



# The Scottish Parliament

## **Scottish Parliamentary Corporate Body**

## **Annual Report, 2008**

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Scottish Parliamentary Corporate Body publications.



The Scottish  
Parliament

**Scottish Parliamentary  
Corporate Body**

**Annual Report, 2008**



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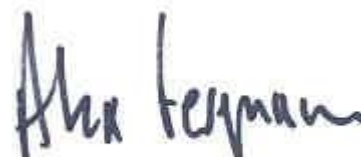
## **Foreword by the Presiding Officer**

The purpose of the SPCB Annual Report is to provide feedback to Members of the Scottish Parliament on the issues the SPCB has been engaged with over the past year. This year's report covers the work which was undertaken from 1 April 2007 to 31 March 2008 and so covers the 2007 Scottish elections and the start of our third parliamentary session.

The start of this session has seen the Parliament enter into a new phase with new opportunities and new challenges. However the role of the SPCB remains the same - to provide the property, staff and services that enable and support the Parliament and its Members in carrying out their parliamentary duties. This has meant that over the course of the past year I, along with my colleagues on the Corporate Body, have dealt with issues as diverse as the development of the Parliament's Gaelic Language Plan, the roll out of a laptop refresh for Members and the organisation of another successful Festival of Politics.

Underpinning all of this work is of course the crucial task of effective and efficient allocation of resources, and this report shows how we, and the staff of the Parliament, have used our resources to fulfil our role.

I hope this report provides a helpful summary of our work over the last year and I would also like to take this opportunity to thank my colleagues on the Corporate Body for all their hard work and assistance.

A handwritten signature in dark ink, appearing to read "Alex Ferguson". The signature is written in a cursive, slightly slanted style.

**Presiding Officer and Chair of the  
Scottish Parliamentary Corporate Body**





## INTRODUCTION

### Timing of the Report

This year's annual report covers the period from 1 April 2007 to 31 March 2008. Following the Scottish Parliament elections in May 2007, the membership of the Scottish Parliamentary Corporate Body (SPCB) changed. The membership of the SPCB is now: Alex Fergusson MSP, (Presiding Officer and Chair of the Corporate Body) Alex Johnstone MSP, Tricia Marwick MSP, Tom McCabe MSP and Mike Pringle MSP.

### Policies, Procedures and Portfolio Arrangements

Following our election to the SPCB, we decided to review our practices and procedures to ensure that they continued to be effective and robust in governing the way we work.

As part of this review, we looked again at the portfolio arrangements which had been adopted by the previous Corporate Body. These arrangements were put in place to allow SPCB members to have oversight for specific issues as well as enabling members to input into the preparation and resolution of issues. The portfolio arrangements also provided a framework for the answering of written or oral questions.

We agreed to continue with the portfolio arrangements and the updated areas of responsibility can be found below.

- **Alex Johnstone MSP** – Directorate of Technology & Facilities Management including building maintenance, IT and local office support.
- **Tom McCabe MSP** – Directorate of Resources & Governance covering Procurement, Allowances and Finance Offices.
- **Tricia Marwick MSP** – Directorate of Access & Information covering visitor services, events, public information, education and outreach, SPICe and the editorial content of the website and intranet as well as broadcasting and the broader aspects of media relations.
- **Mike Pringle MSP** – Office Holders/Commissioners and corporate issues (including governance, equalities and Personnel issues).



## **EFFECTIVE SUPPORT TO MEMBERS**

### **1.1 Understanding Members' Needs – On Going Survey**

As the Corporate Body, our focus is on ensuring that the Parliamentary Staff Organisation is sufficiently focussed on understanding and meeting Members' needs. To help us fulfil this role we have a range of performance measures in place but we also felt that it was important to gain a comprehensive picture of Members' views on the services which the organisation provides, or indeed any that were not being provided which Members felt should.

In order to gain this understanding of the needs of Members, it was agreed that a series of interviews would be carried out. These interviews, which were carried out by members of the Parliament's Senior Management Team (SMT) and the Strategy Development Office, sought to help the organisation focus on delivering those services which were most helpful to Members in discharging their parliamentary duties.

The interview process began in March 2008 and was completed by the end of August. Following completion of this process, the Scottish Parliament Information Centre (SPICe) undertook an analysis of the results. This analysis will form the basis of the project report. The report will help us to improve the services which we provide. Information about the outcome of the project will be made available to Members and an update on the actions arising will be included in next year's annual report.

### **1.2 Allowances**

#### **1.2.1 Allowances Review**

Ahead of the 2007 election, our predecessors on the SPCB produced a Legacy Report which highlighted the key issues they had dealt with during the previous session. In addition to this, the Legacy Report also identified a number of issues that they believed would require to be looked at in the following parliamentary session. One of these issues was the reimbursement of expenses for Members in carrying out their parliamentary duties.

After careful consideration, it was agreed in June 2007 that a full scale review of Parliamentary allowances should be undertaken. The review, which would take a 'first principles' approach, would examine the existing allowances schemes and would be carried out by an independently chaired panel.

The panel, which was chaired by Sir Alan Langlands, began its work in July 2007. We gave the Panel a clear remit which invited the review to consider the tasks expected of MSPs, the resources required to enable those tasks to be undertaken effectively and efficiently and what resources should be provided through a new scheme and what should we as the SPCB provide centrally. One of the first tasks undertaken by the Panel was to call for evidence to be submitted to feed into the review and it was encouraging to note that the Panel received over 100 submissions.

The Panel's report containing 68 recommendations was presented to us in March 2008.

The report acknowledged the transparency of the existing Scottish Parliament scheme which allowed members of the public to see what was claimed and, where expenditure was reimbursed, that it was only done where it had been verified by invoices and receipts.

The panel recognised these strengths provided good foundations to build on. One of the main recommendations was that the new system should reflect the 'Seven Principles in Public Life' – objectivity, accountability, openness, integrity, selflessness, honesty and leadership and these have been built into the new scheme.

Other recommendations included the abolishment of the mortgage interest support currently available to some Members. As of 2011, Members who currently qualified would only be entitled to claim for lease costs or overnight hotel costs. There were new mileage rates for the reimbursement of travel costs and an increase to the staff provision for Members to employ the support staff necessary to assist them with their parliamentary duties. There were no restriction on Members employing a member of their family, particularly considering the amount and nature of 'out of hours' work such staff undertake but from 1 October there would be a register requiring Members to declare if they employed a close family member.

In June 2008 Parliament debated and approved a resolution outlining a new Reimbursement of Members' Expenses Scheme and work began to implement the new Scheme to take effect from 1 October 2008. Details of the new scheme can be found on our intranet and website.

### 1.2.2 Additional Regional Offices

Paragraph 1 (11) (a) of the Allowances scheme stated that the SPCB:

*' may determine after inquiry that regional members may run one additional office because that is necessary for the regional members concerned to carry out their Parliamentary duties effectively'*

During the course of the year, the SPCB was asked to consider two such applications.

The first of these applications sought agreement from the SPCB to change the location of an SNP office in the Highlands and Islands; the second application sought agreement for the establishment of a second Labour party regional office in the Mid Scotland and Fife region.

Following consideration of the issues, the SPCB agreed to both requests.

### **1.3 Support to Members' Staff**

#### **1.3.1 Employment of Staff in a Pooled Arrangement**

The Members' Allowances Scheme provided an allowance to a Member for that individual Member to engage his or her own employees. However, it is convenient for some Members to share staff and the Scheme recognised this by permitting the pooling of Members' allowances provided that "the employee remains employed by a single member" (paragraph 1(7)(a) of Part B of the Scheme).

