.
47. At dissolution, all outstanding proposals for Bills fell. The team then progressed preparations for Session 7, and Members have now begun contacting NGBU with proposals for Bills.

Official Report

48. In March, Stage 3 debates on legislation led to late and extra sittings. Compared with a standard chamber week in Session 6 of 11 hours and 40 minutes, the weekly hours for chamber business in March were 13h31m, 32h09m, 22h40m and 11h56m. This included three finishes at 10pm or later, one at 9.58pm and an additional sitting on 13 March.
49. Committees were also sitting as normal at the start of March, with the extra business contributing to a record weekly amount of 55 hours and 3 minutes of public parliamentary business in the week beginning 9 March – the highest since the Parliament began in 1999.
50. Official Report staff worked overtime and late into the evening to publish Chamber Official Reports, often close to or after midnight, to support continued legislative scrutiny the following day.

Chief Executive's Group

Lobbying Registrar - New lobbying registrar system

51. A new lobbying register system was launched on 11 May, following a procurement and development process that started in 2024. The system was developed by registry specialists, Fortesium Limited.
52. The launch was designed to coincide with the 2026 elections and involved ongoing contact with over 1,400 active registered organisations to help transition to the new system.
53. Key improvements to user experience include:
- An upgraded search facility, offering improved options for finding information on published returns and registered organisations.

- A new infographics feature, presenting key information in a more engaging and accessible format.
- Enhanced automation for information return forms submitted by registered organisations reducing time required to prepare and submit returns (over 6,000 returns are published annually).
- Improved support on submitted returns with a natural language processing tool providing automated feedback to users when further detail or clarification is required.

International Relations

54. In the final weeks before dissolution, inward visits to Holyrood were limited. International activity focused on engagement with organisations of which the Scottish Parliament is a member, including the Commonwealth Parliamentary Association (CPA) and British-Irish Parliamentary Assembly (BIPA).

55. In March, Deputy Presiding Officer Annabelle Ewing MSP, accompanied by Tess White MSP, attended the 68th Plenary Session of BIPA in Tralee, Co. Kerry, Ireland. Discussions focused on key themes including Ireland-UK relations in a European context, Northern Ireland, cross-border cooperation, food security and sustainability, and wider international issues.

56. In April, the outgoing Presiding Officer participated in the final Tartan Week visit of Session 6 to North America, including Scottish events and celebrations in New York City and meetings at City Hall. This was followed by a visit to Toronto for meetings at the Legislative Assembly of Ontario. This was the first official visit to the Legislative Assembly of the session and included discussions with the province's senior political leadership, including the:

- Speaker and deputy speakers of the Legislative Assembly
- Premier and ministers of the Ontario Government
- His Majesty's representative in the province, the Lieutenant Governor.

57. In June, the incoming Presiding Officer chaired a Special AGM of the CPA Scotland Branch. Claire Baker MSP, Stuart McMillan MSP, Emma Roddick MSP, and Graham Simpson MSP were elected to the Branch Executive Committee for 2026–27.

58. Stuart McMillan MSP also represented the Scottish Parliament at the CPA British Islands and Mediterranean Regional (BIMR) Conference in Gibraltar from 17 to 19 June 2026. The conference included sessions on:

- digital parliaments
- allyship and representation in Parliament: advancing inclusion for LGBT+ Individuals

- accessible Parliaments: modernising parliamentary procedure and process beyond bricks and mortar.

Operations and Digital Directorate

Events and Exhibitions Team

Opening Ceremony

59. The Opening Ceremony for Session 7 will take place on Saturday 27 June 2026, bringing together Members, their guests and Local Heroes nominated for their contributions to communities. The event will feature traditional ceremonial elements, including escorts to the:

- Elizabeth Sword comprising three Team Scotland athletes, all selected to represent Scotland at the Glasgow 2026 Commonwealth Games, recognising their achievement and contribution to national sport.
- Crown of Scotland including representatives from a range of youth organisations, including the Scottish Youth Parliament, Young Scot, The Young Women's Movement, John Smith Centre - Parliamentary Intern Programme, RNIB Scotland (Haggeye), and SportScotland.

60. The Chamber programme will celebrate Scottish heritage through performances by young people, reflecting both long standing traditions and the nation's future.

Festival of Politics

61. The Festival of Politics 2026 programme launched on 15 June with a free panel discussion titled 'Holyrood 2026 – the big issues', chaired by the Clerk/Chief Executive and open to Members and the public. The partnership event with the Centre for Public Policy at the University of Glasgow saw academics with expertise in governance, poverty, economics and technology from the university discuss the policy challenges that lie ahead in Session 7.

62. The 2026 Festival will take place on 27 and 28 August and will include:

- over 20 events covering topics from housing, Brexit, child poverty, free speech, young people, trust and politics and international conflict
- a lively free programme of entertainment in the Festival Cafe Bar.

Facilities Management

Election planning and implementation

63. The Election Planning project was managed by FM's project management team. The Customer Relationship Management (CRM) team also played a

central role in supporting Members and their staff during the election period and transition to the new parliamentary session, managing complex logistical and orientation tasks.

