

MINUTES OF THE MEETING OF THE GENDER SENSITIVE PARLIAMENT ADVISORY GROUP ON 24 January 2024 AT 12.30 PM IN Q1.01, THE SCOTTISH PARLIAMENT/ MICROSOFT TEAMS

Present: Rt Hon Alison Johnstone MSP, Presiding Officer (Chair)
Ruth Maguire MSP, Scottish National Party
Sue Webber MSP, Scottish Conservative and Unionist Party
Carol Mochan MSP, Scottish Labour Party
Maggie Chapman MSP, Scottish Green Party
Beatrice Wishart MSP, Scottish Liberal Democrats
Professor Sarah Childs, Personal Chair of Politics and Gender, University of Edinburgh
Professor Meryl Kenny, Professor of Gender and Politics, University of Edinburgh
Femi Otitoju, Diversity and Inclusion Consultant

In attendance: Susan Duffy, Group Head of Engagement and Communications
Mark Brough, Principal Private Secretary, Office of the Presiding Officer

Lisa Creamer, Gender Sensitive Advisory Group Secretariat
Polly Davidson, Gender Sensitive Advisory Group Secretariat
Hannah Gunn, Gender Sensitive Advisory Group Secretariat
Victoria Barby, Gender Sensitive Advisory Group Secretariat
Tom Malone, Parliament Communications Office
Alan Durward, Head of Facilities Management (for item 3)
Emma Robinson, Head of Enquiries and Collections, SPICe (for item 4)
Courtney Aitken, Researcher, SPICe (for item 4)
Ruth O'Reilly, Resources & Video Production Manager, Broadcasting (for item 5)

Apologies: Hannah Johnson, Knowledge Exchange Lead - Senedd Cymru & Senior Gender Adviser - INTER PARES

Item 1: Minute of Previous Meeting

1.1 The Group noted that the Minutes of the previous meeting were approved via correspondence.

Item 2: Update on the progress on recommendations

2.1 The Group noted the update paper and that it would receive separate updates on recommendations 3, 7, 9, 12 and 30.

2.2 The Group agreed to write to the Equalities, Human Rights and Civil Justice Committee for a progress update on recommendations 5 and 6.

Item 3: Recommendation 3: Disability Audit Proposals

3.1 At its last meeting, the Group agreed to commission a disability audit of the parliamentary estate.

3.2 Alan Durward, Head of Facilities Management, outlined options for carrying out such an audit. The Group agreed to Commission a third-party consultant through the Property Services consultancy framework.

3.3 The Group also agreed to:

- apply for funding to support the audit through the Commonwealth Parliamentary Association's 'Commonwealth Parliamentarians with Disabilities Capital Investment Fund'
- engage with building users working at Holyrood on their experience of the accessibility of the parliamentary estate.

Item 4: Recommendations 9, 30 and 12 – Data Recommendations

4.1 Emma Robinson, Head of Enquiries and Collections, and Courtney Aitken, Researcher, Scottish Parliament Information Centre (SPICe) spoke to the draft diversity data monitoring and MSP experiential surveys.

4.2 It was confirmed that both surveys would issue in due course with a target of analysis and publication of anonymised results by end June 2024. The diversity monitoring survey of all MSPs would be issued again at the beginning of each parliamentary session and the experiential survey issued at an appropriate point during each parliamentary session to allow any changes to be tracked over time

4.3 The Group commented on the content of the surveys. It was agreed that the surveys would be updated before issuing.

4.4 The Group noted that SPICe had collated data on committee membership, party spokespeople and CPGs (recommendation 12) and this would be published on the Parliament's website. The data would continue to be published at the end of each parliamentary year (ie. May in each year) so changes can be tracked.

Item 5: Recommendation 7: Creation of video package to assist parties in appealing to underrepresented groups

5.1 Ruth O'Reilly, Parliament Broadcasting Office, spoke to the plans for the creation of a video package to assist parties in appealing to underrepresented groups. She advised that the video would likely issue in April 2024.

5.2 The Group made a number of suggestions for Ruth to consider and agreed to commission the video package.

Item 6: Operation of the Group

- 6.1 The Group noted and agreed the paper on the operation of the group, which set out the remit of the group, its processes and expectations.
- 6.2 It was agreed that the frequency of meetings would be increased and that the Group will meet approximately every 2 months, rather than quarterly.

Item 7: Any other business

- 7.1 There was no other business.
- 7.2 The next meeting will take place on: 17 April 2024 (moving to meetings every 2 months thereafter)

**Gender Sensitive Parliament Advisory Group Secretariat
January 2024**