However, it became clear that the Scheme no longer properly reflected the pooling arrangements which Members wished to put in place. To address this issue, the SPCB agreed an amendment to be put before Parliament. This amendment updated the Scheme and allowed Members to employ staff in a pooled arrangement. The amendment, details of which can be found at <http://www.scottish.parliament.uk/business/officialReports/meetingsParliament/or-07/sor0627-02.htm#Col1180> was agreed by Parliament on 27 June 2007.

#### **1.3.2 Members' Staff Terms and Conditions**

In the application of the Members' Allowances Scheme, the SPCB set the minimum terms and conditions upon which Members may employ their staff. To ensure the minimum terms and conditions are legally compliant and to help facilitate effective employee relations, the Personnel Office is responsible for maintaining the recommended policies and procedures.

During the course of the reporting year, these terms and conditions were reviewed and the SPCB agreed a number of revisions.

### **1.4 Committee Advisers**

#### **1.4.1 Committee Adviser Fees**

Under Rule 12.7 of the Standing Orders, committees, with the approval of the Parliamentary Bureau, may appoint advisers to assist them in the course of their inquiries. The administrative processes for appointing advisers and the rates payable are decided by the SPCB.

Under the process for appointing an adviser, committees, with Bureau approval, may appoint advisers to provide services for up to 15 days at a standard rate of £137 per day.

Where a committee wished to appoint an adviser for a longer duration or at a higher daily rate, this had to be approved by the SPCB.

During the course of the year, the SPCB considered a recommendation from the Conveners' Group to increase the standard daily rate. This recommendation was accepted and in May, the new daily rate for advisers was increased from £137 per day to £150 per day.

#### 1.4.2 Appointment of Advisers to Committees

As part of the process for appointing advisers to committees, the SPCB considers all proposals where the adviser would work more than 15 days as part of his/her contract, or where a non- standard rate of remuneration was proposed.

During the course of the year, the SPCB considered and approved one such application from the Finance Committee.

#### **1.5 Parliamentary Questions**

As the Corporate Body, we are responsible for providing the property staff and services which the Parliament needs in order to carry out its functions. Given this crucial role, it is important that Members are kept informed of the work which is being done to support them.

One of the ways which Members can access information is through the use of written parliamentary questions (PQs). Over the period of this report the SPCB answered a total of 42 PQs. These covered subjects as diverse as energy efficiency and IT issues.

In addition to answering written PQs, we have continued the practice of holding oral question times in the Chamber. Due to it being an Election year, there were only 2 sessions scheduled during the period of this report – one held in November 2007 and another, due to take place in February 2008 but which was cancelled due to no questions being lodged.

Copies of all the oral and written PQs answered by the SPCB can be found on the Scottish Parliament website at <http://www.scottish.parliament.uk/>.

#### **1.6 Parliamentary Travel**

In accordance with the Parliament's Code of Conduct, where MSPs are in receipt of travel and hospitality which has been approved in advance by the SPCB, this does not have to be registered with the Register of Members' Interests. During the period of this report, the SPCB considered and approved 7 such applications. These applications covered:

- A visit to Belfast by 4 MSPs to attend a Commonwealth Parliamentary Association (CPA) regional conference;
- A visit to Belfast by the Presiding Officer to attend a meeting of UK devolved Parliament's and Assemblies speakers and Presiding Officers;
- A visit to India by two MSPs to attend the CPA Plenary Conference;
- A visit by the Presiding Officer to the annual Conference of Legislative Regional Assemblies (CALRE) plenary meeting in Berlin;

- The Convener of the Equal Opportunities Committee visiting Lisbon to attend a conference marking the end of the European Year of Equal Opportunities for All;
- A CPA (Scotland) branch cross-party delegation to Malawi; and
- A visit to the USA and Canada by the Presiding Officer and 4 MSPs to participate in Scotland Week activities.

## **1.7 Re-location of Scottish Parliament Information Centre (SPICe) Desk**

One of the core services which we provide to Members is the Scottish Parliament Information Centre (SPICe). SPICe provides research, information and documentation services to not only MSPs and their staff, but to parliamentary staff in order that they can support the business of the Parliament.

Over the course of the past year, officials looked at a number of ways in which we could make this service more accessible to all users. One of these was to relocate the SPICe information desk to the Garden Lobby. We agreed to an initial pilot period of 12 months, with the hope that this might increase the number of referrals and 'drop-in' enquiries straight to researchers and other SPICe staff.

The SPICe information desk moved location in April 2008 and an update on the success of this move will be provided to Members in next years report.

## **1.8 Office Holders**

### **1.8.1 Scottish Commission for Human Rights**

In 2006, the Scottish Commission for Human Rights Act was passed which provided for the establishment of a body corporate to be known as the Scottish Commission for Human Rights (SCHR). The Commission's role is to promote widespread awareness, understanding of, and respect for human rights; review and recommend changes to any policies or practices of any Scottish public authorities and provide advice and guidance.

The Act provides that the Commission will consist of a member appointed to Chair the Commission and up to four other members. The member appointed to Chair the Commission would be appointed by Her Majesty on the nomination of the Scottish Parliament with the other members appointed directly by the SPCB.

Following an open recruitment exercise in November 2007, the Parliament was invited to approve the nomination of Professor Alan Miller to be the Chair of the Scottish Commission for Human Rights. Professor Alan Miller took up his appointment on 3 March 2008 for an initial 5 year term.

Members of the SPCB sat as a selection panel in March 2008 to appoint 3 part-time members of the Commission. Over 130 applications were received

and following 2 days of interviews the SPCB was pleased to announce the appointment of Professor Kay Hampton, Ms Shelagh McCall and John McNeill.

### 1.8.2 Crerar Review

The Crerar Report was published in September 2007. It made recommendations to simplify and improve the external scrutiny landscape and complaints handling for public services. Although the majority of recommendations were for the Scottish Government to consider, others had implications for the SPCB, the Parliament and its committees.

Given the far-reaching implications, a parliamentary debate was held in October 2007 to consider the Report and its recommendations, and following the Scottish Government's response to it, in January 2008 the Finance Committee held a one-off evidence taking session which was attended by the author of the report, Professor Crerar, John Swinney MSP, Cabinet Secretary for Finance and Sustainable Growth and Tom McCabe MSP, on behalf of the SPCB.

The Corporate Body continues to contribute to discussions with the Scottish Government on matters relating to those bodies sponsored by the SPCB.

### 1.8.3 Reappointment of Scottish Information Commissioner

In advance of the Scottish Information Commissioner's first term of office ending on 23 February 2008, the Corporate Body began the process for consideration of the Commissioner for reappointment.

In advance of an interview an evaluation was carried out for the SPCB by an independent assessor on how effectively the Commissioner had performed throughout his term in office based on the following criteria: fulfilling the functions of the post as set down in legislation; competent management of workload; staffing and budgets and having a forward plan to meet anticipated challenges.

Members of the SPCB sat as a reappointment panel on 9 January 2008 and unanimously agreed to nominate Kevin Dunion OBE to Parliament for appointment by Her Majesty for a second term. Parliament agreed and Kevin Dunion took up post for a second and final term in office which will end on 23 February 2012.

## **1.9 Health and Safety**

### 1.9.1 Memorandum of Understanding

The Holyrood building is a unique series of buildings providing accommodation for MSPs, their staff, Parliament staff and members of the media. In addition to this, the Parliament has become a popular visitor



attraction with thousands of visitors coming each week to watch Parliamentary business or take a tour of the building.

As the body responsible for the Holyrood building, the SPCB is required to ensure that the campus is safe and compliant with the relevant statutory provisions and current good practice relating to fire and health and safety.

To support our aim of providing a safe, secure and well maintained built environment for all those who work or visit the Parliament, we began the process of establishing memorandums of understanding between ourselves and other users of the building. These will form the basis of ensuring co-operation and co-ordination between all occupants of the campus.