64. This included:

- Planning and co-ordination: CRM represented FM in election planning, contributed to guidance materials, and collaborated with Digital Services and Security to assist Members through pre-election and transition phases.
- Extensive logistical efforts: The team handled large-scale activities including distributing packing crates, coordinating removals, resetting security measures, updating facilities and preparing offices, with some staff covering extensive physical tasks during dissolution.
- Induction and ongoing support: CRM facilitated Member inductions with engagement desks, tours, and events, and continues to manage office allocations, reconfigurations, and support for returning and non-returning Members as they settle into new roles.
- Members' offices refresh: FM's fabric maintenance suppliers, TRAC, undertook a full redecoration of the Members' Block during dissolution.

Chamber Dais accessibility project

65. Works to install the new Dais in the Debating Chamber was completed onsite in time for the beginning of the new parliamentary session on 11 May.

66. The project was set up to ensure that this important feature in the Chamber can be used by everyone who may need to access it, including:

- future Presiding Officers and their deputies
- Parliament's clerks
- guest speakers who lead Time for Reflection.

67. Project design and delivery was overseen on behalf of the Parliament by FM's project management team, who consulted with Parliamentary Business colleagues and the PO's Office to help develop the design. The design work was completed by the Parliament's Architects, Lee Boyd and constructed and installed by Bodan's Design Workshop, based just off Easter Road. They have been a valued specialist supplier for the Parliament since 2010, working closely with our onsite High-Level Maintenance contractor team from TRAC.

68. The project drew upon a range of skills and has been carefully designed to blend seamlessly with the Chamber's distinctive furnishings and architectural style removing the stepped access to the dais and replacing them with ramped access on both sides. These changes will support the Parliament's ongoing commitment to creating an inclusive and welcoming environment.

Facilities management contracts

High-level fabric maintenance contract

69. The high-level fabric maintenance contract delivered by TRAC continues to demonstrate social value alongside its core service delivery, as evidenced by the example of a military veteran, which was recently highlighted in the latest quarterly review held with FM. Through engagement with the Veteran's Society in Whiteford House (adjacent to the Parliament in the Canongate), TRAC identified an opportunity to provide practical work experience within its rope access team, which the veteran successfully pursued. With support from TRAC, he developed both skills and confidence, completing Level 1 rope access training and subsequently securing permanent employment at no additional cost to the contract. His contribution has strengthened operational resilience by supporting cover for leave, sickness, and fluctuating labour demands. Beyond the workplace, his return to employment has enabled him to move into independent supported accommodation, where he is now settled. This case demonstrates how the contract delivers wider community benefits by creating pathways into sustainable employment, reinforcing the positive impact that facilities management services can have on individuals and the wider Parliament environment.

Catering contract renewal

70. Facilities Management are pleased to report strong progress on the mobilisation of the new catering contract at the Scottish Parliament, which will formally commence on 1 August this year. Following an extensive and highly competitive tender process, we have successfully appointed Sodexo as our delivery partner, and the transition to the new service is now well underway.

71. Working in close collaboration with Sodexo and our internal project team, the partnership is already demonstrating a shared commitment to quality, innovation, and continuous improvement. A key feature of the new contract is the move to an output-based specification, providing Sodexo with greater autonomy to shape the service, design menus, and bring their industry expertise to the fore. This more flexible model will enable the introduction of innovative concepts, new technology, and a more responsive, modern catering offer, aligned with evolving customer expectations.

72. This approach also underpins the planned rebranding of some of the catering outlets, marking a clear step change in how the offer is presented and experienced within the Parliament. Alongside this, a programme of modernisation and enhancement of catering spaces is progressing, with design development and approvals advancing at pace to support a refreshed and contemporary environment.

73. Looking ahead, the contract includes a structured Year 1 review, which will provide a formal opportunity to assess performance, refine the offer, and identify further opportunities to drive sales growth and deliver budget efficiencies. This ensures the service continues to evolve and deliver best value over time. This is a significant milestone, and the positive momentum across the teams is a strong indicator of a successful launch. As we move towards August, we look forward to bringing these exciting plans to life and delivering a revitalised catering experience that reflects the ambition and stature of the Scottish Parliament.

Cleaning contract year one review

74. The Cleaning Contract is being reviewed to adapt to post-Covid hybrid working patterns, requiring a more flexible and efficient cleaning service that supports cost control, productivity, sustainability and resilience. The review emphasises modernising equipment to enhance service delivery and examples of this are given below:

- Cobotic equipment: Collaborative robots assist cleaning staff by handling repetitive or strenuous tasks, increasing efficiency, consistency and cleaning standards while providing real-time data. This supports staff wellbeing and reduces labour needs and chemical usage.
- Types of cobotic equipment introduced: The contract has acquired robotic vacuums for carpeted areas, scrubber dryers for hard floors and Dryft Mops designed for washrooms, which improve cleaning quality, reduce rework, and lower labour, water and chemical consumption.
- Goals of modernisation: The new equipment aims to align cleaning services with current building usage, enhancing flexibility, efficiency, resilience, standards, sustainability and staff utilisation. Focus will be on embedding technology use, training operatives, and measuring impacts on cleaning and sustainability.

