



The Scottish Parliament  
Pàrlamaid na h-Alba

## Minute of the Scottish Parliamentary Corporate Body (SPCB) meeting held on Thursday 17 September 2020 at 9.00am, in Q1.03 and via video conference (vc)

### Present:

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

### In attendance:

- David McGill (vc)
  - Michelle Hegarty (vc)
  - Lynsey Hamill (vc)
  - Becky Thomson (vc)
  - Mairi Pearson (vc)
  - Lorna Foreman (vc)
  - Sara Glass (vc)
  - Lis Craig (vc)
  - Tommy Lynch (vc)
  - Roy Devon (vc)
  - Susan Duffy (vc)
  - Alan Durward (vc)
  - Maureen Lynch (vc)
  - Callum Thomson (vc)
  - Andy Munro (vc)
  - Janice Crerar (vc)
  - Joanne McNaughton (vc)
  - Huw Williams (vc)
  - Monika Okrojek (vc)
  - Judith Proudfoot, Secretary
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- Assistant Chief Constable Tim Mairs, Police Scotland (vc)

### Previous minutes

1. The SPCB agreed the minutes of previous meetings held on 3 September 2020.

## Matters arising

### Issues by correspondence

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

### Covid-19 updates

3. Following the statement by the First Minister on 10 September, the SPCB agreed that from 4pm on Tuesday 15 September those using the Members' Room when it was operating as a bar would be required to wear face coverings when entering and moving around and that groups would be limited to no more than 6 people from 2 households.
4. The SPCB also noted that the coffee bar, garden level restaurant and Members' Room, when it operates as a "click-and-collect" service, were designated as being workplace catering facilities and as such based on legal advice, agreed that, given that masks in these workplace settings were not required by current Regulations, the status quo should prevail at this time (ie face masks would not be required to be worn).

### SPCB(2020)Paper 37

5. The SPCB approved an application under the disability provision of the Members' Expenses Scheme.

## Matters arising

6. Jackson Carlaw confirmed that he was content to take on membership of the Advisory Audit Board as part of his portfolio responsibilities.
7. The SPCB discussed progress with the review of the Staff Cost Provision and noted that the final report was due to be presented by the end of October.

## Security

8. The SPCB received a briefing from Assistant Chief Constable Tim Mairs on security matters as they related to the Scottish Parliament. Areas discussed included: policing around Holyrood; Covid-19; Brexit; COP26; and the Scottish Parliament elections in May 2021.

## Chief Executive's report

9. The SPCB noted the Report.

## Covid-19: update – SPCB(2020)Paper 45

10. The SPCB noted an update on current policy and operational arrangements at Holyrood in the context of the Scottish Government's route map.
11. The SPCB agreed that the current access arrangements be maintained at this time. That is, Members who do not have a parliamentary office outside Holyrood could access the building Monday to Friday on business weeks as could their staff. Other Members and their staff who require access to Holyrood on non-business days (Mondays and Fridays) were asked to contact the Chief Executive's Office in advance to ensure adequate staffing and services were in place to accommodate the additional presence in the building. The continuing expectation was that Members, their staff and parliamentary staff would not be in Holyrood on non-business days but this would be facilitated if the need arose.
12. The SPCB also agreed that wider public engagement activities such as public observation of business; education visits; events; and Members' tours would not restart this calendar year.

## **Festival of politics 2020: update – SPCB(2020)paper 38**

13. Earlier in the year, the SPCB had agreed the dates, format and themes for the Festival of Politics 2020. As a result of the covid-19 pandemic and resulting restrictions, these arrangements were no longer feasible.
14. The SPCB agreed revised plans for a free online Festival to take place over 2 days in late November. A programme would continue to be developed in consultation with the Chief Executive and Presiding Officer and would be reported back to the SPCB.

## **Annual sustainable development report 2019-20 – Spcb(2020)paper 39**

15. The Annual Report provided a status update on key aspects of sustainable development and how the SPCB was meeting the three duties on climate change mitigation; adaptation; and acting sustainably.
16. The SPCB welcomed the positive report and the improvements made to how the information was presented. The SPCB approved the Report for publication.

## **Election planning programme: guidance for members and their staff – SPCB(2020)paper 40**

17. The SPCB noted that a Programme Board had been established to oversee all aspects of the work required to prepare for the Scottish Parliament elections in May 2021 and for post-election activities. The Board would continue to provide regular updates to the SPCB.
18. As for previous elections, guidance for Members and their staff had been prepared on the use of parliamentary resources during the election campaign. The SPCB approved the guidance for publication and circulation to all MSPs.

## Advisory Audit Board report – SPCB(2020)paper 41

19. The Report provided a summary of the work the Advisory Audit Board (AAB) had been engaged in over the past year and provided assurances in relation to the SPCB Annual Report and Accounts 2019-20 and the programme of audits undertaken by the Parliament's Internal Auditor.
20. The SPCB noted its appreciation for the level of safeguard and peace of mind that the work of the AAB provided and thanked officials for the work carried out over the course of the year.
21. The SPCB noted the AAB's Report.

## SPCB Annual Report and Accounts 2019-20 – SPCB(2020)paper 42

22. The SPCB approved the 2019-20 Annual Report and Accounts noting that they had been reviewed by the Advisory Audit Board and that Audit Scotland had advised that a clean audit opinion would be given on receipt of the signed accounts.

## Authorisations required under SFIs – SPCB(2020)paper 43

23. In line with the SPCB's Standing Financial Instructions, items were presented for formal approval to undertake the necessary accounting actions in relation to write-offs and losses. The treatment had already been agreed with Audit Scotland as part of the 2019-20 accounts audit process.
24. The SPCB noted the items and approved the proposed action.

## Officeholders: Biometrics Commissioner – SPCB(2020)paper 44

25. Under the Scottish Biometrics Commissioner Act 2020 ("the Act"), the SPCB has a statutory duty to determine the terms and conditions of appointment of the Scottish Biometrics Commissioner who will be appointed by Her Majesty on the recommendation of the Scottish Parliament. The Act also states that the SPCB should designate the Commissioner or a member of staff as the accountable officer.
26. The SPCB agreed the terms of appointment of the Commissioner, including that the term of office should be 8 years, and that the Commissioner be appointed the Accountable Officer.

## Date of next meeting

27. The next meeting of the SPCB was due to take place on Thursday 1 October 2020.