### *1.9.2 Fire Evacuation Exercise*

Working to ensure that the Parliamentary campus is as safe as possible for those who choose to work or visit the building is a task which we take extremely seriously. One aspect of this work is ensuring that we comply with all health and safety regulations.

The Fire (Scotland) Act 2005 introduced a new fire regime for Scotland and one aspect of the Act states that fire evacuation drills should be carried out to ensure that all building users are familiar with the fire evacuation procedures. In October 2007 we agreed that a pre-planned fire evacuation should be carried out on a Parliamentary business day. This would ensure that a wide range of building users would take part in the exercise.

The exercise took place on 12 December 2007 during Committee business. This meant that as well as MSPs, their staff, Parliament staff and members of the media, there were also a number of members of the public involved.

The results of the exercise were very positive and a number of lessons were learned which have been taken into account during a review of our fire safety procedures.

In order that we continue to ensure that building users are safe and secure and aware of fire safety procedures we agreed that another pre-planned fire evacuation should take place on a business day towards the end of 2008.



## **ENCOURAGE PUBLIC ENGAGEMENT WITH THE PARLIAMENT**

### **2.1 Gaelic Language Plan**

The Gaelic Language (Scotland) Act was passed by the Scottish Parliament in 2005. The aim of the Act, which came into force in February 2006, is to promote the use of Gaelic in Scottish public life and to encourage the increased use of Gaelic in the home, community, place of learning and workplace.

To help the promotion of Gaelic, the Act established Bòrd na Gàidhlig. As well as producing a national Gaelic Language Plan, one of the functions of Bòrd na Gàidhlig is to require certain public authorities to prepare and publish Gaelic Language Plans. The SPCB became one of the first public authorities asked to do so.

A project team was established to take forward the development of the Scottish Parliament's Gaelic Language Plan. In developing the plan, the project team worked closely with Bòrd na Gàidhlig to seek their advice on issues such as best practice.

Following completion of a draft Gaelic Language Plan, this was issued for public consultation. As well as advertising in a number of publications, a wide range of Gaelic language groups were also consulted. The vast majority of submissions received during the consultation process were extremely positive about the Parliament's proposed plan. Following this consultation, a final plan was produced and submitted to Bòrd na Gàidhlig in April 2008.

Throughout the process to establish the Scottish Parliament's Gaelic Language Plan, the organisation has been working to ensure that the measures outlined within the plan are implemented as soon as possible. So far, these measures have included:

- introduction of a bilingual corporate identity
- Gaelic awareness training for SPCB staff
- increased use of Gaelic signage.

More details of the Scottish Parliament's Gaelic Language Plan can be found on the Parliament website at

<http://www.scottish.parliament.uk/vli/language/gaelic/gaelicplan.htm>.

### **2.2 Major Visits/Delegations**

The Scottish Parliament remains a popular option for delegations from other legislatures who wish to know more about devolution and the policies and procedures which have been put in place to support Members in their work. During 2007-08 the External Liaison Unit facilitated 130 parliamentary delegation visits to the Scottish Parliament from the UK and around the world.

In addition to these inward visits, the External Liaison Unit also arranged visits for MSPs to visit other legislatures.

Details of some of these inward and outward delegations can be found below.

- 28 June 2007 Mr Jan Figel, EU Commissioner for Education, Training, Culture and Youth visited the Scottish Parliament and met with Scottish Ministers and Committee Conveners to discuss EU education policy.
- 20 Aug 2007 A delegation of members of the Friends of Scotland Caucus from the House of Representatives of the United States Congress, led by the Caucus chairman Congressman Mike McIntyre, visited the Scottish Parliament during a week long visit to Scotland as guests of the Scottish Government. During their visit the delegation met with the Presiding Officer and representatives of the political parties.
- 24 – 28 Sept 2007 Jamie Stone MSP and Margaret Mitchell MSP attended the 53rd Commonwealth Parliamentary Association conference in New Delhi, India on behalf of the CPA Scotland Branch. The theme of the conference was *Delivering Democracy and Sustainable Development*. During the seminar Mr Stone was lead speaker on the workshop on financial scrutiny and also represented the British Isles and Mediterranean Region of CPA branches during the CPA Executive Committee meeting. Ms Mitchell MSP also attended the Commonwealth Women Parliamentarians meeting.
- 18 Oct 2007 His Excellency, Stjepan Mesić, President of the Republic of Croatia visited the Scottish Parliament while on an official visit to Scotland to promote stronger trade links between Scotland and Croatia. While here the President announced the establishment of a new Croatian Honorary Consulate to Scotland.
- 29 Oct - 2 Nov 2007 The 19<sup>th</sup> Commonwealth Parliamentary Association Seminar took place here at the Scottish Parliament. This event saw the Parliament play host to 34 parliamentarians from Commonwealth legislatures ranging from St Helena to Tasmania. The Seminar offered a range of meetings and keynote speakers in considering ways in which the processes underpinning parliamentary democracy might be strengthened.
- 6 Dec 2007 The First Minister of Wales, Rt Hon Rhodri Morgan AM, visited the Scottish Parliament and delivered a speech on sustainability and corporate social responsibility during the *Sustainable Development Leadership Lecture*, part of which was held at the Scottish Parliament.
- 13 Dec 07 The United States Under Secretary of State, Mr Nicholas Burns, visited the Scottish Parliament while attending a meeting of NATO ministers in Edinburgh. Under Secretary Burns met with the

- Presiding Officer, observed Decision Time and had a tour of the building.
- 9 Jan 2008 The Hon Senator Alan Ferguson, President of the Australian Federal Senate, visited the Parliament. During his visit President Ferguson learned about the establishment of the Scottish Parliament, its impact on MPs at Westminster and the development of devolution in Scotland.
- 11 – 15 Feb 2008 A delegation of 3 MSPs from CPA Scotland Branch visited Malawi and visited health and education projects funded by the Scottish Government as well as meeting with Members of the National Assembly of Malawi's International Development Committee and Women's Caucus. The visit was part of the Scottish Parliament's ongoing commitment to the relationship with Malawi and specifically to working with the National Assembly of Malawi in strengthening their democratic structures.
- 20 Feb 2008 Dr Ian Paisley MP MLA and Mr Martin McGuinness MP MLA, the First Minister and Deputy First Minister of Northern Ireland, visited the Scottish Parliament as part of a wider visit to Scotland. They met with the Presiding Officer, Alex Fergusson MSP and had a tour of the building.
- 30 Mar – 5 Apr 2008 The Presiding Officer, Alex Fergusson MSP, led a Scottish Parliament cross-party delegation to North America for Scotland Week 2008. 2008 marked the 10th anniversary of the US Senate's Tartan Day Resolution which honours the many shared connections between Scotland and America. As well as visiting North America, the delegation visited the Ontario Legislative Assembly in Toronto and the House of Commons of the Canadian Federal Parliament in Ottawa in order to build links with Canadian parliamentarians and explore opportunities for future cooperation. While in the USA the Presiding Officer jointly hosted a reception on Capitol Hill for House of Representatives and Senate supporters of the Friends of Scotland Caucus, and met with the Speaker of the House of Representatives, Nancy Pelosi. The Scottish Parliamentary and Government delegations also took part jointly in the 10th Annual Tartan Day Parade in New York as the culmination of a successful week promoting Scotland in North America.
- 1 May 2008 The Vice-President of the European Commission, Mr Jacques Barrot, visited the Scottish Parliament and met parliamentarians to discuss the impact of EU transport regulations in relation to the awarding of public service ferry contracts in Scotland.

## **2.3 Events and Exhibitions**

As well as the many events and exhibitions which the Parliament supports on a day to day basis, the Parliament has also organised an increasing number of high profile events and exhibitions which have promoted the Parliament to a national and international audience. More details of these can be found below.