Sustainability

Transition to Session 7 arrangements and support to Members

75. The Sustainability Team has been focused on supporting the transition from the Sustainable Development Programme into new arrangements for Session 7. This has included:

- Closing down programme governance and documentation.
- Establishing a revised Sustainable Development strategy and governance structure.
- New governance groups are now in place and meeting on a quarterly basis, providing greater clarity of roles, improved oversight and a more streamlined approach to delivery

- Continuing to embed sustainability more consistently across organisational processes, including developing intranet content and strengthening the use of Sustainability Impact Assessments in decision making.
- Supporting Members following the election, ensuring that sustainability considerations are reflected from the outset in how offices are set up and operated. This included contributing to the Members' induction programme with a focus on sustainable travel and office arrangements, and hosting a sustainability stall to provide practical advice and raise awareness.

ISO14001 Environmental Management System

76. The team successfully supported the ISO14001 Environmental Management System surveillance audit in April. The audit confirmed that the system continues to be effective and aligned to the Parliament's strategic direction, with strong evidence of environmental performance and integration into day to day operations. As expected, a small number of minor non-conformances were identified relating to planning for energy efficiency, documentation control and training processes, with actions in place to address these ahead of the next audit cycle.
77. As the scope and expectations of the team's work continue to grow, resource constraints and prioritisation remain a challenge. This has had a particular impact on delivery of the internal audit programme for the Environmental Management System, with support now being temporarily provided by Internal Audit colleagues to ensure continued compliance and progress against the audit plan. In parallel, the team has been collating and verifying data for the last financial year to support statutory reporting under the Public Bodies Climate Change Duties, working across multiple internal and external data sources to produce the required submission. Looking ahead, capacity is being strengthened through the recruitment of an intern to support the development of Scope 3 emissions data, particularly in relation to purchased goods and services. The team continues to work closely with Procurement and contract managers on major tenders to ensure sustainability considerations, including carbon and circular economy principles, are embedded at the earliest stages.

Looking ahead

78. A full review of the Environmental Management System over the summer, as part of the annual ISO14001 management review process. This will assess performance against environmental objectives, identify risks and opportunities, and confirm any changes required to ensure the system remains aligned with the Parliament's strategic direction and future priorities.
79. Work will also begin on collecting commuter travel data through a staff travel survey, which will be used to strengthen emissions modelling and improve the organisation's carbon footprint reporting. In preparation for the

next ISO14001 surveillance audit scheduled for October, the team will focus on closing out existing non-conformances, updating documentation to reflect new governance arrangements, and strengthening evidence of training and competence. In line with the new Sustainable Development Strategy, this will be supported by the rollout of climate change adaptation training and Carbon Literacy training to build organisational capability and embed sustainability more consistently across decision-making and operations.

Information Management and Governance

Data protection - complaints handling

80. The Data (Use and Access) Act has introduced a new requirement for all data controllers, including Members as individual data controllers, to put in place a process for handling and responding to data protection complaints.
81. The Information Commissioner's Office has published guidance on these requirements ([How do we prepare to handle data protection complaints?](#)). The Information Management and Governance Office has also updated Members guidance on the intranet to include relevant information about the steps they need to take to comply. In addition, the team will provide a complaints policy, procedures and templates for use by Members in their role as individual data controllers.

Digital Services

Cyber security improvements

82. As part of the work to maintain and improve the cyber security of the SPCB IT systems, the Digital Services team are currently improving the security of mobile devices accessing Parliament systems.
83. All SPCB issued smartphones and tablets are being enrolled into the corporate mobile device management solution which will ensure the devices meet basic security standards and retain secure access to Parliament systems.
84. Good progress is being made to enrol corporate mobile devices and work has commenced to start to enrol personal devices which access Parliament Systems to ensure they also meet basic security standards.
85. The changes to our cyber security posture are necessary to meet the baseline for cyber security being adopted by public sector organisations in Scotland, and the rest of the UK. The measures will allow the SPCB to regain Cyber Essential Plus certification.

Annex A: 2025-26 Q4 SPCB Organisational Performance Report

Q4 2025–26 SPCB Organisational Performance Report - January to March 2026

1. This report provides a high-level summary of organisational performance for Quarter 4 of 2025–26. Quarter 4 covers the period January – March 2026.
2. The Parliament's strategy for each session is approved by the SPCB and the detailed plans to deliver this [our Delivery Plan] are owned and implemented by the Senior Executive Team. We are currently reporting against the last quarter of the Session 6 Delivery Plan.
3. SPCB will be consulted on the Session 7 strategy, and the associated medium term financial plan to implement this, at its summer planning day. The delivery plan covers measurements of how well we are running day-to-day parliamentary services [key performance indicators] and progress against our plans and/or projects to make changes to either services or infrastructure.
4. In Q4, SPCB parliamentary service performance remained stable overall, with some variation reflecting demand pressures in the approach to the end of Session 6 rather than any underlying performance issues.
 - Parliamentary business was delivered without disruption. Minor variances reflect the late receipt of legislative documents (99% against a 100% target) and high volumes of business and late sittings impacting timeliness of OR production (Chamber OR 94% against 95% target; Committee OR 88% against 90% target).
 - Members' services showed strong performance with the only minor deviation relating to Members expenses paid within 10 working days which was at 94% against 95% target.
 - Strong performance across governance and financial management with 0.1% outturn against SPCB budget and no internal audit issues.
 - Social media engagement remained below target at 31% against 68% target for a third consecutive quarter, driven by continued decline on X. Other channels remain strong. These KPIs are under review for 2027-28.
 - Staff attendance was at 95.9% against 96% target, and absence was at 4.1% against a target of 4% or less, reflecting seasonal illness.
5. Delivery of our change projects remained positive with several completed and good progress across the remainder. There were some slippages against delivery milestones noted, largely due to capacity constraints (especially teams supporting end of session uplift in parliamentary business). Overall, the majority of completion dates and budgets remained in line with current plans

