



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Scottish Parliamentary Corporate Body (SPCB) meeting held on Thursday 29 June 2023 at 9.00am

Present:

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

In attendance:

- David McGill
- Michelle Hegarty
- Becky Thomson
- Helen Birrell
- Tracey White
- Bill Ward
- Alan Durward
- James Vinestock
- Sara Glass
- Susan Duffy
- Rob Littlejohn
- Huw Williams
- Mark Brough
- Eric MacLeod
- Lisa Creamer
- Judith Proudfoot, Secretary

Previous minutes

1. The SPCB agreed the minute of the meeting held on 15 June 2023.

Matters arising

2. The SPCB noted the following matters had been dealt with by correspondence since the previous meeting:
 - 2.1 SPCB (2023) Paper 47: parliamentary travel – noted and approved costs associated with a visit to Dublin by the Presiding Officer to meet with Speakers from the other legislatures in the British Isles and Ireland.
 - 2.2 Complaint - agreed to write to a Member reminding them of the rules following a complaint received in relation to use of parliamentary resources. No further action was required.

Meeting with the Finance and Public Administration Committee

3. Jackson Carlaw and Maggie Chapman, accompanied by David McGill and Huw Williams, met with the Finance and Public Administration Committee informally on 20 June to discuss the increasing number of proposals for officeholders. The SPCB noted that it had been a very constructive discussion and confirmed that engagement with the Committee would continue in taking this matter forward.

Chief Executive's Report

4. The Clerk/Chief Executive presented his regular report which this month included the Quarter 4 finance, performance and workforce reports. The SPCB was pleased to note that outturn on expenditure for its 2022-23 budget was within the target variance of 2.5%.

Security works – Paper 44

5. The SPCB approved 2 requests for security works following Police Scotland surveys.

Chamber gallery – Paper 45

6. Following an update at the previous meeting on works to be done in the chamber over the summer recess - communicated to all MSPs on 28 June - the SPCB agreed one additional minor works in the gallery.

Building Energy Management System (BEMS) – Paper 46

7. The SPCB received an update on the BEMS project, a major project in its project portfolio for 2023/24 and the subsequent 2 financial years.
8. The SPCB noted that the procurement exercise had been delivered on time as planned and that the intention was to now move to preferred bidder stage, enabling further detailed negotiations prior to contract award by the Clerk/Chief Executive on 28 July. The winning bidder, SSE Energy Solutions, had provided a bid that was within budget, met all the procurement objectives and was in line with the total estimated project costs of £3.7m to £4.5m over a three-phase programme, as reported to the Finance and Public Administration Committee in January 2023.
9. The contract would also deliver the SPCB's sustainability duty through the inclusion of community benefits; fair working practices; and a responsible approach to waste management including circular economy principles.
10. The SPCB noted that it would receive a further written update following the preferred bidder negotiations and ahead of final contract award.

Scotland's Futures Forum

11. The SPCB noted an overview of the Forum's activities and discussed how the role and profile of the Forum could be better promoted with Members and their staff.

Date of next meeting

12. The next meeting of the SPCB was scheduled for 7 September 2023.

SPCB secretariat

June 2023