Scottish Parliamentary Corporate Body

Annual Report, 2007

The Scottish Parliament

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<u>FOREWORD</u>

The May Elections resulted in a wholly new Corporate Body comprising myself, Alex Johnstone MSP, Tricia Marwick MSP, Tom McCabe MSP and Mike Pringle MSP.

This report covers the period April 2006 to March 2007 and therefore reports on the work of the previous SPCB. The format of the report reflects the management plan which was updated during the course of the year to ensure that it was robust enough to meet the needs of such a diverse and evolving organisation. The provision of support to Members remained a key priority for the SPCB and the staff organisation. In addition to this, the Corporate Body continued to deal with a wide range of issues including allowances, equalities and procurement. It also had to develop and refine systems and procedures for managing the ever increasing range of events, visits and delegations which were hosted by the Parliament.

Although the May Elections fell outwith the period of this report, they did have a huge bearing on the work done by the SPCB during this time and in the build up to Dissolution. I would like to take this opportunity to thank the members of the previous Corporate Body for their commitment and hard work and it is on their behalf that I present this report.

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

INTRODUCTION

This report covers the period from 1ˢᵗ April 2006 to 31ˢᵗ March 2007. During this period, there were no changes to the membership of the Scottish Parliamentary Corporate Body (SPCB) which remained as George Reid MSP, (Chair), Kenny MacAskill MSP, Duncan McNeil MSP, Nora Radcliffe MSP and John Scott MSP.

Portfolio Arrangements

The portfolio arrangements, listed below, continued to work well, allowing SPCB members to have oversight for specific issues and areas and enabling members to input into the preparation and resolution of issues. They also provided a framework, with members answering written and oral parliamentary questions relating to their specific area.

The portfolio arrangements at the end of this reporting period were as follows:

Kenny MacAskill MSP	Directorate of Technology and Facilities Management which includes building maintenance, IT and local office support
Duncan McNeil MSP	Access and Information directorate which includes 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 aspect of media relations
Nora Radcliffe MSP	Resources and Governance directorate which includes the Procurement, Allowances and Finance Offices
John Scott MSP	Resources and Governance directorate including Corporate Policy Unit (governance, commissioners, equalities) and Personnel Office

Legacy Report

With the end of the second Parliamentary session in March 2007, the SPCB was conscious of the need to plan ahead and ensure that the 'corporate memory' was maintained and passed on to the new Corporate Body members following the Elections.

With this in mind, a Legacy Report was produced which set out the key issues dealt with by the Corporate Body over the past session as well as setting out some of the thinking behind the decisions. In addition to this, the report looked at some of the issues on the horizon which may need to be addressed in the coming months. These include issues such as allowances, visitor services and events and information management.

The report was published in March 2007 and can be found at www.scottish.parliament/corpate/spcb/publications/index.htm.

EFFECTIVE SUPPORT TO MEMBERS

1.1 Parliamentary Questions

An important aspect of the work of the SPCB is ensuring that MSPs are kept up to date with the work which is being done on specific issues or within specific areas. One of the most successful ways of doing this is through the answering of written or oral parliamentary questions (PQs).

Over this reporting period the SPCB answered a total of 92 written PQs covering issues as diverse as ethical guidelines used when issuing contracts and the preparation of a Gaelic language plan.

In addition to written questions, the SPCB held 2 oral question time sessions, which saw issues such as allowances and the Parliamentary outreach programme being discussed.

1.2 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 then have to be registered with the Register of Members' Interests. During the period of this report, the SPCB considered 12 such applications and approved details of travel and other associated costs. The travel approved during this year included:

- A visit by the Presiding Officer to Canadian legislatures;
- A visit to Malawi by a CPA member to undertake a scoping exercise with the National Assembly of Malawi;
- A visit to Berlin by the Equal Opportunities Committee to attend the launch conference for the 'European Year of Equal Opportunities for All'; and
- A 3 day visit to Ireland by a group of MSPs to attend the 34th British Irish Inter Parliamentary Body Plenary meeting.

1.3 Allowances

1.3.1 Publication of Allowances

An ongoing aspect of the work of the SPCB over the past year was the continued drive to ensure that MSP allowances information was as transparent as possible.

Allowances information continued to be made available on the Parliament's website, and work has been undertaken to improve the functionality of these pages. To help this work, the SPCB took the decision to produce and publish information from financial year 2006/07 onwards without forms being scanned. This change allowed the information to be viewed in a more legible format and is much more user friendly. Feedback received so far on this change has been extremely positive.

1.3.2   Support Fund Applications

Provision is made within the Support Fund – Employee and Contingencies which enables the SPCB to determine such costs, of a kind which reflect good employment or workplace practices, which may qualify for payment under this allowance. In June 2006, the Corporate Body approved the extension of this allowance to allow the costs of workstation assessments to be met from this fund.

1.3.3   Review of Allowances

One of the major issues which the Corporate Body considered over the course of this reporting year was the question of whether a review of Members' allowances should be undertaken and, if so, how such a review should be conducted.

After a great deal of consideration, the SPCB felt that this was a matter which should be discussed by the incoming Parliament and SPCB, but to assist them in their consideration of the issue the Legacy Report contained a number of options for the scope of the review and the process which might be considered for the conduct of the review.[1]

1.4   Request to Publish a Committee Report in a Language Other than English

The SPCB's Language Policy is a response to the linguistic diversity that exists within Scotland. This policy states that although the normal working language of the Parliament is English, where a committee produces a report and considers that there are good reasons for it to be published in a language other than English, this can be done with prior approval from the SPCB.

Over the course of the year the SPCB considered and approved two such requests which allowed the Education Committee to publish its report on the draft national plan for Gaelic in Gaelic, as well as allowing the Public Petitions Committee to publish in German a report on its visit to Berlin.