### **2.3.1 Reversible Exhibition**

In partnership with Edinburgh College of Art, Glasgow School of Art and the Japanese Consulate, the Parliament hosted an exhibition of site-specific artworks by twelve Japanese graduates of these two Scottish art schools. The exhibition ran from the end of April until Sunday 6 May. Many of the works were new artworks developed in response to the architecture of the Scottish Parliament building. The exhibition included a jewellery collection inspired by the landscape and nature of Scotland, photography inspired by the Scottish thistle and the history of the Picts and an installation of paper cherry blossom petals. A number of the graduate artists were involved in providing some public tours of the exhibition.

### **2.3.2 Kirking for the Third Session of the Scottish Parliament**

The Kirking for the Third Session of the Scottish Parliament was held in St Giles' Cathedral, Edinburgh on Tuesday 8 May 2007 in the presence of HRH The Prince Charles, Duke of Rothesay and HRH The Duchess of Rothesay. Following the Kirking, the then Presiding Officer, the Rt Hon George Reid hosted a reception in the Signet Library for the newly elected Members of the Scottish Parliament, their guests, the Diplomatic Corps, parliamentary staff, representatives of Scotland's faiths and other invited guests.

### **2.3.3 Session Three Ceremony and Events**

The events to mark the start of the Third Session of the Scottish Parliament were a momentous occasion. The day included an Address to Parliament by Her Majesty The Queen, a riding down the Royal Mile with more than 1,000 participants and a free open-air concert and picnic in the landscaped area at Holyrood. The event was well attended by both invited guests and members of the public. A reception attended by The Queen and HRH The Duke of Edinburgh and hosted by the Presiding Officer was held in the Main Hall for more than 100 guests nominated by organisations from across Scotland to highlight and showcase grass root work in the six key areas of the exhibition. Coverage of the event was broadcast to America, Israel, Belgium, Holland and Africa, placing Scottish politics and culture firmly on the international agenda.

### 2.3.4 Session Three – A Celebration of Today's Scotland Exhibition

This exhibition was developed for display in the Main Hall during the Session Three Opening Ceremony. It was mainly a visual exploration and celebration of Scotland's achievements in six key areas of contemporary life – society, education, enterprise, science and nature, sport and culture and international – and ran from Saturday 30 June to Saturday 28 July.

### 2.3.5 Northroom

As part of the Six Cities Design Festival and in partnership with The Lighthouse Glasgow, the artwork *Northroom*, by artist Victoria Clare Bernie and architects Metis (Mark Dorrian and Adrian Hawker) was displayed in the Parliament's Main Hall from Thursday 17 May to Sunday 3 June. The work explored aspects of the mausoleum for David Hume, by Robert Adam, on Calton Hill. The Parliament was one of four locations in Edinburgh to feature work from the 'Northern City' exhibition commissioned by The Lighthouse.

### 2.3.6 2008 School Magazine of the Year Awards

This event was attended by 190 delegates and took place in the Members' Restaurant on Friday 8 June. It represented the culmination of a new competition launched by The Periodical Publishers Association in Scotland which aims to raise awareness and understanding of the skills required by and expectations of the magazine industry. It also seeks to encourage school-leavers to consider the magazine industry as a career choice.

The competition was run in partnership with and sponsored by Determined to Succeed, the Scottish Government's strategy for enterprise in education which aims to help Scotland's young people develop self-confidence, self-reliance and ambition to achieve their goals - in work and in life. The compère for the Award Ceremony was Carol Smillie. Scottish magazine publishers and industry suppliers lent their support for this competition and provided work experience, mentoring or production/printing tours for winning schools.

### 2.3.7 World Press Photo 2007

The World Press Photo exhibition returned to the Scottish Parliament for a second time in 2007 exhibiting for 3 weeks from Friday 3 to Sunday 26 August. This exhibition featured the work of award-winning photojournalists from around the globe in several categories, including news, arts and entertainment, nature and sports photography.

During the exhibition, the Parliament received 41,824 visitors, a 50% increase in the previous year. The week commencing Monday 13 August saw a total of 13,272 visitors come to the Scottish Parliament, the fifth highest since we opened in 2004. A tie-in event involving Glasgow-born photographer Harry Benson and Scottish photojournalist and a 2006 World Press Photo winner Kieran Dodds, discussing changes in photojournalism, was held in the

Chamber as part of the Festival of Politics. More information on the Festival of Politics can be found in section 2.4.

### 2.3.8 58th Conference of the International Commission for the History of Representative and Parliamentary Institutions

This event was held at the Scottish Parliament as part of the activities to mark the 300<sup>th</sup> Anniversary of the Act of Union on Friday 7 September. The event at the Scottish Parliament was part of a wider three day event that was primarily based at St Andrews University. The day at the Parliament involved a business based discussion culminating with a lecture by Professor Allan Macinnes in the Debating Chamber.

### 2.3.9 Making the Act of Union 1707 Exhibition

This exhibition was the result of a partnership between the Scottish Parliament, National Archives of Scotland, House of Commons and House of Lords. On display were the Scottish Act and Articles, English Act and Articles and the Exemplification, the gift copy of the Act presented to Scotland by Queen Anne. A special interactive exhibition was developed to provide additional access to and information about the documents. The exhibition was open to the public from Friday 21 September to Friday 16 November. Visitor figures to the Parliament during the exhibition run were 61,690.

The Presiding Officer hosted a reception to launch the exhibition on Thursday 20 September which was attended by a number of MSPs, Scottish MPs, MEPs and Peers along with academics, artists, historians and others. There were speeches by the Presiding Officer, the Lord Speaker and Minister for Europe, External Affairs and Culture.

### 2.3.10 British-Spanish Tertulias Meeting

The British-Spanish Tertulias Meeting took place in Edinburgh from Friday 16 to Sunday 18 November 2007. Delegates participated in 6 workshops exploring the three main streams of the Tertulias - health, religion and Europe's relationship with America. The workshops looked in detail at these themes discussing issues from the use and abuse of DNA; faith versus state; food and fatness; pandemics; to America post-Bush. Each workshop was chaired by an expert in that field.

The Tertulias was established to create a dialogue annually between the UK and Spain bringing together senior ministers, parliamentarians, scientists, business people and academics to discuss current issues affecting both countries and the EU. 2007's session was the first time that the group had met in Scotland.

### 2.3.11 Craft in the Highlands Exhibition

Developed in partnership with the Highland Year of Culture project team and Highland Council Touring Exhibitions Unit, this exhibition showcased craft and



artworks by leading craftspeople practising in the Highlands. Many of the works on display were created specially for the 2007 Highland Year of Culture art programme. The interpretation for this exhibition was bilingual. Interviews with some of the artists represented, including an interview with a Gaelic speaking artist, were featured on the Scottish Parliament website. 15,186 visitors attended during the exhibition run from Thursday 6 December 2007 to Sunday 6 January 2008. A number of exhibition-related items were sold by the Parliament Shop.

### 2.3.12 Dewar Arts Awards and Exhibition

On Monday 10 December 2007, the SPCB hosted the Dewar Arts Awards 5th Anniversary concert in the Debating Chamber, followed by a Reception in the Garden Lobby where an Exhibition was set-up showcasing the work of award-winning designers and photographers

The Dewar Arts Awards were set up in 2002 as a fitting memorial to Scotland's first First Minister, Donald Dewar. They have a simple aim; to give exceptionally talented young people under 30 of limited means living and working or studying in Scotland some assistance in fulfilling their potential in any branch of the arts. The trustees have at their disposal the income from a trust fund set up by the then Scottish Executive in memory of Donald Dewar. Applications are accepted all year round recognising that opportunities do not always fall conveniently into the financial calendar year. Since 2002, over £1,250,000 has been awarded to young talented artists in every field of the arts.