and there are no fundamental concerns to be addressed with any programme of work or projects going into Session 7 Q1.

6. Key project updates include:

- Progress on election and Session 7 first day's preparations was on track. This project includes supporting returned, non-returning and new Members in relation to the 2026 Scottish Parliamentary election. It also covers the provision of IT hardware and close down/set up of Members' local offices and supporting Members around their office staffing, as well as the Session 7 Opening ceremony and Kirking.
- Session 7 strategy planning is also on track to discuss draft with SPCB at summer planning day in August.
- Projects completed included upgrades to the Official Report and Business Bulletin production systems. These were completed on time and within budget. The replacement lobbying register system remains on schedule for delivery early in the new session. These projects are replacing out of date or contract systems with modern and more efficient alternatives that will ensure business continuity for key services.
- SET agreed the business case for the committee conferencing system project, with tenders returned within planned budget. This project covers the replacement of obsolete consoles and sound systems that will match functionality seen in the UK Parliament, Northern Ireland Assembly and the Senedd committee rooms.
- Progress was also made on the business continuity – loss of IT project, although this was slightly delayed due to other resource commitments. This project is a key part of our overall long term resilience planning.
- Completed the Dignity at Work Review, with nine SPCB-endorsed recommendations now in early implementation. Also completed an accessibility audit, signage review and building user engagement to inform the Holyrood facilities review and recommendations [Inclusive Parliament].
- The refreshed public engagement strategy was also approved, and shorter working hours was implemented for SPS staff.

7. The Q1 performance report covering the period April – June 2026 will be taken at SPCB in September 2026 after recess.

Annex B: 2025-26 Q4 SPCB Financial Report



The Scottish Parliament
Pàrlamaid na h-Alba

Scottish Parliament
Q4 SPCB Summary Financial Report
1 April 2025 to 31 March 2026

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1. SPCB Overview

1.1 Year to date variance and forecast out-turn

	2025-26 Outturn			
	Actual	Budget	Variance	Variance
	£'000	£'000	£'000	%
Parliamentary Service Costs	70,021	69,216	(805)	(1.2%)
Members Costs	45,046	45,567	521	1.1%
Commissioners & Ombudsman Costs	21,307	21,753	446	2.1%
Sub Total	136,375	136,536	161	0.1%
Reserves – SPCB contingency	-	-	-	-
Total SPCB Expenditure	136,375	136,536	161	0.1%

Total expenditure for the financial year 2025-26 was £136.38 million against a budget of £136.54 million, resulting in an underspend of £0.16 million (0.1%). This variance is within the performance target of 2.5%. The outturn represents a decrease of £1.69 million from the £1.85 million underspend that was forecast at the end of quarter three. This is due in the main to positive actions taken in the final quarter of the year to address the forecast underspend position and to protect the 2026-27 election year budget.

The Parliamentary Service moved from a forecast underspend of £0.51 million to a managed overspend of £0.81 million at the end of the year by bringing forward planned project spend, by creating a provision to cover potential historic VAT errors and by accruing for higher-than-expected flexi-balances.

The Members' costs underspend of £0.52 million remained steady from the last reported quarter, and the underspend in Commissioners and Ombudsmen (C&O) increased from a forecast of £0.22 million in quarter three to an actual underspend of £0.44 million.

2. Parliamentary Service (SPS)

2.1 Year to date variance and forecast out-turn

	2025-26 Outturn			
	Actual	Budget	Variance	Variance
	£'000	£'000	£'000	%
Staff	43,850	43,440	(409)	(0.9%)
Staff Related Costs	793	879	86	9.8%
Property Costs	9,741	9,815	74	0.7%
Running Costs	8,617	8,320	(297)	(3.6%)
Projects	7,020	6,762	(258)	(3.8%)
SPS Expenditure	70,021	69,216	(805)	(1.2%)

2.2 Staff Costs

Parliamentary staff costs have overspent by £0.41 million. This is due mainly to a £0.64 million increase in the year-end holiday accrual adjustment for untaken leave and a £0.26 million shortfall in vacancy gap recoveries offset by a £0.31 million transfer from contingency and £0.30 million budget headroom related to the changes to employer's national insurance costs that were announced late in the 2025-26 budget process, and which were implemented this year.