1.5   Appointment of Advisers to Committees

Part of the role of the Corporate Body is to consider all requests for the appointment of advisers to committees where the appointment is for more than 15 days or at a higher rate than the current standard daily rate of £137. In addition to this, the SPCB must also approve any extension to the contract of an adviser beyond these set limits.

This year the SPCB considered 4 such applications for extension of contracts from the Local Government and Transport Committee, Justice 1 Committee, the Health Committee and the Subordinate Legislation Committee.

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[1] Following their election, the new SPCB did indeed consider that there should be a review. This was announced in June 2007 with the Allowances Review Panel holding its first meeting in July 2007.

As well as approving the appointment of advisers, the SPCB must be informed when a private bill committee directs the appointment of an assessor. The Corporate Body received 3 such notifications over the course of this year from the Airdrie-Bathgate Railway and Linked Improvements Committee, the Edinburgh Airport Rail Link Bill Committee and the Glasgow Airport Rail Link Committee.

1.6   Officeholders

1.6.1   Audit Scotland Report on Officeholders/Finance Committee Report on Accountability and Governance

The SPCB commissioned Audit Scotland to undertake a review focusing on the opportunities for officeholders to share services and the possibilities of co-locating.

The Corporate Body very much welcomed Audit Scotland's report which formed the basis of the evidence given to the Finance Committee Inquiry on Accountability and Governance of commissioners and ombudsmen. The inquiry examined the growth in the number of officeholders as well as looking at the adequacy of the processes for the setting and scrutiny of annual budgets.

Following completion of its inquiry, the Finance Committee published a detailed report containing a number of recommendations; many of which directly impact on the SPCB.

The Corporate Body noted the findings of the report which it considered will assist with the governance arrangements of officeholders. The SPCB's response to the report can be found at:
www.scottish.parliament.uk/business/committees/finance/reports2006.htm

1.6.2   Co-location

The SPCB is pleased to report that negotiations to co-locate the Scottish Commission for Human Rights (SCHR) with the UK Commission for Equalities and Human Rights (CEHR) in Glasgow, are progressing as are plans to share as many common services as possible to mitigate the costs and increase the efficiency of both organisations.

1.6.3   Reappointment of Scottish Public Services Ombudsman

The SPCB convened a reappointment panel to consider the Ombudsman for reappointment for a second term. The process was overseen by an independent assessor.

On 28 March 2007, the Parliament approved the SPCB's recommendation to reappointment Professor Alice Brown as the Scottish Public Services Ombudsman for a period of 4 years.

1.7 Election Planning

The run up to an election is of course a busy period for all Members and their staff and one of the most important aspects of the work of the SPCB over the past year was in preparing for the elections which took place in May 2007.

In order to ensure that the SPCB had adequate systems in place for new and returning Members, an elections project board was created to oversee all of the work which was being done throughout the organisation. This included ensuring that IT systems were in place as soon as possible for all new and returning Members, as well as putting systems in place to make the first days of business run as smoothly as possible.

As in previous years, detailed guidance for Members and their staff was issued on the use of parliamentary resources during the election campaign. This guidance covered issues such as access to the Parliamentary estate following dissolution, the arrangements for IT services during dissolution, arrangements around the equipment and furniture scheme to take effect from 1 January 2007 and a cut off date for the issue of Members' circulars, periodicals and annual reports.

A great deal of work was undertaken to ensure that this guidance was not only clear but consistent with previous guidance issued and to ensure that this was the case, all parties were contacted to advise them of the key elements of the guidance.

1.8 MSP Staff Terms and Conditions

In the application of the Members' Support Allowances Scheme (MSA), the SPCB sets the minimum terms and conditions upon which Members may employ their staff under the scheme. To ensure that these minimum terms and conditions are legally compliant and to help facilitate effective employee relations, the Parliament's Personnel Office is responsible for maintaining the recommended policies and procedures.

In anticipation of the new session, and the new Members and staff that this would bring, a review of these terms and conditions of service was carried out As a result a number of changes were made to these to reflect changes in legislation and employment best practice.

1.9 Contingency Planning

As the body responsible for ensuring that the Parliament has the property, staff and services it needs in order to function, a vital aspect of the Corporate Body's work is putting appropriate contingency plans in place against the possibility of any of these services becoming unavailable.

During the course of the year, these plans were again reviewed to ensure that they were as robust as possible, and work began on the development of a business continuity plan.

ENCOURAGE PUBLIC ENGAGEMENT WITH THE PARLIAMENT

2.1   Major Visits/Delegations

One of the Parliament's founding principles is that of openness and accessibility, and over a million people have visited the Parliament since the move to the Holyrood building.

As part of this, the Parliament continued to welcome visitors from other legislatures who came to the Scottish Parliament to share information, learn from our experiences and view our unique home.

During this reporting period, the External Liaison Unit organised 120 visits. These included:

27 June 2006	The President of the National Assembly of Slovenia, Dr France Cukjati, met with a cross section of MSPs to mark the occasion of Slovenia National Day. The Presiding Officer hosted a reception in his honour, with attendees including MSPs, members of the Slovenian Scottish community and others from across Scotland with an interest in Slovenia.
3 July 2006	As part of a visit to Scotland, The President of Estonia, HE Arnold Rüütel, visited the Scottish Parliament, was given a tour of the building and attended a lunch hosted by the Presiding Officer.
12 July 2006	Dr Sylvia Jackson MSP visited the Malawi National Assembly to carry out a scoping exercise on behalf of the Commonwealth Parliamentary Association (CPA). Dr Jackson defined areas in which the CPA Scotland Branch, (the Branch representing MSPs) could provide assistance with the National Assembly's strategic development plan.
26 August 2006	The former Governor of Massachusetts and Democratic Presidential Candidate in the 1988 US Presidential election, Michael Dukakis, visited the Scottish Parliament with his wife & family. Mr Dukakis paid a courtesy call on Deputy Presiding Officer Trish Godman MSP and received a tour of the Parliament.
9 October 2006 to 16 October 2006	The Presiding Officer led a cross-party delegation of MSPs to Ireland as guests of the Ceann Comhairle Dr. Rory O'Hanlon. The delegation investigated the possibility of joint Scottish-Irish community projects eligible for EU funding, visiting sites in Donegal and Dublin. The Presiding Officer gave a political lecture at Trinity College, Dublin on the Celtic tradition, the history of Scottish-Irish links, and prospects for future co-operation.