### 2.3.13 'Our Environment - Our Future' Seminar

This event was organised by the Parliament's Education Service on Friday 1 February 2008. The aim was to give young people an opportunity to discuss environmental issues and to learn how to become involved in the political process. By relating processes such as the Parliament's Committee system to school and community situations, young people will in the future become more active and responsible citizens.

The environment was chosen as a suitable topic as it is something that many young people already had an awareness of and could relate to. It is also a devolved matter with international themes.

Members from four Committees - Transport, Infrastructure and Climate; Public Petitions; Rural Affairs and Environment; and Economy, Energy and Tourism Committees - took part in the afternoon committee sessions. The role of Members was to advise the young people on parliamentary procedures, to discuss their proposals, and to instigate questioning and analysis of the range of issues under consideration.

Schools across Scotland were invited to send S4-S6 pupils. Six pupils from 16 schools (two from each parliamentary region) were selected as delegates

(96 pupils plus teachers). In addition, 3 pupils each from 7 schools were displayers / presenters (21 pupils plus teachers).

### 2.3.14 Business in the Parliament 2008

The 4<sup>th</sup> Business in the Parliament event took place on Thursday 21 and Friday 22 February 2008. It formed part of a regular and ongoing Parliament and Government programme of engagement with business organisations and senior business leaders across Scotland. The event was well attended with more than 200 delegates attending a dinner in the Garden Lobby on the Thursday evening and a formal conference on the Friday morning.

The Theme of the conference was *Opportunity Challenge; achieving sustainable economic growth*. Subjects covered in breakout sessions included, achieving sustainable economic growth in the life sciences and biotechnology industry; the energy industry; the financial industry; the tourism food and drinks industry, the creative industries; a discussion on the Climate Change Scotland Bill and Challenging management conventions in business and government.

### 2.3.15 Scottish Youth Parliament

This event took place between Friday 29 February and Sunday 2 March 2008. The event was attended by more than 120 young people from every constituency across Scotland each day and comprised a reception and awards ceremony on the Friday evening, a formal opening and panel session in the Chamber on Saturday chaired by the Presiding Officer and a range of training sessions and subject committees on Sunday.

### 2.3.16 International Women's Day Conference

Held on International Women's Day, Saturday 8 March, this event brought together women from all over Scotland in order to celebrate women's achievements and increase the participation and involvement of women in influencing policy development on. The event was attended by 300 delegates representing a wide range of geographical, social and communities of interest in Scotland.

The event took place in the Debating Chamber and was chaired by Deputy Presiding Officer, Trish Godman MSP. Speakers included; Agnes Tolmie, Chairperson, Scottish Women's Convention; Alison Fraser, a Pupil from Johnstone High School; Linda Fabiani MSP, Minister for Europe, External Affairs and Culture; Annabel Goldie MSP, Leader, Scottish Conservative and Unionist Party; Louise Plaatjes UNI Global Women, South Africa; and Cathy Peattie MSP, Chair, Cross Party Violence Against Women Group.

## **2.4 Festival of Politics**

Running from the Friday 24 to Sunday 26 August, the 2007 Festival of Politics set out to emulate the success of previous Festivals by inviting the public into

Holyrood to engage in a range of politically-themed events. The 2007 Festival saw a number of high profile participants bring discussion, debate and drama to the Parliament's Chamber. However, the coincidence of the Scottish General Election with the preparation of the Festival programme meant that it was not possible to develop events with Members, parliamentary committees and Cross-Party Groups, in the same way as previous Festivals. The 2007 Festival was, nonetheless, able to explore a diverse range of interesting subjects.

Charles Kennedy MP – former UK leader of the Liberal Democrats – talked about the issues that motivated him politically and his political career. Broadcaster and cook Clarissa Dickson Wright, and chef and restaurateur Tony Singh discussed the hot topic of the food we eat and how it's produced. The Rowan Tree Theatre Company gave an acclaimed performance of Judy Steel's play *The Journey of Jeannie Deans*. The importance of the Commonwealth and Olympic games in regenerating the cities that host them was debated in an event chaired by Nick Barley, Director of the Lighthouse – Scotland's Centre for Architecture and Design. Acclaimed journalist Kate Adie shared her experiences of reporting conflicts from around the world. Renowned photojournalists Harry Benson and Kieran Dodds discussed how technology is changing the face of photographic journalism.

## **2.5 Scotland's Futures Forum**

Scotland's Futures Forum was created by the Scottish Parliamentary Corporate Body to extend its principle of accessibility and to help stimulate public policy debate on some of the challenges and opportunities we will all face in the 21st century.

In 2007/8, the Forum did just that, bringing together over 1000 people, from around Scotland, to form a project community to consider the question "how can Scotland reduce the damage caused by alcohol and drugs by half by 2025?".

Through creative futures thinking, the Forum challenged many views on how to tackle alcohol and drug misuse over the long term. Over 30 international and national speakers were invited to share their views with the project community.

Through its year long series of seminars, lectures, workshops and research, the Forum continues to work with MSPs, parliamentary committees, cross party groups, community groups, partner organisations and corporate departments within the Parliament to help them develop futures thinking.

The Forum looks forward to another exciting and challenging project in 2008 when it will consider what sustainable communities might mean and look like in Scotland in 2020.

## **2.6 International Engagement Strategy**

With the beginning of the third session of the Parliament, we considered it appropriate to review the issue of international engagement with a view to developing an international engagement strategy.

International engagement by Members and staff of the Scottish Parliament has taken place since the Parliament's establishment in 1999. This work has helped establish the Scottish Parliament's reputation as a modern, innovative legislature, keen to learn from others and willing to share its experiences.

A draft strategy framework was developed which set out high level objectives for international engagement. These objectives allow proposals for international engagement to be assessed and both Member and staff resources prioritised. These objectives will give a common purpose to international engagement and will also allow the success of such engagement to be assessed and reported.

## **2.7 Scottish Parliament Art Collection**

### **2.7.1 Art Advisory Group**

The Holyrood building continues to provide a unique environment for the wide range of work which forms part of the Parliament's art collection.

Following the 2007 Scottish elections, we considered the role of the Parliament's Art Advisory Group. The Art Advisory Group was originally established in 2005 to advise and make recommendations to the SPCB on appropriate acquisitions for the permanent art collection of the SPCB.

We agreed that the Art Advisory Group should be re-established in order to continue help to build a collection that represents the best of contemporary art in Scotland and showcases Scottish talent within the Scottish Parliament building.

### **2.7.2 Loan of Parliament Mace to National Museums of Scotland**

During the course of this reporting year, we received a request from the National Museums of Scotland for the loan of the Parliament mace for inclusion in a major exhibition:- Scottish Silver spanning 1458 – 2008.

Following careful consideration of all of the issues involved in lending the mace, we agreed that such requests would only be approved in exceptional circumstances and could only take place while the Parliament was in recess. On this occasion, we approved the period of Saturday 9 – Sunday 17 February for the loan of the mace to the National Museums of Scotland.

### 2.7.3 Architectural Models

The Scottish Parliament currently has a number of significant architectural models relating to the design history of the new Parliament building. These models are a hugely significant part of the record of the Scottish Parliament's history and of the design history of the building. One of these models is on display in the Parliament's Main Hall.

During the course of the year, we considered and approved a request by the National Museums of Scotland and the Royal Commission of Ancient and Historical Monuments for the loan of some of these architectural models.

## **2.8 Review of Education and Outreach Services**

From the outset, the Scottish Parliament has had an innovative approach within the UK and Europe to education and outreach services. However, after eight years we agreed that the time was right to re-examine what we are doing and why.

The Scottish Parliament's Education and Outreach Services were part of the Visitor & Outreach Services function. It comprised two teams based on services provided for those coming into the Parliament (inward education service) and services going out from the Parliament into the community (education outreach and community outreach).