2.3 Staff related costs

Staff related costs were £0.09 million under budget at the end of the financial year. The underspend was driven by lower than expected travel costs, a reduction in demand for childcare vouchers and underspends in the Diversity and Inclusion budget. Travel is underspending due to the pace of business in the final year of the session affecting the number of trips that offices were able to take.

2.4 Property costs

Property costs were £0.07 million underspent at the end of Q4 which mostly relates to underspends in utilities and cleaning costs, offset by small overspends in maintenance. The utilities underspend has been closely monitored through the year and budget returned to contingency. Cleaning costs are lower than expected due to staff turnover and slow recruitment.

2.5 Running costs

Running costs are £0.30 million overspent at the end of Q4. This is due mainly to the unfunded element of a provision set aside for the potential repayment of historic VAT errors offset by various minor over and underspends across multiple business areas.

2.6 Projects

Portfolio	2025-26 Outturn			
	Actual	Budget	Variance	Variance
	£'000	£'000	£'000	%
BIT and Digital	1,744	2,068	324	15.7%
FMBuilding & Equipment	2,325	1,881	(444)	(23.6%)
BEMS	579	578	(1)	(0.1%)
Broadcasting	443	326	(117)	(36.0%)
Other	983	863	(120)	(13.9%)
Election	946	1,035	89	8.6%
Unallocated budget	0	11	11	100.0%
Total projects	7,020	6,762	(258)	(3.8%)
Categories:	Actual	Budget	Variance	Variance
Capital projects	2,194	1,000	(1,194)	(119.4%)
Revenue projects	4,826	5,762	936	16.2%
Unallocated budget				
Total projects	7,020	6,762	(258)	(3.8%)

Project spend is £0.26 million overspent to budget. This agreed overspend brought forward planned expenditure from 2026-27 with a view to reducing the current year forecast underspend and also to protect the 2026-27 budget which, being an election year, is subject to higher levels of inherent risk.

3. Members & Officeholders spend

3.1 Members spend to date and forecast outturn

Members expenses were £0.52 million underspent at the end of the financial year which is as forecast at the end of Q3. Overspends in the Staff Costs Provision and Winding Up provisions (due to a death in service) were offset by underspends in Office Cost Provisions, Employers National Insurance Contributions (ERNIC), salaries, short monies and security costs.

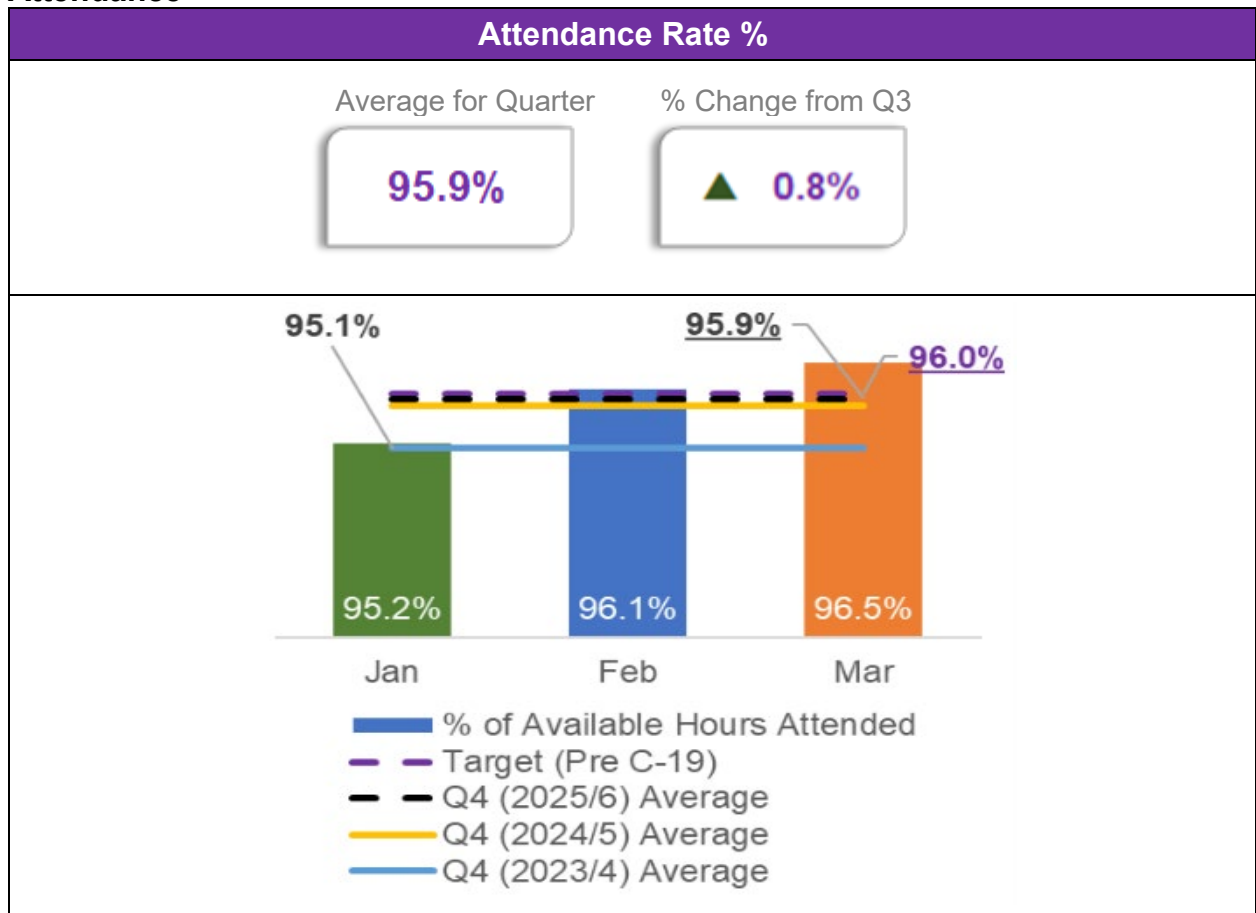
3.2 Officeholders spend to date and forecast outturn