6 – 10 November 2006	Sarah Boyack MSP, on behalf of the Commonwealth Parliamentary Association, attended the *Gender Equality – The Foundation of Democracy and Development* seminar in London.
8 November 2006	As part of a wider UK visit the President of the Republic of Poland, HE Lech Kaczynski, visited the Scottish Parliament to pay a courtesy call on the Presiding Officer.
21 December 2006	HE René Mujica Cantelar, Cuban Ambassador to the UK, visited the Parliament and met with members of the Cross Party Group on Cuba.
30 January 2007	The President of Iceland, HE Ólafur Ragnar Grímsson, paid a courtesy call on the Presiding Officer and met the MSPs who had visited Iceland during Tartan Week 2006.
5 February 2007 to 9 February 2007	The five Parliamentary Commissioners and the Clerk/Chief Executive to the National Assembly of Malawi paid a week long study visit to the Scottish Parliament as part of the Parliament's engagement plan with Malawi. As part of a series of meetings covering key aspects of Scottish Parliament work the Commissioners met with the Presiding Officer and senior MSPs.
1 March 2007	The Speaker of the Flemish Parliament, Ms Marleen Vanderpoorten, led a cross-party delegation visit to the Scottish Parliament to see the Parliament in action and to learn more about the processes that support the organisation.
31 March – 15 April 2007	The Presiding Officer participated in Tartan Week in New York and Québec, representing Scotland at a series of events including the Scotland Run in Central Park, an Edinburgh Festivals showcase, and a meeting to mark the development of the British Memorial Garden close to the World Trade Centre in memory of British citizens who died in the 9/11 attacks. The Presiding Officer was honoured by being asked to play the role of Grand Marshal for New York City's Ninth Annual Tartan Day Parade. The parade down Manhattan's 6th Avenue involved 1800 pipers and drummers, celebrating Scottish culture and the immense contribution of Scots to the American nation. During the Presiding Officer's 3 days in Québec he held political meetings with the Presiding Officer of the Québec National Assembly, M. Bissonnet, and took part in academic debates with professors at Laval University and the Québec Circle of International Affairs.

2.2   Events

The on going commitment to the Parliament's founding principles means that the SPCB continues to look for ways to involve people with the work of the Parliament. One of the most effective ways of involving people is through the events held at the Holyrood building.

The Parliament receives a huge number of requests to hold events within the Parliament building. The SPCB recognises that the building belongs to the people of Scotland. However, it has to balance these requests with the responsibility of ensuring that the Parliament has the property and services it needs to carry out its functions.

To ensure that appropriate processes were in place to properly handle the volume of requests to hold events which are received, and to ensure that these did not impact adversely on the business of the Parliament, the decision was taken in June 2006 to establish an Events and Exhibitions Team. The team has responsibility for advising on and managing all aspects of events and exhibitions in the Scottish Parliament and its grounds.

To support the work of this team, a set of criteria was created for events and exhibitions in the Parliament and its grounds as well as detailed operational guidance and standard terms and conditions. This guidance covers all events including those sponsored by an MSP. Detailed proposals on all major events/exhibitions taking place in the building and/or landscaped areas continue to be presented to the SPCB for approval.

During this reporting period, the Scottish Parliament has welcomed more than 50,000 people either attending exhibitions like the World Press Photo exhibition and the '*If I can't vote, I don't count*' exhibition or participating in one of over 300 events, conferences and debates. This was up from 250 in the previous year. This has provided a valuable opportunity for organisations and individuals to engage directly with Members on specific issues of relevance to them, to the Parliament and to Scotland. Themes have included health, business entrepreneurship, participation in politics, education, urban regeneration, the environment, the future of Europe, employability and e-democracy.

As well as the high number of events and exhibitions which the Parliament hosts on a day to day basis, the Parliament has hosted a number of very high profile events and exhibitions which have promoted the Parliament to an international audience. More details of these can be found below.

2.2.1 *Donald Dewar Memorial Schools Debating Competition Final 2006*

This event, named in honour of the late Donald Dewar and run by the Law Society of Scotland, took place in the Debating Chamber. It was chaired by the Presiding Officer and was attended by 25O guests. The four final teams of secondary school pupils who had fought their way through regional heats debated the proposition "This house believes that too many people attend

university." Twenty schools from across Scotland participated in a floor debate. For the finalists, taking part in the final represented months of competition between 152 participating teams. The event was won by Dollar Academy.

In a radio interview on Scotland at Ten one of the participants, who herself hopes to go into politics, described the debate in the Chamber as "an amazing experience". A DVD of the final recorded live in the Debating Chamber is to be circulated to all secondary and special schools in Scotland as a way of encouraging participation.

2.2.2   *'People of Lithuania' Exhibition*

During July the Parliament hosted an exhibition of photography by the world renowned Lithuanian photographer Antanas Sutkus to coincide with the visit to Scotland by HE Mr Valdas Adamkus, President of the Republic of Lithuania. This was the first solo exhibition of Sutkus' work in Scotland and featured works from the photographer's *People of Lithuania* project, including images of Jean-Paul Sartre and Simone de Beauvoir during their visit to Lithuania in 1965.

2.2.3   *World Press Photo Exhibition*

The prestigious World Press Photo exhibition was hosted by the Scottish Parliament during the 2006 Festival of Politics. The exhibition showcased the work of leading international photojournalists.   In the week commencing August 21, the Parliament received 14,342 visitors, making it the 4th busiest week at Holyrood since opening.

