



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Scottish Parliamentary Corporate Body (SPCB) meeting held on Thursday 26 September 2024 at 9.00am**

### **Present:**

- Alison Johnstone MSP (chair)
- Claire Baker MSP
- Jackson Carlaw MSP

### **Apologies:**

- Maggie Chapman MSP
- Christine Grahame MSP

### **In attendance:**

- David McGill
- Michelle Hegarty
- Janice Crerar, Sara Glass, Callum Thomson
- Jennie Chinembiri
- Judith Morrison
- Lis Craig
- Tracey White
- Eric MacLeod
- Mark Brough
- Lisa Creamer
- Piotr Strzalkowski
- Allan Campbell, Acting Secretary

### **Previous minutes**

1. The SPCB agreed the minute of the meeting held on 12 September 2024.

### **Matters arising**

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

- An update on the Portrait of His Majesty The King.
- Paper 64: a retrospective request for approval of travel costs for a parliamentary group awayday.

## **Chief Executive's Report**

3. The Clerk/Chief Executive presented his regular report, highlighting in particular the Presiding Officer's visits across Scotland, and the first Mobile Device Report under the new mobile voice and data contract.
4. The report also included the Quarter 1 finance, performance and workforce reports for the organisation.
5. The SPCB welcomed the report and the update from the Clerk/Chief Executive.

## **Finance and Public Administration Committee report on Scotland's Commissioner Landscape: A Strategic Approach**

6. The SPCB considered correspondence received from the Finance and Public Administration Committee, on the Committee's recent report.
7. The SPCB agreed to consider a draft response to the Committee at its next meeting.

## **Officeholders – terms and conditions – SPCB (2024) Paper 58**

8. The SPCB considered and agreed:
  - that the terms and conditions for the new member of the Standards Commission should be the same as for existing members;
  - arrangements for the selection panel; and
  - the terms and conditions for the new Ombudsman.

## **International Relations – parliamentary travel – SPCB (2024) Paper 59**

9. The SPCB considered and approved the details of the travel and the associated costs for parliamentary travel to the following events:
  - **Commonwealth Parliamentary Conference** (Australia, 3-8 November)
  - **Nordic Council Session** (Reykjavik, Iceland, 28-31 October)
  - **Arctic Circle Assembly** (Reykjavik, Iceland, 15-20 October 2024).

## **Governance – SPCB (2024) Paper 60**

10. The SPCB considered and agreed revised arrangements for delegation and authorisation of staff to reflect the new operating model and ensure business resilience, set out below:

- A small amendment and the reissue of the delegation of functions letter to the Clerk/Chief Executive, David McGill.
- To revoke the current temporary appointment of Michelle Hegarty, Tracey White and Callum Thomson as Assistant Clerks.
- To appoint Michelle Hegarty, Deputy Chief Executive; Lorna Foreman, Director of People, Communications & Inclusion; Lynsey Hamill, Director of Operations & Digital; Sara Glass, Director of Finance & Resilience; and Callum Thomson, Director of Parliamentary Business, as Assistant Clerks.
- To note the acting clerk rota arrangements established by the Clerk/Chief Executive to cover for him where he is unavailable.
- To agree that the Clerk/Chief Executive, and Deputy Chief Executive in his absence, are authorised to sign certain contracts in writing, on behalf of the SPCB in specific circumstances.

## **SPCB Annual Report and Accounts – SPCB (2024) Paper 61**

11. The SPCB considered and approved the Annual Report and Accounts for 2023-24, and noted the feedback from the Advisory Audit Board meeting on 18 September 2024.

12. The SPCB welcomed the approach to the Annual Report and Accounts and thanked staff for their work.

## **Financial Authorisations – SPCB (2024) Paper 62**

13. The SPCB considered and noted a number of small accounting write-off and bookkeeping adjustments in the 2023-24 accounts, in line with the Standing Financial Instructions.

## **AAB Annual Report – SPCB (2024) Paper 63**

14. The SPCB noted the work of the AAB and the range of assurances it has received and considered in 2023/24.

## **Independent review of complaints**

15. The SPCB considered its approach to an independent review of the complaints process, including the commissioning of external research through SPICe, to look at practice in other jurisdictions and to inform next steps.

## **Date of next meeting**

16. The next meeting of the SPCB was scheduled for 10 October 2024.

**SPCB Secretariat**  
September 2024