Officeholders have underspent by £0.45 million at the end of the financial year which is higher than expected with the Ethical Standards and Biometrics Commissioners year-end underspend being £0.13 million higher than forecast at Q3.

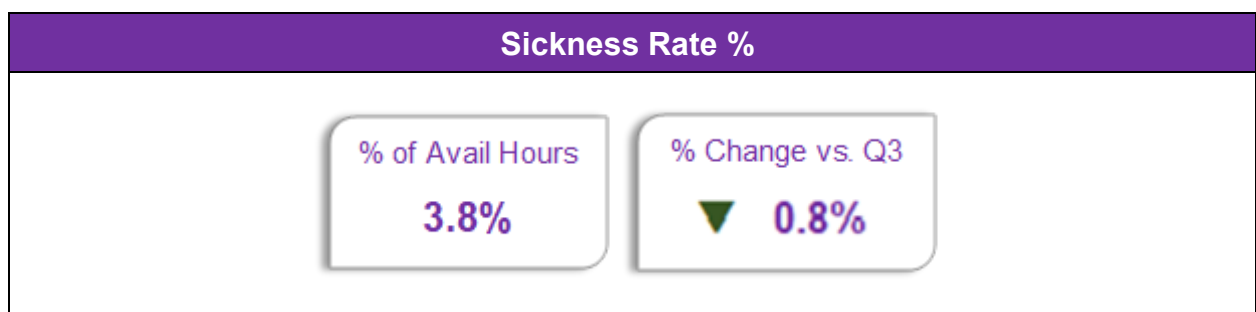
Annex C: 2025-26 Q4 SPCB Workforce Report