Moving forward we wanted to build on what we had achieved and keep our innovative edge by adopting a new policy direction for education and outreach. As such, it was agreed that the Education and Outreach would be removed from the visitor services function. This resulted in the creation of the Education and Community Partnerships team.

This team supports MSPs and enables the people of Scotland to engage with the Parliament. Services are delivered at the Parliament building at Holyrood and in local venues across Scotland. The new approach focuses on citizenship education to support the Curriculum for Excellence and includes:

- an inward education programme of visits, tours and workshops
- outreach education including the MSPs in Schools programme
- resources to support learning and teaching about the Parliament
- seminars for teachers
- events for young people

In addition to this, the office will also be offering:

- support for committee outreach work
- educational conferences about the Parliament
- partnerships with key community organisations.

## **2.9 Gender Equality Scheme**

One of the founding principles of the Scottish Parliament is to promote equality of opportunity and this is something which is at the very heart of all our activities.

The Equality Act 2006 places a statutory duty on all public authorities to have due regard to the need to:

- eliminate unlawful discrimination and harassment
- promote equality of opportunity between men and women

In addition to this, the Act also contains a specific duty to draw up a gender equality scheme. Although the SPCB is not a public authority within the meaning of the Act, we agreed that we should produce a gender equality scheme in order to build on our existing policies which actively promote gender equality.

The gender equality scheme, which was published at the end of 2007 and which can be found at <http://www.scottish.parliament.uk/corporate/spcb/equality/ges.htm>, is a working document which demonstrates our continued commitment to gender equality. It contains an action plan which shows the actions we will undertake over the next three years in order to meet the gender equality duty. This includes actions such as monitoring the promotion and progression of all staff by gender and grade to ensure that there is equal access to promotion for men and women.

To ensure that we are meeting these actions, the scheme will be reviewed regularly and any updates will be reported in our Equality Annual Report.

## **2.10 Visitor Numbers**

During the course of the year, 350,004 people visited the Scottish Parliament, with 37,175 of these visitors joining one of our scheduled guided tours. This compared to 317,755 visitors in the previous year. The Parliament Shop also welcomed similar numbers of visitors and the average spend per transaction was £6.21.

## **2.11 Public Information Service**

The Public Information Service continues to operate the main Parliament switchboard and answer enquires from the public about the work of the Parliament. In the past year (Sept 2007-08) the switchboard has responded to over eighty thousand calls (85,395) and answered nearly eleven thousand (10,927) enquiries.

The Public Information Service has continued to extend the range and scope of the information it provides. Members can request stock of Public Information materials for use with their constituents. This year a new British

Sign Language video and an Easy Read version of *How the Scottish Parliament Works* were produced. Easy Read is an accessible format that has been developed primarily for people with learning disabilities. A further publication, *Information for Visitors* has been published which includes comprehensive information on the range of facilities the Parliament provides for visitors and staff. All information resources are available in Braille, audio tape and CD, and large print.

## **2.12 Freedom of Information**

The SPCB continues to support openness and accessibility by publishing as much information as possible. SPICe, the Parliament's Information Centre, has been working to update our Publication Scheme and increase the type and number of documents published on the website. In conjunction with our Legal Services, they have also been looking at making our 'Disclosure Log' more accessible and more comprehensive in the information it provides. Between 1<sup>st</sup> April 2007 and 31 March 2008 the Scottish Parliament received 317 requests for information and in many cases we were able to direct requesters to where the information was already available. 27 reviews were requested and 4 resulted in subsequent appeals to the Scottish Information Commissioner. This compares to 418 requests received in 2006-07 and the reduction hopefully reflects the work we have done in this area to improve the availability of information.

In January 2008 a joint seminar by the Office of The Scottish Information Commissioner (OSIC) and the SPCB took place. Sponsored by Tricia Marwick MSP, the seminar provided MSPs with information about their rights under FOI and how these could be used to support and provide advice to constituents. To coincide with this event an exhibition was held in the Parliament on freedom of information, run by staff from OSIC.

Links to our Publication Scheme and Disclosure Log as well as information on how to send us an FOI request can be found here <http://www.scottish.parliament.uk/cnPages/foi/index.htm>





## **EFFECTIVE AND EFFICIENT ORGANISATION**

### **3.1 Management Plan 2008-11**

As the Corporate Body, we are responsible for providing the Parliament with the property, staff and services which it needs to carry out its functions. A vital part of this role is ensuring that resources are allocated effectively in order that we can continue to provide the expected range and level of services within budget.

A key factor for any organisation in ensuring that resources are allocated effectively is good management planning and the SPCB is no different

Following the adoption in 2006-07 of a three year rolling plan, we updated the plan last year to cover the key developmental priorities for 2008-11. A copy of our management plan can be found on the following pages.

## **SCOTTISH PARLIAMENTARY CORPORATE BODY – MANAGEMENT PLAN 2008-11**

The Scottish Parliamentary Corporate Body was established by the Scotland Act 1998. Its main function is to provide the Scottish Parliament with the property, staff and services required for the Parliament's purposes. It also has a number of other functions, in particular in relation to Commissioners/Ombudsmen established under various Acts of the Scottish Parliament.

Most of the SPCB's work is delivered through the Clerk/Chief Executive, to whom the SPCB has delegated authority, and the Scottish Parliamentary Service which he leads. The SPCB has agreed this Management Plan which describes our approach as staff to our work and our plans for delivery.

### **Our Purpose**

The Parliament exists to determine, debate, decide and legislate on issues of importance to the people of Scotland. In doing so, it holds the Scottish Government to account and is answerable to the people of Scotland.

Our purpose, as the Scottish Parliamentary Service, is to support the Scottish Parliament in fulfilling its constitutional role as a representative and legislative body.

### **Our Aim**

In fulfilling this purpose, we aim to

- ensure that parliamentary business – in particular, the development, consideration and scrutiny of policy and legislation – is carried out in an environment that encourages political debate, innovation and progress;
- provide a platform for Scottish influence at home and abroad;
- encourage and develop public awareness of and engagement with the parliamentary process; and
- be an efficient, innovative and effective organisation.

## **Our Values**

<b>Integrity</b>	We demonstrate high standards of honesty and reliability.
<b>Impartiality</b>	We are fair and even-handed in dealing with members, the public and one another.
<b>Professionalism</b>	We provide high-quality professional advice and support services. In doing so we value and encourage innovation.
<b>Client Focus</b>	We are responsive to the needs of members, the public and one another.
<b>Efficiency</b>	We use resources responsibly and cost-effectively.
<b>Mutual Respect</b>	We treat everyone with respect and courtesy and take full account of equal opportunities issues.

These behaviours are reflected in the competencies within our performance management system.

Our aims will be met through a combination of core services and a key development programme. The plan also recognises the importance of the main processes underlying service delivery, which are described in the section on organisational health. Together these three elements describe the priority activities which the Scottish Parliamentary Service will undertake over the period of the plan in enabling the Scottish Parliamentary Corporate Body to discharge its statutory obligations.

## **Organisational Health**

The delivery of core services and the key development programme rely upon several foundation blocks that form the organisational health of SPCB. These are:

- Well-led, motivated and skilled staff
- Good governance and decision-making
- Strong financial management securing value for money
- A safe, secure and well-maintained built environment run in accordance with the principles of sustainable development

## **Delivery of the Management Plan**

The detailed delivery of the Management Plan is set out and managed through the Directorate and Office plans held at local level within the organisation.

## **Core Service**

The provision of infrastructure and services to:

- Support the successful running and continuity of business in the Parliament including its Committees (CS1)
- Support the successful performance by Members of their parliamentary and representative functions (CS2)
- Increase awareness and understanding of the Parliament (CS3)
- Widen opportunities for engagement and participation in parliamentary activities (CS4)

## **Key development programme**

In delivering these core services, we intend to devote resources to developing processes and policies in a number of key areas to meet specific challenges and/or further to improve the services we deliver.