2.2.4   *Award for European Languages*

26th September 2006 was European Day of Languages and the Parliament hosted the European Award for Languages. This is a Europe-wide initiative supported by the European Commission which recognises creativity and innovation in language teaching. CILT, the National Centre for Languages coordinate this initiative.

Two Scottish projects were successful in winning a European Award for Languages in 2006 in the Secondary and Secondary/Higher Education Partnership categories. Awards were presented to the winners by Sir Trevor Macdonald.

2.2.5   *Business in the Parliament Conference*

During the year, the Parliament continued with the organisation of this successful series of conferences, held jointly with the Scottish Executive. The third such conference focused on the views of Scottish business in the run up to the election campaign and the priorities of the business community for any new administration.   The conference opened with a lively and informative 'chat-show' type discussion with Sir Tom Farmer CBE KCSG and leading

journalist and broadcaster, Sarah Smith. Four of Scotland's leading business people and commentators then gave their view on the challenges facing business in the 21st Century. The conference closed with a personal perspective on Scotland's place in the world by Gerry Rice, Deputy Director of Communications at the International Monetary Fund. Over 250 delegates attended from all over Scotland, as did a significant number of MSPs and ministers.

2.2.6 *Cross Party Group on Learning Difficulties*

In May 2000 the Scottish Executive published 'The Same as You?' – A major review of services for people with learning disabilities. The Cross Party Group on Learning Difficulties hosted an event to bring together children and adults with learning disabilities and with their families to discuss and progress the future direction of this important review. The event was held in the Debating Chamber and was extremely well attended with both the Chamber floor and the Gallery full to capacity.

Many of the speakers in the Debating Chamber were themselves young adults with learning difficulties who spoke passionately about the issues that affect their lives. In a lively question and answer session, time ran out as delegates put their questions directly to the Minister for Health and Community Care.

2.2.7 *Conference on EU Maritime Policy*

Following consultation with Scotland Europa in Brussels, the European and External Relations Committee hosted a one day conference on the European Commission's consultation on its Green Paper on a Maritime Policy entitled 'Towards a future Maritime Policy for the Union: A European vision for the oceans and seas'. This event had a direct link to Parliamentary business as the Green Paper brought together central policy themes impacting on Scotland, namely the full spectrum of maritime policy issues and the jobs and growth and sustainable development strategies. The aim of the conference was to both facilitate a joint working approach to the consideration of an EU policy area which is likely to have a significant impact on Scotland and to build capacity in Scotland to participate in EU consultations and influence current and future EU debates.

2.2.8 *Equal Opportunities Committee Participation Event*

On Friday 23 February the Equal Opportunities Committee held a major and innovative participation event in the Debating Chamber as part of its review of equalities in Scotland since devolution. Committee members welcomed a diverse range of people, representing the various equality strands in Scotland, to set out their views on achievements since devolution and the progress that is still to be made. The new Equal Opportunities Committee has agreed that the key lessons learned from the Conference will inform its work during Session 3 and that it will seek to hold a similar event in the future.

2.2.9 'If I can't vote, I don't count' Exhibition

This exhibition explored the women's suffrage movement in Scotland and included a small loan of objects and documents from the National Museums of Scotland and National Archives of Scotland. It also featured short interviews with MSPs giving their views on contemporary equality issues. The exhibition ran from 15 December 2006 to 9 March 2007. This was the first public exhibition developed and initiated by the Parliament.

2.2.10 Women in Politics

To coincide with the above exhibition, the Education Service organised an event with school children from across Scotland. The programme explored issues such as the role of women in campaigning, party politics, representation and government. It included a variety of workshops and discussions dealing with local, national and international themes. The aim of the seminar was to encourage young people to become more interested and involved in political processes.

As well as involvement and engagement with MSPs, the programme included contributions from campaigners and organisations such as the Scottish Youth Parliament and the Electoral Commission. Two schools from each of the parliamentary regions were each invited to send 6 pupils to attend. More than 130 young women from across Scotland attended this event.

2.2.11 Scots in Québec Exhibition

This exhibition of nineteenth-century images of Scots settlers in Québec was hosted by the Parliament from 15 March to 19 April 2007. It was developed by the Québec Government Office from photography in the collections of the McCord Museum in Montreal, mainly by Paisley-born photographer William Notman, who established a photographic studio in Canada.

2.3   Festival of Politics

Towards the end of the summer recess the Scottish Parliament hosted the 2006 Festival of Politics. Following the success of the inaugural Festival in 2005, the Parliament hosted an expanded Festival running from Wednesday 23 to Saturday 26 August with 45 events that explored political issues in a relaxed yet stimulating way. People were once again welcomed into the Parliament to engage in drama, song, music, workshops and debates.

The expansion of the 2006 Festival meant that a very wide range of subjects and issues were explored, all with an underlying political theme. Oliver Miles, former British Ambassador to Libya, and his son Hugh Miles, an award winning journalist and authority on Arabic broadcaster al-Jazeera, provided an insight into understanding the politics of the Middle East. Lung Ha's Theatre Company performed a piece of "Legislative Theatre" which explored the politics of disability. Sangeet Mala – Scotland's first Asian language musical

group – used music, dance and poetry to highlight the issue of climate change.

Over 3,000 people from Scotland, the rest of the UK and abroad attended 45 ticketed events over the 4 days of the Festival. Public and media reaction to the Festival was again overwhelmingly positive. Some 95% of available tickets for Festival events were taken up and 99% of respondents to our feedback questionnaire rated the events they participated in as very good or good. Over 170 articles or features on the Festival appeared in the media.

The Festival won the Scottish Executive's Excellence Award and was nominated for the Hansard Society Award for Political Innovation at the 2007 Channel 4 Political Awards.

2.4   Microsoft World Government Leaders Forum

The 2007 Microsoft Government Leaders Forum (GLF) took place at the Parliament on the 30 and 31 January 2007. The GLF, which was being held in the UK for the first time, brought together over 350 delegates including Prime Ministers, Commissioners, Ministers and senior policy advisors from 40 countries across Europe. The Forum's key theme was to consider how best to develop engagement between citizens and governments to achieve European sustainability in the 21st Century.