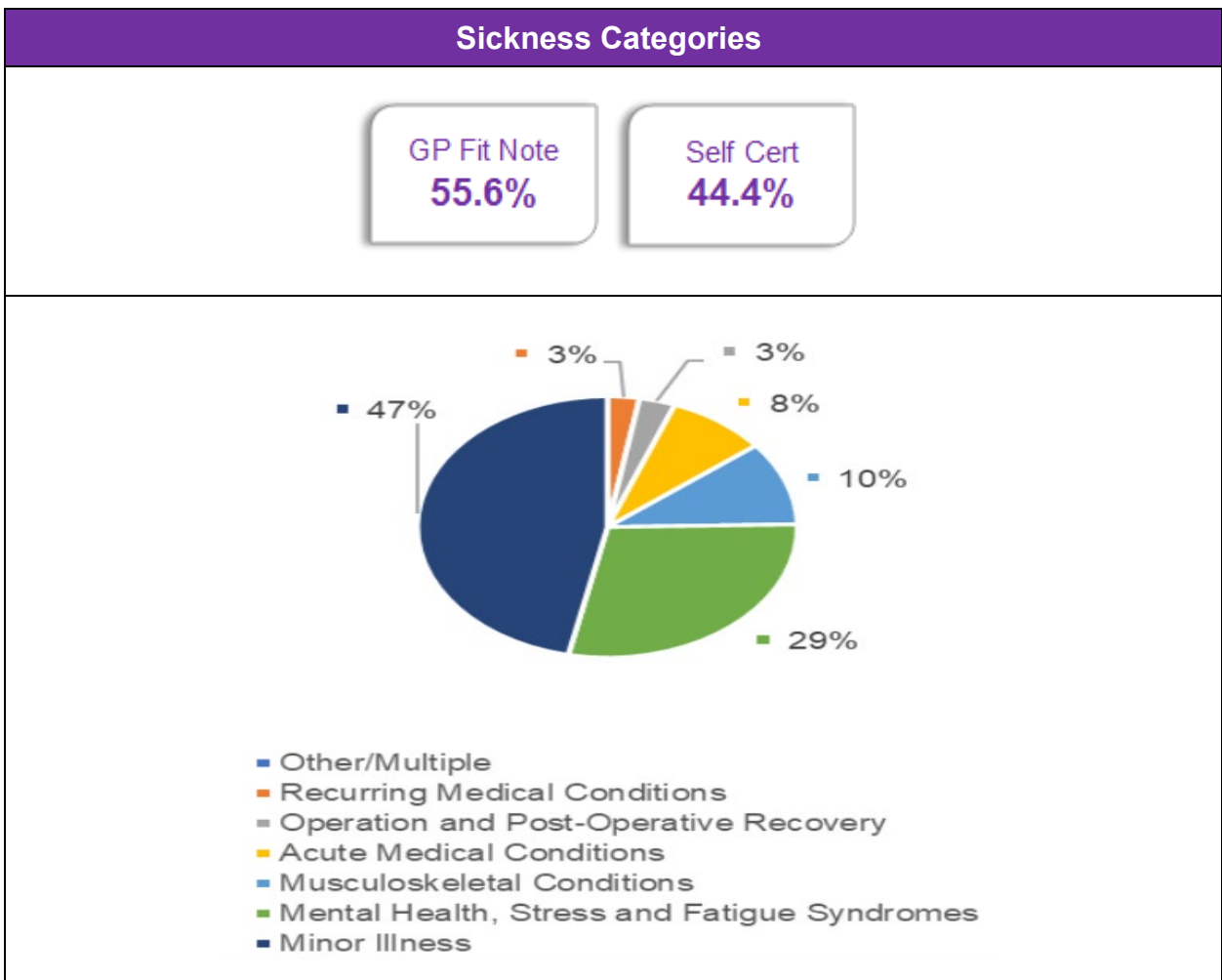
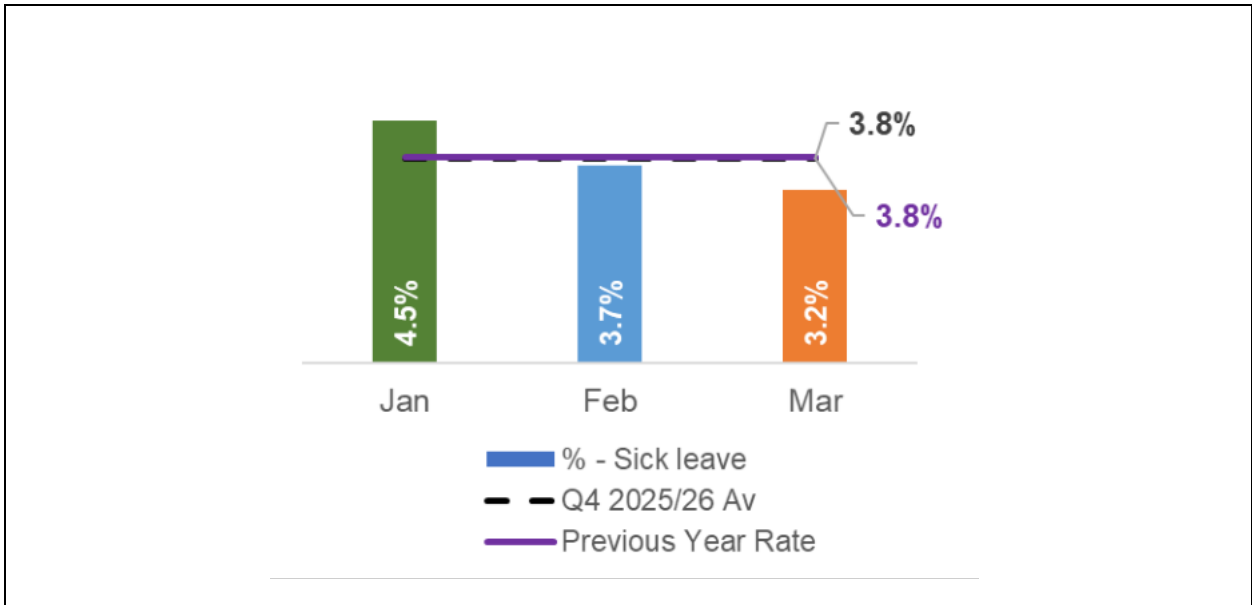
Quarter 4 2025/26 Workforce Report

