



The Scottish Parliament
Pàrlamaid na h-Alba

Standards, Procedures and Public Appointments Committee

MEETING DETAILS

21st meeting 2017, Session 5

Thursday 7 December 2017 at 10.00am
in the Mary Fairfax Somerville Room
(CR2)..

COMMITTEE PAPERS

Agenda

Cross-Party Group annual report

ADDITIONAL INFORMATION

[Meeting papers and Official Reports
from previous meetings](#)

NOTICES

Next meeting:

14 December 2017

Future Meetings:

18 January 2018

1 Febraury 2018

1 March 2018

15 March 2018

29 March 2018

26 April 2018

10 May 2018

24 May 2018

7 June 2018

21 June 2018



The Scottish Parliament
Pàrlamaid na h-Alba

STANDARDS, PROCEDURES AND PUBLIC APPOINTMENTS COMMITTEE

AGENDA

21st Meeting, 2017 (Session 5)

Thursday 7 December 2017

The Committee will meet at 10.00 am in the Mary Fairfax Somerville Room (CR2).

1. **Declaration of interests:** Claire Baker will be invited to declare any relevant interests.
2. **Decision on taking business in private:** The Committee will decide whether to take item 4 in private.
3. **Cross-Party Groups:** The Committee will consider an annual update on Cross-Party Groups' compliance with the Code of Conduct.
4. **Sexual harassment and inappropriate conduct:** The Committee will consider a draft call for written evidence.

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Clerks to the Standards, Procedures and Public Appointments Committee
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The Scottish Parliament
Edinburgh
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The papers for this meeting are as follows—

Agenda item 4

Note by the clerk

SPPA/S5/17/21/1

Agenda item 4

PRIVATE PAPER

SPPA/S5/17/21/2 (P)

Standards, Procedures and Public Appointments Committee

21st Meeting 2017 (Session 5), Thursday 7 December 2017

Cross-Party Groups – annual monitoring report

Introduction

1. The Standards, Procedures and Public Appointments Committee (the Committee) is responsible for overseeing the Cross-Party Group (CPG) system. As part of this role it considers annual monitoring reports on Groups' compliance with the rules in Section 6 of the Code of Conduct for MSPs (the Code).

Compliance

2. The monitoring report covers the following rules that all Groups must comply with—

- Groups are normally required to have at least five MSPs, with at least one MSP from each of the parties or groups represented on the Parliamentary Bureau but the Committee has previously agreed that there should be a general waiver of this Rule in the current Session and Groups are now required to have five MSPs from the majority of parties represented on the Parliamentary Bureau;
- CPGs must hold at least two formal meetings per year, a formal meeting is a meeting where two MSPs, who are members of the Group, are present at the meeting;
- CPGs must hold an AGM, within 11-13 months of the initial meeting, and each 11-13 months thereafter;
- CPGs must submit an annual return form within 30 calendar days of the AGM;
- CPGs must provide Standards Clerks with 10 calendar days' notice of all meeting; and
- CPGs must provide minutes of all meetings.

3. Annexe A gives a summary of CPGs compliance with the Code of Conduct Rules.

4. Annexe B gives further information on those Groups who have not complied with the rules.

External Membership of CPGs

5. When considering whether to accord recognition to Groups this session, Committee members paid particular attention to the external members of Group, and raised concerns where Groups had very few external members. Annexe A also includes the non-MSP membership figures for each Group.

6. Annexe C contains further information on the external membership of Groups, where the Group has fewer than five external members.

Conclusion

7. Having considered the information on compliance and membership, the Committee is invited to consider whether it wishes to take any action in relation to non-compliant groups and/or Groups with very low external membership. The Committee could, for example decide to write to the Conveners of Groups for an explanation, or invite them in to give evidence to the Committee.

**Sam Currie
Support Manager
Standards, Procedures and Public Appointments Committee
November 2017**

SUMMARY OF CPG COMPLIANCE WITH CODE OF CONDUCT RULES

KEY

	CPG has complied with the rules in the Code of Conduct
	CPG has partly complied with the rules
	CPG has failed to comply with the rules most or all of the time
	Not applicable as Group has not been in existence long enough to have to comply with the rule OR information not due at time of report

CPG	Five Members from three parties	Two meetings per year	Hold an AGM	Provide annual return form	Provide 10 calendar days' notice of meeting	Provide minutes of meetings	non-MSP individuals	non-MSP organisations
Accident Prevention and Safety Awareness							6	117
Adult Survivors of Childhood Sexual Abuse							4	16
Animal Welfare							1	46
Architecture and the Built Environment							31	25
Armed Forces and Veterans Communities							0	32
Arthritis and Musculoskeletal Conditions							15	26
Aviation							0	21

ANNEXE A

Beer and Pubs							0	3
Brexit							0	3
Building Bridges with Israel							4	8
Cancer							10	67
Carers							8	37
Children and Young People							27	162
China							165	55
Chronic Pain							72	29
Colleges and Universities							2	37
Commercial Sexual Exploitation							9	19
Construction							0	25
Consumer Protection for Home Energy Efficiency and Renewable Energy							2	10
Co-Operatives							0	10
Credit Unions							0	1
Crofting							17	32
Cuba							47	4
Culture							9	50
Cycling, Walking and Buses							2	13
Deafness							0	25
Dementia							17	28
Diabetes							50	6
Digital Participation							5	27