### **KDP1: Allowances Review** (Lead official: Ian Leitch)

1. The SPCB agreed in June 2007 that a full independently chaired review should be carried out to examine all areas of allowances. The review is intended to establish what resources are required in order to enable MSPs to perform their parliamentary duties and their duties to their constituents effectively. We will support this review of the allowances schemes and take forward the implementation of recommendations as agreed by Parliament.

#### *Key milestones*

- *Review panel appointed by June 2007*
- *Review to reach completion by March 2008 (Projected Target [PT])*
- *Publication of recommendations by March 2008 (PT)*
- Implementation of the recommendations (dependent upon the content of and SPCB/Parliament response to the recommendations) to take place by June 2008 (PT)

### **KDP2: Governance**

1. We are reviewing our financial processes and systems to ensure that these meet the Parliament's future requirements to:

- provide robust financial controls;
- support efficient and effective processing of financial transactions;

- provide relevant, accurate and timely financial and other management information to support sound decision making; and
- secure value for money through strong financial management.

(Lead official: Ian Leitch)

*Key milestones*

- *Recommendations to be available to the lead official and the Project Board by November 2007*
- *Report to be submitted to SPCB by March 2008*

Milestones for the 2008-11 plan will include the actions required to implement any changes resulting from decisions taken on the recommendations.

2. We will introduce the HR Change Programme, which aims to:

- improve the efficiency and effectiveness of the Parliament's Personnel function;
- ensure that the Personnel function is strategically integrated into the organisation; and
- ensure that it supports the necessary range of human resource management activities and services across the organisation.

(Lead official: Ian Leitch)

*Key milestones*

- Personnel Office review to be completed by October 2008
- Review outcomes to be implemented by June 2009
- Full HR realignment to be completed by January 2010
- HR system to be purchased by July 2010
- HR system to be implemented by March 2011
- *Post-programme review to be completed by September 2011*

*The last of these milestones is outwith the scope of the 2008-11 plan but is noted here for completeness.*

3. The organisation is committed to complying with the principles of best value:

- to make arrangements to secure continuous improvement in performance;
- to have regard to economy, efficiency, effectiveness and equal opportunities requirements; and
- to contribute to the achievement of sustainable development.

We will carry out a baseline audit of our compliance with best value principles and examine how improvements can be made to our approach to best value, alongside our other corporate governance systems.

(Lead official: Paul Grice).

#### *Key milestones*

- *Corporate approach agreed by March 2008*
- *Recommendations to be agreed 2008-09 (PT)*
- *Recommendations to begin to be implemented in 2008-09 (PT)*

### **KDP3: Business Continuity** (Lead official: Bill Thomson)

1. Planning for business continuity is an important discipline, involving all offices and contractors. It will ensure that the Parliament is better prepared to react to, and to recover quickly from, any event or incident which threatens to interfere with normal service delivery. We will develop and implement a Business Continuity Strategy for the organisation in line with the recommendations of the scoping study.

#### *Key milestones*

- *Parliamentary Office business continuity plans signed off by Office Heads - December 2007*
- *SPCB business continuity plan signed off by SPCB - February 2008*
- *SPCB business continuity policy signed off by SPCB - April 2008*

Milestones for phase 2 of the work programme (implementation scheduled for 2008-10) will become clear once the phase 1 milestones above have been achieved and results considered.

### **KDP4: Information Management** (Lead official: Stewart Gilfillan)

1. Information is one of the organisation's most important resources. We will continue to develop and implement an Information Management programme to deliver consistent, accurate, easily accessible parliamentary information, for the good of the Parliament and its wider stakeholders.

#### *Key milestones*

- *Roll-out of replacement Committee processes, information policies and systems – June 2008*
- *Introduce enabling technologies including a portal environment to enable future projects – September 2008*
- *Roll-out of replacement *Official Report* processes, information policies and systems – December 2008*

- IMS assessment and repeatable change processes rolled out across the Parliament – December 2008
- The target date for the completion of this programme is the end of December 2008

### **3.2 SPCB Expenditure for the 12 Months Ended 31 March 2008**

We have prepared separate annual accounts for the 2007-08 financial year that comply with the accounting principles and disclosure requirements of the Government Financial Reporting Manual. The Auditor General for Scotland has audited these accounts and they were laid before the Parliament on 24 November 2008. A summary of the expenditure is set out below.

We continue to live within our budgets. Our net revenue expenditure on staff, property and administration costs in 2007-08 was £66.0m, £3.7m less than the available budget. Of the £3.7m difference from budget, £1.2m represents lower funding requirements in the year for Commissioners and Ombudsman and the remaining £2.5m variation is explained by lower general administration costs for the SPCB than budget.

The value of the Holyrood building was adjusted by use of RICS Tender Price Indices in 2007-08 resulting in a net uplift to the value of £12.6m. The cost estimates for accounting purposes were reduced by a further £1.9m in 2007-08 as the final Holyrood accounts were determined.

Capital expenditure in 2007-08 of £1.2m related largely to IT software and hardware with £0.3m on Fixtures, Fittings and Equipment. This was less than the available budget reflecting the fact that the budget provision was not fully required in 2007-08.

#### **SPCB Expenditure for the 12 Months Ended 31 March 2008**

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
	<b><u>£m</u></b>	<b><u>£m</u></b>	<b><u>£m</u></b>
<b>Revenue Expenditure (Note 1)</b>	66.7	70.4	3.7
<b>Less: Income</b>	(0.7)	(0.7)	(0.0)
<b>Net Revenue Expenditure</b>	66.0	69.7	3.7
<b>Capital Expenditure</b>	1.2	1.6	0.4
<b>Total Revenue and Capital Expenditure in 2007-08,</b>	67.2	71.3	4.1



**excluding capital charges  
and exceptional items**

<b>Capital Charges and exceptional items (Note 2)</b>	21.5	25.4	3.9
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<b>Total Expenditure in 2007- 08, including capital charges and exceptional items</b>	88.7	96.7	8.0
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**Notes**

Note 1: Revenue expenditure of £66.7m in 2007-08 included parliamentary staff salaries of £21.7m and MSP salaries of £11.3m. Members' costs, which enable MSPs to secure staff and accommodation to assist them in the discharge of their parliamentary duties, were £9.7m. A further £6.3m was expended on funding the salaries and running costs of the Commissioners and Ombudsman. The remaining £17.7m relates to the administration and property running costs of the Parliament.

Note 2: Capital charges are required by the Government Financial Reporting Manual to reflect the depreciation in value of assets and the cost of capital. The charge for 2006-07 was £22.5m. The SPCB's resource account incorporates a prior year adjustment of £0.9m in respect of SPCB accruing short term employee benefits. There was a £1.9m reduction in cost estimates of the Holyrood building as the final accounts were determined.

**3.2.1 Financial Assistance for Registered Political Parties**

Under the Financial Assistance for Registered Political Parties Order 1999, the registered political parties in the Parliament are entitled to monies to assist their Members to carry out their parliamentary duties. The resource accounts to the financial year ended 31 March 2008 include costs of £481k under the terms of this Order.