Attendance



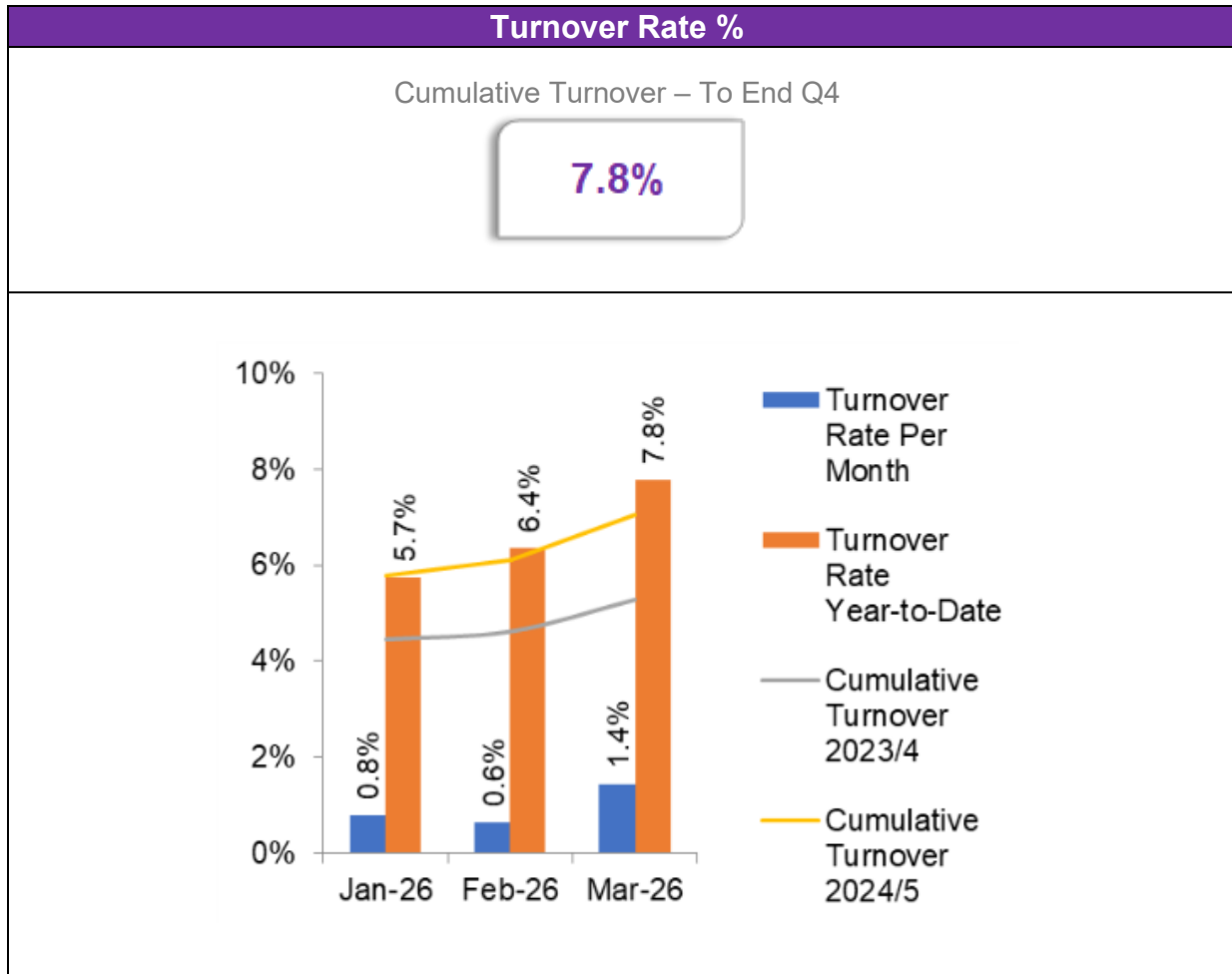
The Attendance Rate was 95.9%, an increase of 0.8% on the previous Quarter. The Rate was the same as Quarter 4 in the previous year.





The Sickness Absence rate has reduced compared to the previous Quarter, down by 0.8 percentage points to 3.8%. This is the same absence rate as Quarter 4 in the previous year. The largest proportion of sickness absence continues to be due to Minor Illness.

Turnover

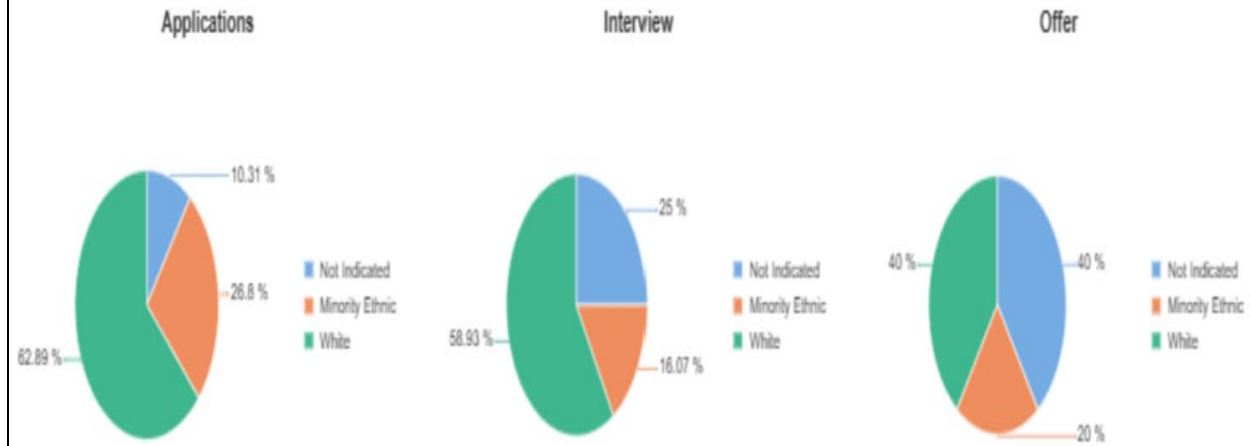


The Turnover Rate for this Quarter was 2.9% bringing the cumulative total for the year to 7.8%. The Turnover Rate for 2024/25 was 7.1%. There were 18 Leavers in Quarter 4 and the average headcount across the period was 636.

Recruitment

In accordance with our commitment to increase the diversity of our organisation and our focus on increasing applications from minority ethnic backgrounds, we monitor the progress of success rates at interview and appointment stage.

Recruitment



Eighteen recruitment campaigns were concluded in Quarter 4. Of the 20 job offers made, 4 were candidates from a minority ethnic background.