ANNEXE A

Disability							3	31
Drug and Alcohol Misuse							20	20
Dyslexia							6	13
End of Life Choices							59	9
Epilepsy							10	12
Fair Trade							0	10
Families Affected by Imprisonment							11	82
Fishing							1	15
Food							13	88
Freedom of Religion and Belief							5	16
Funeral and Bereavement							11	5
Future of Football in Scotland							6	5
Gaelic							1	9
Germany							12	2
Govanhill							7	1
Health Inequalities							3	56
Heart Disease and Stroke							0	56
Housing							0	38
Human Trafficking							17	49
Improving Scotland's Health: 2021 and Beyond							7	62
Independent Convenience Stores							2	33
Industrial Communities							0	24

ANNEXE A

Inflammatory Bowel Disease							16	7
International Development							6	23
Kurdistan							0	2
Learning Disability							0	18
LGBTI+							5	20
Lung Health							1	28
Malawi							49	28
Men's Violence Against Women and Children							6	12
Mental Health							1	71
MS							17	10
Muscular Dystrophy							0	4
Nordic Countries							3	0
Nuclear Disarmament							1	1
Oil and Gas							0	46
Older People, Age and Ageing							1	20
Pakistan							59	42
Palestine							45	17
Palliative Care							6	88
Poland							7	6
Racial Equality							0	36
Rail							6	23
Rare, Genetic and Undiagnosed Conditions							0	13
Recreational Boating							11	110

ANNEXE A

and Marine Tourism								
Renewable Energy and Energy Efficiency							197	2
Rural Policy							6	78
Russia							2	5
Science and Technology							0	8
Scotch Whisky							2	13
Scottish Horseracing and Bloodstock Industries								2
Scottish Showmen's Guild							4	1
Sexual Health							0	17
Skills							0	76
Social Science							0	15
Sport							6	41
Taiwan							63	21
Tibet							16	8
Tourism							1	76
Towns and Town Centres							41	123
Visual Impairment							18	38
Volunteering							0	81
Women Against State Pension Inequality							20	0
Women's Enterprise							19	13
Women's Health							2	21

FURTHER INFORMATION ON GROUPS WHO HAVE NOT FULLY COMPLIED WITH THE CODE OF CONDUCT

CPGs that have failed to comply with the rules most or all of the time

1. There is one Group in this session that has failed to comply with Code most of the time. The CPG on Russia has failed to hold two formal meetings in a year and has failed to hold its AGM within the required timescale.
2. The Group held its initial meeting on 26 October 2016. The meeting complied with the Code, in that two MSPs were present, the Group provided the annual return within the timescales and the Group provided minutes of that meeting.
3. The Group held another meeting on 9 February 2017 but this meeting was inquorate. The Group was required to hold another ordinary meeting, which it has failed to do. The Group should then have held an AGM between 26 September and 26 November 2017. The Group has also failed to meet this requirement.
4. The Group contacted standards clerks on 29 November 2017 to confirm that—

“the Convener of the Group has decided not to continue the CPG due to lack of engagement from other MSPs and has informed the Secretariat and other MSPs.”

CPGs which have partly complied with the rules

AGM not held at the correct time

5. The following CPGs held their AGMs at the incorrect time. All Groups have all been reminded of the requirements in the Code to hold the AGM within 11-13 months of the initial meeting, or previous AGM—

CPG	Due	Held	Comments
China	From 14/08/2017 until 14/10/2017	25/10/2017	11 days late; Group had originally booked the AGM for 11 October to comply with the code and did not realise that date was recess. 25 October was the first time a room was available.
Independent Convenience Stores	From 21/08/2017 until 21/10/2017	28/11/2017	38 days late; The Group thought that because it wasn't given official approval by the Committee until 6 October 2016 they were working on the assumption that they had until November to hold the AGM.
International Development	From 27/09/2017 until 27/11/2017	12/09/2017	15 days early; Group called Clerks to check they could hold the AGM in September, they were told this was fine but

ANNEXE B

			clerks did not take into account the actual meeting date in September
Recreational Boating and Marine Tourism	From 29/05/2017 until 29/07/2017	26/09/2017	three months late; Group met in June 2017 but did not include the AGM due to a new member of staff, who was unaware that the AGM should be held then. They held the AGM at the next available date after summer recess.
Sport	From 04/08/2017 to 04/10/2017	16/05/2017	Three months early; Group wished to follow their previous pattern for AGMs, at this time there was a loophole in the Code that meant they could hold the re-election of office bearers without breaking the rules in the Code so they proceeded on that basis, they then ratified the decisions made at the AGM at their meeting in October.
Taiwan	From 14/05/2017 until 14/07/2017	11/05/2017	Three days early; No reason given

AR late

6. The following CPGs submitted their annual returns late. All Group have been reminded of the requirement in the Code to provide annual returns within 30 calendar days of the AGM—