Keynote speakers addressing the Forum included: the Presiding Officer and First Minister; HRH The Duke of York; Wim Kok, former Prime Minister of The Netherlands; HE Ólafur Ragnar Grimsson, President of Iceland; Danuta Hübner, European Commissioner for Regional Policy; Rt Hon Gordon Brown MP, Chancellor of the Exchequer; and Bill Gates, Chairman of Microsoft Corporation. There was substantial engagement by MSPs in the Forum, with Members participating in a range of Forum events. A delegation of young people from Scotland and the rest of Europe were also directly involved in the GLF, culminating in their questioning of Gordon Brown and Bill Gates on their views on how best to engage young citizens.

The GLF was judged as being extremely successful by MSPs, delegates and senior Microsoft executives. Jean-Philippe Courtois, President of Microsoft International, commented that "the great passion of the Scottish Parliament enabled the leaders from across 40 countries to come together in this amazing place which is the Scottish Parliament", a sentiment echoed by Bill Gates who indicated that "Scotland and the Scottish Parliament had been great hosts of this event".

2.5   Scotland's Futures Forum

During the course of this reporting year, the Forum was involved in a whole range of futures related work. The Forum's Ageing Society scenario project successfully engaged over 1000 people from across Scotland to think about and learn about what Scotland might be like in the future in relation to our

population getting older. Much of that work was recognised in the Scottish Executive's long term strategy on ageing.

In January 2007, the Forum began work on another major project, looking at the question "How can Scotland reduce the damage to its population through alcohol and drugs by half in 2025". Those involved in this work included families of those affected by alcohol and drug misuse, academics, international organisations, policy makers, addiction workers, health care practitioners and of course those who are themselves in recovery from alcohol and drug misuse. The Forum employed various systems and mapping techniques to better understand this seemingly intractable problem. Its findings will be published in June 2008.

The Forum continues to grow with its workshops, cafés, projects and lectures proving very popular and the Forum has continued to engage people - young and old - around 'aspirational' futures and the sort of Scotland we want to see in the future.

2.6   Scottish Parliament Art Collection

The Parliament building provides a unique background to the many pieces of work which form part of the Parliament's artwork collection. This collection includes items which have been loaned to the Parliament as well as acquisitions which have been made and includes works as diverse as sculptures, tapestries and photographs.

During the course of 2006/07, the Corporate Body considered ways in which to develop this collection within our key themes of identity, the importance of our relationship to the sea and to the land and about who we are as the people of Scotland.

It was agreed that a new collecting area, portraiture, be developed for the Parliament art collection with a view to creating an historical, visual record of key office holders in the Parliament's history. This resulted in the commissioning of Harry Benson to produce portraits of the Presiding Officer and the previous Presiding Officer, Sir David Steel.

As well as developing the Parliament's collection, the SPCB is responsible for the care of the existing collection.

The art collection is currently on permanent, open display within the Parliament campus with the environmental conditions of a busy working environment rather than those associated with a gallery or museum. This brings with it a number of challenges in ensuring the collection is kept in the best possible condition.

A number of measures were therefore agreed to address this including: -

- rotation
- changes to permanent location of most vulnerable works

- introduction of some environmental control through changes to display method

The introduction of these measures is designed to increase the life-span of the collection, and together with the new acquisitions which have been made allows displays to be rotated and store works for periods of time.

2.7 Turning Circle

Ensuring that the Parliament has appropriate facilities in place for those who wish to visit is an ongoing priority for the Corporate Body. As part of this work, the SPCB this year considered proposals relating to the use of the turning circle at Our Dynamic Earth.

Given the location of the Parliament building, the turning circle is used to allow coaches to drop visitors off safely. This service is advertised in the '*How to find us'* section of the web, in the '*Welcome to the Scottish Parliament'* marketing leaflet as well as being used in confirmation letters which are issued to large groups such as schools parties who visit the Parliament.

On the basis of continuing to provide this support to those wishing to visit the Parliament, the SPCB took the decision in March 2007 to renew the contract with Our Dynamic Earth for use of its turning circle as a drop-off/pick-up point for coaches.

2.8 Scottish Parliament Support for Malawi

One of the subjects which has been at the fore of Parliamentary business over the past couple of years has been the work in support of Malawi. The Parliament has seen several motions and PQs dealing with work in this area.

In November 2005, the Parliament hosted the 2-day Scotland Malawi Partnership Conference entitled "Malawi After Gleneagles: A Commission for Africa Case Study". This event led to the signing of the Scotland-Malawi Cooperation Agreement.

Following this meeting, and the on going work being done in this area by organisations such as the Scottish Executive and the CPA, in December of 2006 the SPCB looked at ways in which the Parliament could provide support.

It was agreed that the principal support should be in the area of governance, building on the knowledge and experience gained of scrutiny and of establishing and running a Parliament. To aid this, a programme of assistance around improving corporate governance and co-ordinating wider efforts to exchange information and experience was initiated.

2.9   Visitor Services and Events

2.9.1   *Visitors to Holyrood*

During the course of the year the Parliament received 317,755 visitors. Around 40,000 people – 1 in 8 of all visitors – took guided tours. The Shop attracted a similar number of customers with an average spend per customer of £5.70.

2.9.2   *Guided Tours*

One of the ways in which members of the public can explore the building and find out more about the Parliament and how it operates is by taking a tour of the building. These tours allow the public into areas, such as the Garden Lobby, which they would otherwise not be able to see.

An updated tours programme was introduced in October 2006. The content was completely refreshed and the guides now focus on the role of the Parliament, its Members and current work in more depth. The tour was also extended to one hour and the group size reduced to 20 in order to improve the tour experience. Members' Tours were introduced, enabling Members to book a professional tour guide to conduct a tour for their guests if required. All of the guides were re-trained in Autumn 2006 and provided with new visual aids to assist their delivery of the tours. The training included a refresher module on tours for schools, reflecting the popularity of this visit option for educational use.

