



The Scottish Parliament  
Pàrlamaid na h-Alba

# Minute of the Scottish Parliamentary Corporate Body (SPCB) meeting held on Thursday 25 January 2024 at 9.00am

## Present:

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

## Apologies:

- David McGill

## In attendance:

- Michelle Hegarty
- Huw Williams, Janice Crerar
- Susan Duffy, Sally Coyne
- Becky Thomson, Helen Birrell
- Alan Balharrie
- Eric MacLeod
- Mark Brough
- Lisa Creamer
- Judith Proudfoot, Secretary

## Previous minutes

1. The SPCB agreed the minutes of the meetings held on 21 December 2023.

## Matters arising

2. The SPCB received an update on the investigation into a Member's use of parliamentary resources and noted that an additional SPCB meeting had been arranged for 31 January to discuss the draft Report. The SPCB also noted feedback from Jackson Carlaw on the presentation of the SPCB budget to the Finance and Public Administration Committee on 16 January.
3. The SPCB then noted that the following items had been dealt with by correspondence since the previous meeting:
  - agreed funding for installation of an additional security camera at the home of an MSP.
  - agreed no additional car parking arrangements would be put in place during the upcoming rail disruption.

## **Chief Executive's report**

4. The SPCB discussed a number of items referred to in the report and was pleased to note in particular the success of Stuart Rose, Executive Chef at the Parliament, who had been awarded Sodexo Employee of the Year from a possible 40,000 Sodexo colleagues across the UK and Ireland.
5. The SPCB noted the Report.

## **Officeholders: Strategic Plans – Paper 1**

6. The SPCB considered the draft strategic plans for 2024-28 received from the Standards Commission for Scotland and the Ethical Standards Commissioner. The SPCB had met recently with both offices and the work programmes and estimated costs included in both plans were in line with those discussions and the bids submitted as part of their 2024 budget approval process.
7. The SPCB noted the Strategic Plans.

## **Education services**

8. Following questions to the SPCB in June and November 2023 from MSPs, the SPCB asked officials to provide advice to enable consideration of the feasibility of a school travel subsidy within the context of its Education Service as a whole. Officials provided an overview of the work done to date for discussion.
9. The SPCB agreed that a paper should be brought back to a future meeting drawing out the detail of how a travel subsidy scheme might operate.

## **Security costs – Paper 2**

10. The SPCB agreed arrangements for the payment of annual maintenance and monitoring costs of security systems installed by the SPCB.

## **Review of mobile device policy – Paper 3**

11. Further to the annual Internal Audit report on the Reimbursement of Members' Expenses Scheme (September 2023), the SPCB instructed officials to carry out an urgent review of the SPCB's policies and procedures around mobile device use and data roaming charges and how these are handled.

12. The SPCB discussed and, subject to some amendments, endorsed the new Mobile Device Policy.

## **AOB**

13. Members of the Corporate Body raised items for discussion and for officials to take forward relating to: information about Edinburgh's Low Emissions Zones; Member-sponsored events; room bookings; and facilities for committee attendees.

## **Date of next meeting**

An additional meeting was planned for 31 January 2024. The next scheduled meeting of the SPCB was 8 February 2024.

**SPCB Secretariat**

January 2024