CPG	Due	Submitted	Comments
Families affected by imprisonment	27/10/2017	02/11/2017	Six days late; MSPs staff thought it could not be submitted without the minutes of the meeting
Learning Disability	19/10/2017	23/10/2017	Four days late; Secretariat sent it on 13 October but Standards clerks did not receive it, resent it
Visual Impairment	12/10/2017	13/10/2017	One day late; No reason given

10 calendar days' notice of meeting

7. The following CPGs did not give the correct notice period for meetings. All Groups have all been reminded of the requirements in the Code to provide 10 calendar days' notice for all meetings—

CPG	Meeting date	Notification date	Comments
Armed Forces and Veterans	08/03/2017	08/03/2017	Forgot to inform Standards Clerks

ANNEXE B

Communities			
BREXIT	19/04/2017 and 13/09/2017	none 06/09/2017	Forgot to inform Standards clerks Only seven days' notice, no reason given
Children and Younger People	07/12/2016 and 19/09/2017	None 11/09/2017	Forgot to inform Standards clerks Only eight days' notice, no reason given
Commercial Sexual Exploitation	23/16/2016	14/09/2017	Only nine days' notice, no reason given
Co-Operatives	21/06/2017	none	Change of personnel at organisation who carries out secretariat role, new member of staff thought Standards clerks had been informed
Culture	17/01/2017 and 14/03/2017	none	Forgot to inform Standards clerks
Cycling, Walking and Buses	01/03/2017	none	No external secretariat in place and MSPs office forgot to inform Standards clerks
Diabetes	21/11/2017	none	Forgot to inform Standards clerks, have agreed that in the future they will forward all meeting dates for whole year
Drug and Alcohol Misuse	18/04/2017	none	MSP office thought that external secretariat had informed Standards clerks
Families Affected by Imprisonment	07/12/2016	05/12/2016	Group thought they had already informed Standards clerks
Germany	17/05/2017	13/05/2017	Only nine days' notice, no reason given
Heart Disease and Stroke	28/03/2017	27/03/2017	Only one days' notice, new MSP staff was unaware of the rules
Housing	19/04/2017	none	The Group had given Standards clerks a note of all meetings for 2017 but had missed this one from the list
Independent Convenience Stores	23/11/2016	21/11/2016	Two days' notice, forgot to inform Standards clerks
Industrial Communities	22/02/2017 and 27/09/2017	14/02/2017 none	Only eight days' notice, no reason given Forgot to inform Standards clerks
Learning Disability	20/12/2016	none	External secretariat did not know rules

ANNEXE B

Malawi	10/05/2017	none	Change of personnel at organisation who carries out secretariat role, new member of staff thought Standards clerks had been informed
Men's Violence Against Women and Children	06/12/2016	28/11/2016	Eight days' notice, forgot to inform Standards clerks
Nordic Countries	28/03/2017	none	Forgot to inform Standards clerks
Nuclear Disarmament	18/01/2017	none	Forgot to inform Standards clerks
Oil and Gas	21/12/2016	14/12/2016	Only seven days' notice, forgot to inform Standards clerks
Older People, Age and Ageing	26/10/2016	none	Forgot to inform Standards clerks
Science and Technology	21/03/2017	14/03/2017	Only seven days' notice, no reason given
Scottish Horseracing and Bloodstock Industries	22/02/2017	none	Forgot to inform Standards clerks
Tibet	11/01/2017	none	Forgot to inform Standards clerks
Women Against State Pension Inequality	09/02/2017	02/05/2017	Only seven days' notice, forgot to inform Standards clerks
Women's Enterprise	16/05/2017	none	Forgot to inform Standards clerks

CPG EXTERNAL MEMBERSHIP

CPGs with external membership of fewer than five individuals and/or organisations

1. When considering whether to accord recognition to Groups this session, Committee members paid particular attention to the external members of Group, The total numbers of individuals and organisations that are members of each Group is available at Annexe A but clerks thought it might be helpful to provide further information on Groups that have fewer than five external members because it is not always straightforward to make comparisons where some of the external organisations are umbrella groups.

CPG	Individuals	Organisations
Beer and Pubs		CAMRA, the Campaign for Real Ale Scottish Licensed Trade Association (SLTA) Plunkett Foundation Scotland
BREXIT		Communities at COSLA Scottish Fishermen's Federation Scotch Whisky Association
Credit Unions		Association of British Credit Unions Ltd (Scotland)
Kurdistan		Scottish Solidarity With Kurdistan Scottish Global Forum
Muscular Dystrophy		Muscular Dystrophy UK Action Duchenne DMD Pathfinders Mike Matters
Nordic Countries	Harry Nimmo, Honorary Consul of Finland Amy Rice, MSP Staff - Secretary and treasurer Professor Donna Heddle	
Nuclear Disarmament	Janet Fenton	Scottish Campaign for Nuclear Disarmament International Voluntary Service (IVS)
Scottish Horseracing and Bloodstock Industries		Scottish Racing Marketing Ltd Association of British Bookmakers
Scottish Showmen's Guild	Jane Rodgers Billy Hammond Christine Stirling Morgan Miller	Showmen's Guild of Great Britain and Ireland (Scottish Section)