Tours of the Scottish Parliament have been in place since October 2004 and are provided by an external agency. This allows a wide range of benefits to be delivered such as: flexibility, provision of a variety of languages, professional tour guide skills/external training input and external management of staff issues.

Over the course of this reporting year it was noted that the current tour guide contract, having already been extended, was due to expire in September 2007. The SPCB agreed that a re-tendering exercise should be carried out to award a new contract for a period of 2 years. In conjunction with this, the issue of guided tours was included within our Legacy Report so that the new Corporate Body could consider ways in which to further improve this service.

2.9.3   *Education and Outreach*

During the period of this report over 6000 pupils and students from 193 Primary and Secondary schools and 5 colleges visited Holyrood for an educational visit. 375 young people attended the 12 workshops, seminars and events that were held across the year. 8 seminars for teachers and 7 for student teachers, were held and attended by nearly 400 delegates.

In March, the Parliament hosted more than 100 students from Kirkwall to Galashiels for a day-long "Young Women in Politics" event – which focused

on the contemporary role of women in campaigning, party politics and government. It was timed to coincide with the exhibition on women's suffrage in Scotland, held in the Main Hall. The event also tied in with International Women's Day on 8 March. As well as key workshops from the Scottish Youth Parliament and the Electoral Commission, the event featured a panel debate and contributions from a number of MSPs. Student delegates were given a guide to the Scottish Parliament's influential petitions process by the student petitioners from All Saints Secondary School, Glasgow – who had submitted the 1,000th petition to Parliament.

115 community outreach sessions across Scotland were held over the course of the year, ranging from talks for individual community groups to larger evening events that included question and answer sessions with local MSPs. The flagship outreach education programme, MSPs in Schools, was extremely popular this year and delivered sessions in over 100 schools for over 6500 pupils with 77 MSPs taking part. This year's programme began with a session on the island of Muck in August 2006 and concluded with sessions with MSPs in North Lanarkshire; Dornoch; Bridge of Earn; East Ayrshire and Erskine in late February 2007.

2.9.4 *Gaelic*

In October Bòrd na Gàidhlig, the national Gaelic development agency, announced that the Scottish Parliamentary Corporate Body was one of the first six public bodies required to develop a formal Gaelic Language Plan under the Gaelic Language (Scotland) Act 2005. This news was welcomed by the Presiding Officer and a methodology and timescale for the preparation of a Plan was approved, ahead of its submission to Bòrd na Gàidhlig for their consideration in 2008. Through the Plan, it is intended to ensure that the SPCB continues to engage with Gaelic speakers and learners through providing a range of high quality services.

2.9.5 *Review of Visitor Services and Events*

The Parliament building continues to be a huge draw for visitors and those wishing to host events. In order to ensure that the Parliament effectively deals with the large numbers of people who wish to visit the Parliament and are providing the best possible service, a review of visitor services and events was commissioned.

The Review was carried out between October 2005 and March 2006. At the beginning of June 2006, a report outlining the findings and main recommendations of the Review was received.

The Review, which was carried out by external consultants, focused on the performance of Visitor Services and Events in terms of delivering against the SPCB's strategic priorities as set out in the Corporate Management Plan, and made recommendations for improvements.

The SPCB was extremely pleased with some of the feedback from the report which noted the central role events played in opening the Parliament to the people of Scotland as well as the positive outcomes from events and visitor services in terms of influencing people's perceptions of the Parliament.

Also included in the report were a number of recommendations on a wide range of issues surrounding visitor services and events, and work has been on going throughout the year to implement these, including the establishment of the Events and Exhibitions Team. The SPCB continues to receive quarterly updates on progress against these actions, and more details of the work carried out as a result of this review will be included in next year's report.

2.10   Engagement Research

The Scottish Parliament is well recognised for its commitment to public engagement. The reviews of Visitor Services and Events, which were completed in March 2006, showed that the Parliament was already leading the way amongst parliamentary institutions in developing public facing activities and services.   This is in line with the SPCB's aim of raising awareness and understanding of the Scottish Parliament and facilitating engagement. However, it is recognised that there is more work to be done on identifying the desired outcomes and work continues to be undertaken in this area.

In order to start considering how to develop the organisational approach to engagement in session 3, a short survey was commissioned and undertaken by the Scottish Parliament Information Centre (SPICe) to map the range of engagement activity taking place over the last full Parliamentary year. Its aim was to understand generally about how engagement activities are managed and evaluated.

The work in this area will continue over the course of the coming year and an update will be included in next year's report.

2.11   Crèche

The crèche within the Scottish Parliament remains a unique service. It is free to members of the public to use whilst visiting the Parliament. Following last year's report of the crèche advisory group the service was extended, on a charged basis, to all pass holders on a drop in basis and work has continued to further promote this service to members of the public.

Despite these measures, the level of subsidy which is needed to maintain the service remains high and the SPCB is aware of the need to balance the use of this service with the need to ensure that the subsidy provided remains at a reasonable level.

Given the importance of this issue, it was included in the Legacy document for the new Corporate Body as an issue which they may wish to consider in the new session.

2.12   Disability Equality Scheme

The Disability Discrimination Act 2005 placed a specific duty on the SPCB, and other organisations, to prepare a Disability Equality Scheme as well as to implement the Scheme and report on it.

Prior to the establishment of the SPCB scheme, a considerable amount of positive work had already been undertaken over the past few years in terms of disability equality with the aim of ensuring the SPCB become an exemplar of best practice, and the establishment of the scheme allowed the SPCB to review and build on that work.