**3.3 Security**

**3.3.1 Regular Visitor Passes**

Security of the Parliamentary complex and all those in it remains a key concern for the Corporate Body. There are a wide variety of people who hold passes which allow access to the Holyrood buildings. These include MSPs, their staff, Parliament staff and contractors. There is also a category of pass known as 'Regular Visitor' (RV). The category of RV pass was created in 1999 to allow MSPs to sponsor representatives of organisations who would

be able to provide them with specialist briefings, advice etc on a regular basis. It also allowed SPCB staff to sponsor committee advisers and staff from, for example Audit Scotland, who had a need to be in the building on a regular and frequent basis

Over the course of the past year, we took the decision to review the 'Regular Visitor' category of pass to ensure that this was still being used appropriately. We agreed that 'Regular Visitor' passes should be reconfigured with immediate effect to prevent unaccompanied access to the Members' Block and that those holding 'Regular Visitor' passes should only be able to access the building through the Main Entrance. We continue to monitor these new arrangements.

### 3.3.2 Vehicle Entry System

Acting on advice from our security adviser, the Corporate Body agreed that a new Vehicle Entry System should be fitted in order to enhance perimeter security and provide a much safer route for vehicles and cycles in and out of the delivery area and car park. During the course of the year, a new system was sourced and procured. Installation of new barriers and lights began in March 2008, with the new system going live shortly after.

## **3.4 Responsible Purchasing Strategy**

The Responsible Purchasing Strategy was formally launched at an evening event on 30 January 2008, attended by over 70 guests. The Scottish Parliament's Chief Executive, Paul Grice, chaired the event and other speakers included Ian Schollar from the Chartered Institute of Purchasing & Supply and Simon Pepper OBE WWF Ambassador.

The Responsible Purchasing strategy focuses on 4 key areas:-

- Professional Standards for Purchasing Staff
- Environmental Impact
- Ethical and Social Issues
- Small and Medium sized Enterprises and Scottish Suppliers

The Responsible Purchasing Strategy's action plan contains 100 time-bound objectives. Details of progress to date against these objectives can be found on the Procurement Services webpage.

An interim report was published on the Procurement website at the end of September and a comprehensive annual progress report will be issued in December 2008.

### **3.5 IT Contract Re-let**

In August 2007, a contract to provide information technology (IT) support services to the Scottish Parliament was signed between the SPCB and LogicaCMG UK Ltd.

The new contract came in to place in January when the existing contract, held by Wipro Technologies Ltd, expired. The new contract provides IT services to enable the Parliament to carry out its functions. The contract covers core services such as IT security, network support, systems installation and maintenance as provides the potential to deliver future IT projects, such as those to update technology. It will also cover IT services that support business at constituency and regional offices and provide the Parliament with access to a wider range of services to meet its future needs.

When compared to the previous contract, the new contract represents a cost saving of some 35 percent for the provision of the Parliament's core IT support services.

### **3.6 Laptop Refresh**

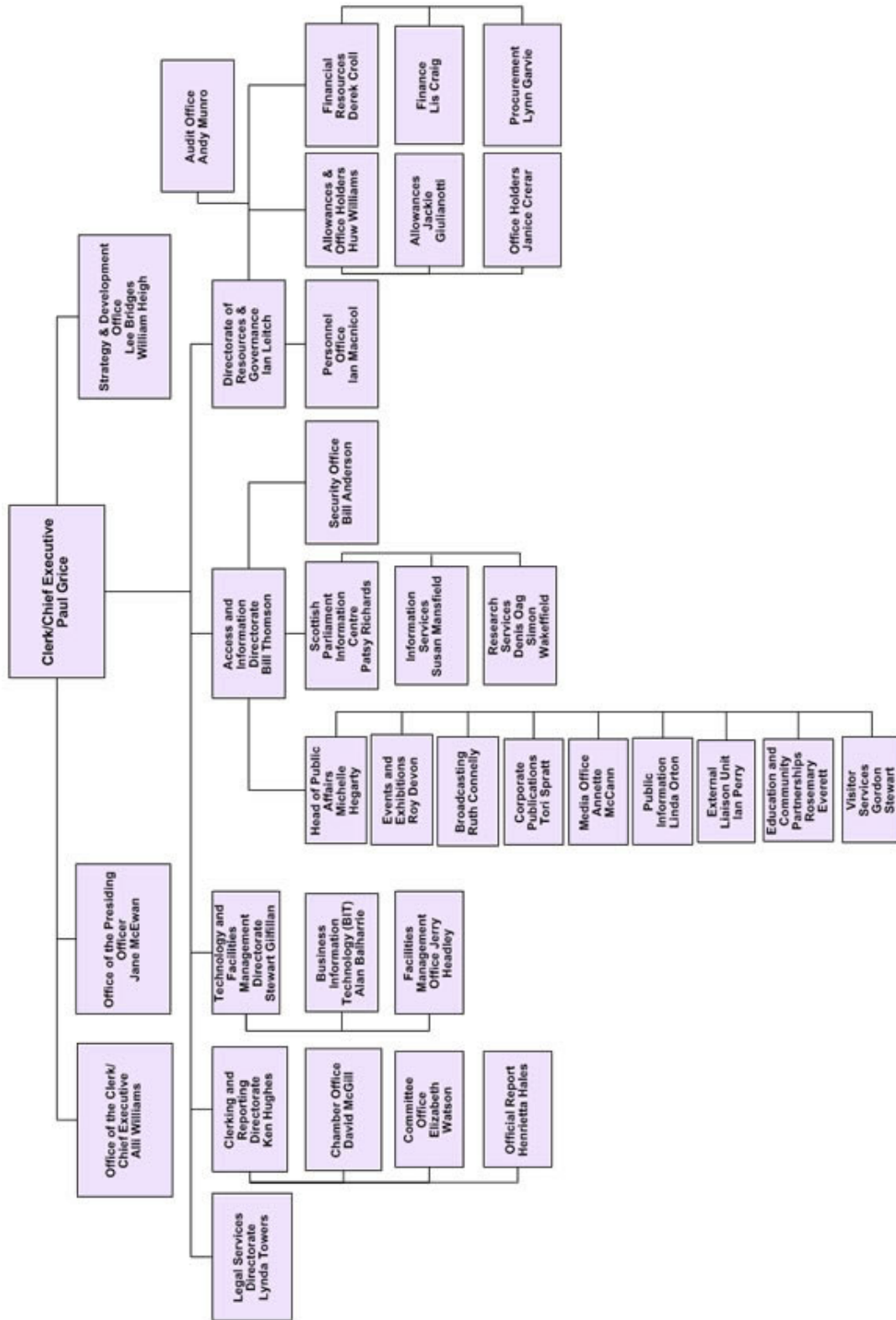
The Laptop Refresh Project was initiated with the goal of replacing the existing Parliamentary laptops used by Members and SPCB staff with new models which could better exploit the technological developments in software and connectivity whilst bringing improvements in performance.

The project was completed in February 2008 and saw 88 laptops requested and issued to Members. A further 37 laptops were deployed for SPCB staff use. The project delivered the choice of two laptops which offered wireless and mobile broadband connectivity options as well as the ability to connect directly to the network in Holyrood.

### **3.7 Improvements to Mobile Phone Coverage**

After a successful contract award to a supplier offering multi-operator mobile phone infrastructure for use in buildings, designs were finalised for the installation of the infrastructure to improve the mobile phone coverage within the Holyrood building. The supplier confirmed that the Vodafone network (the Parliament's mobile device supplier) would be enhanced as soon as installation was complete and that negotiations with other suppliers were looking positive.

# Organisational Structure



## CONTACTS

Our previous Annual Reports are available on the Scottish Parliament website at: <http://www.scottish.parliament.uk/corporate/anrep-accts/index.htm#spcb>.

If you have any questions about the Scottish Parliamentary Corporate Body (SPCB) in general or this Annual Report in particular, please contact the Secretariat as follows:

Judith Proudfoot, on ☎ 0131 348 5307 or  
Linda Smith, on ☎ 0131 348 6222

(Calls via RNID Typetalk welcome)

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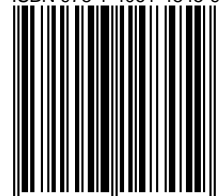
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