One of the specific duties of the Act is to involve disabled people in the development of the Scheme itself and to help meet this requirement a Disability Equality Group was established.   The group comprised disabled individuals, representatives of disability organisations as well as SPCB staff. The views of MSPs were also included through discussion forums, with their views and comments being fed back to the Disability Equality Group for consideration during the development of the draft Scheme.   An on-line forum for the wider community was also developed.

The new duties, which form part of the Disability Equality Duty, and the positive impact this will have on the Parliament and the people it serves, were strongly welcomed.   It marks the beginning of a 'journey' to further improve the SPCB's commitment to equality and ensure that all SPCB staff, visitors and service users are treated equally, fairly and with dignity and respect.

The Disability Equality Scheme was published in November 2006 and while it must be reviewed within 3 years of the first Scheme, the SPCB will also publish a report annually containing a summary of the steps taken under the action plan, the results of information gathering and the use to which we have put the information.

The Disability Equality Scheme can be found on the website at: http://www.scottish.parliament.uk/corporate/spcb/publications/index.htm

2.13   Gender Equality Duty

The Equality Act 2006 introduces a new duty on public bodies to promote gender equality, similar to the duties which are already in place in relation to promoting race and disability equality.

Included in these duties is the duty to prepare and publish a gender equality scheme similar to the scheme produced for promoting disability equality mentioned above.

Whilst the SPCB has not been listed as a public body subject to the specific duties in either the Scottish or UK statutory regulations, the SPCB is

committed to meet the requirements even if the legislative provisions did not apply.

Work is still being undertaken in producing this Scheme. This has included establishing an internal working group to develop the Scheme as well as consulting with Members, their staff and external organisations. Further details of the Scheme will be included in next year's report.

EFFECTIVE AND EFFICIENT ORGANISATION

3.1   Scottish Parliamentary Service

One of the most crucial aspects of providing the Parliament with the services it needs to carry out its functions is ensuring that the appropriate support staff structure is in place. An organisation chart outlining the latest staffing structure can be found on page 38.

During the reporting year, the number of full time equivalent staff working for the SPCB was 503 with staff turnover standing at 4.6%.

3.1.1 *HR Change Programme*

As part of the work to ensure that the SPCB can continue to provide skilled and well motivated staff, an HR Change Programme has begun.

The Programme comprises three projects, the first of which is a realignment of where HR decisions are taken. This will improve organisational governance by ensuring that HR decisions are taken at the right level, in line with formal delegations. The second project is a structural and functional review of the Personnel Office and its processes which will inform the third project in the Programme, the procurement and implementation of a new HR IT system. The Programme is currently scheduled to run from May 2007 until the spring of 2011 when the new HR system will go 'live'.

3.2   Procurement

3.2.1 *Review of Public Procurement (McClelland Report)*

The McClelland Report was commissioned in 2005 by the Minister for Finance and Public Sector Reform with a view to establishing the current status of public sector procurement in Scotland and to provide recommendations to improve performance.

The Report was published on 14 March 2006 and the SPCB noted that many of the recommendations contained in the Report were already incorporated into the Parliament's Procurement Office practices and procedures.   In particular, the SPCB was pleased to note that H.M Treasury, in order to adopt best practice in public sector procurement policies, had commented that the SPCB Policy Manual was found to " … both be the most comprehensive yet concise documents found".   This opinion was offered following a comprehensive trawl of available material. Consequently the Treasury had requested permission (which was given) to adopt the full manual.

The Report contained measures for ensuring that public bodies continue to seek best value in their Procurement processes and while the SPCB acknowledges that it is appropriate to maintain a separation of procurement function between the Scottish Executive and the Parliament, the Corporate Body recognised that it is essential to ensure that the Parliament's

Procurement Office continues to seek best value. It has, therefore, been working with the Scottish Executive in its aim to achieve better public procurement.

3.2.2 Responsible Purchasing Strategy

Since 2003, the SPCB has been committed to purchasing responsibly in ways which build on the Parliament's strategic priorities and contribute to sustainable development.   Purchasing responsibly means:

- Effectively meeting the needs of the Scottish Parliament for goods and services
- Taking account of the impact of today's decisions on people and the environment both now and in the future
- Acting ethically at all times in our dealings with colleagues, customers, actual & potential suppliers
- Having the necessary skills and knowledge to evaluate and respond to conflicting demands
- Complying with regulations and taking reasonable steps to ensure that others act in compliance

While good progress has been made towards responsible purchasing, with tangible improvements being realised as a result, the SPCB is keen to look for ways in which systems can continue to be improved.

In order to do this and introduce a systematic and measurable approach to further implementation, a detailed Responsible Purchasing strategy is currently being produced.

This strategy is intended to build on achievements already realised, focussing on the four key areas covered by the SPCB Responsible Purchasing policy, namely: professionalism; environmental impact; ethical sourcing and the supply chain; and Small and Medium Sized Enterprises (SMEs) and Scottish suppliers (including the Social Economy).

Extensive research and analysis has already been undertaken to identify key priorities for inclusion in the strategy and this has been followed by meetings, discussions and workshops with relevant public and private sector organisations and key stakeholders.

This strategy is due to be introduced in January 2008 and an update on the effectiveness of this strategy will be included in next year's report.

3.3 Corporate Governance

The Corporate Body has, for some time, been interested in pursuing the various issues involved in good corporate governance and as part of this, Audit Scotland was asked to review the corporate governance arrangements of the SPCB.

The review highlighted that the Corporate Body was in a very positive position in respect of many aspects of governance best practice. However it did identify some areas, including roles and responsibilities of members and training and communication of performance, where current arrangements could be improved.

To address these issues, an action plan has been agreed, and work continues to take place to improve the governance arrangements within the Parliament.

3.4 **2007-10 Management Plan**

Good management planning remains a key factor within any organisation and the SPCB is no different. Effective management planning enables better planning for the future and is an integral part of the budgetary process.

The SPCB continues to look for ways to improve the management planning which is in place. During the course of the reporting year a number of changes were made to the management plan, and the management planning process, in order to ensure that it is robust enough to meet the needs of such a diverse organisation.

Given that the management plan is such an integral part of resource allocation, it is important to ensure that the plan itself continues to evolve and to provide clear and measurable objectives to those working throughout the organisation, so the decision was taken to move to from a plan which covered one year to a three year rolling plan. As well as moving to a three year rolling plan, a number of other changes were made to the plan to address these issues.

Whilst, as in previous years, the plan has been set out with the purpose, aims and values of the organisation, it was agreed that a section should now be included on the core services of the organisation. These core services, which include increasing awareness and understanding of the Parliament, set out the services which will be delivered during the period covered by the report.

In addition to the inclusion of core services, the key developmental programme has been updated and is now made up of six priorities in which process and policies will be developed to meet specific challenges or to further improve the services which the Parliament delivers.

The management plan now also recognises the importance of the main processes underlying service delivery and these are described in a new section on organisational health.

A copy of the full 2007-2010 management plan can be found on the following pages.

SCOTTISH PARLIAMENTARY CORPORATE BODY – MANAGEMENT PLAN 2007-10

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 but 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 Executive 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

Integrity   We demonstrate high standards of honesty and reliability.

Impartiality   We are fair and even-handed in dealing with members. The public and one another.

Professionalism   We provide high-quality professional advice and support services

Client Focus   We are responsive to the needs of members, the public and another.

Efficiency   We use resources responsibly and cost-effectively.

Mutual Respect   We treat everyone with respect and courtesy and take full account of equal opportunities issues at all times.

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.

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 developmental 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.

2007 Election (KDP1)

- Put in place internal arrangements for the 2007 Scottish Parliamentary Elections.

- Ensure the organisation is well prepared to support newly elected MSPs, Presiding Officers, Scottish Parliamentary Corporate Body, Parliamentary Bureau and Committees in performing their Parliamentary functions.

Governance (KDP2)

- Continue to improve governance, finance and corporate systems, in particular, to implement the action plan arising from the Audit Scotland Review.

- Implement an improved system of project governance.

- Implement the new HR system with associated improvements in HR processes and reach a conclusion on the future of the organisation's accounting system (SEAS).

- Increase understanding and delivery of continuous improvements under the Best Value framework.

Business continuity (KDP3)

- Develop and implement a Business Continuity Strategy for the organisation in line with the recommendations of the scoping study.

Visitors and Events (KDP 4)

- Continue to develop and implement the agreed recommendations from the Visitor Services and Events reviews to improve support to members.

Information Management (KDP5)

- Continue to develop and implement an information management programme, to deliver consistent, accurate, easily accessible parliamentary information.

<u>Commissioners/Ombudsmen</u> (KDP 6)

- Take forward the recommendations of the Finance Committee and Audit Scotland in respect of the governance arrangements between the Commissioners/Ombudsmen and the SPCB

Organisational Health

The delivery of core services and the key development programme relies 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

We also recognise the prime importance of complying with all legal and regulatory duties.

The importance of the development and continuous improvement of these areas is explicitly reflected in the key developmental programme.

Directorate and Office plans

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

3.5   Key Performance Indicators

In terms of governance it is vitally important that the management body of any organisation has access to information, by way of measures and targets, which allow it an overview of how the organisation is performing.

At directorate and office plan level within the Parliament, a significant number of measures such as performance in issuing committee papers on time and number of calls logged with the helpdesk, are collated and monitored. These are 'lower' level indicators which can be managed at administrative level and reported to the SPCB on an exceptional basis if it became clear that there was a trend which ought to be drawn to the SPCB's attention.

However, it is important that the SPCB is provided with a high level overview of how the organisation is performing against agreed measures and targets and so during the course of the year, 4 high level key performance indicators with supporting outcomes were identified, all of which link to the management plan. These are namely:

(A) Business is conducted as planned.
Outcome: Members are able to fulfil their parliamentary functions.

(B) Parliamentary support
Outcome: Members are enabled to represent their constituents.

(C) Engagement
Outcome: Public understands and interacts with the Parliament

(D) Financial and organisational health
Outcome: an organisation that is well governed and delivers its strategic objectives

Underlying these indicators are a series of measures and targets which will be continually evolved to ensure that they provide the SPCB with the information required.

3.6   Freedom of Information

The SPCB continues to be committed to fulfilling the obligations placed on it by the Freedom of Information (Scotland) Act.

Over the course of the reporting year, the SPCB received a total of 287 Freedom of Information requests, covering subjects as diverse as information about visitors and tours to the Parliament, to requests for the schedule of repairs to be carried out during the 2006 summer recess.

Staff throughout the organisation work hard to ensure that all requests are dealt with appropriately. During this reporting year, over 1000 hours were spent handling FOI requests by staff from across the organisation.

3.7   SPCB Expenditure for the 12 Months Ended 31 March 2007

Separate annual accounts for the 2006-07 financial year were prepared in order to 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 15 November.   A summary of the expenditure is set out below.

We continue to live within our budgets. The net revenue expenditure on staff, property and administration costs in 2006-07 was £63.4m, £2.6m less than the available budget. Of the £2.6m difference from budget, £1.6m represents lower funding requirements in the year for Commissioners and Ombudsman and the remaining £1.0m 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 2006-07 resulting in an uplift to the value of £15.4m. Following clarification from the Financial Reporting Advisory Board on treatment of indexation movements, this indexation gain has been recognised through the SPCB's Revaluation Reserve. A prior year adjustment of £5.8m has been incorporated to reflect the accounting treatment in 2005-06. The reduction in estimated final Holyrood completion has resulted in a release of £5.0m, reducing the SPCB's total reported expenditure in 2006-07.

Capital expenditure in 2006-07 of £0.4m related largely to IT software and hardware. This was less than the available budget reflecting the fact that the budget provision was not fully required in 2006-07.

SPCB Expenditure for the 12 Months Ended 31 March 2007

	Actual	*Budget*	*Variance*
	£m	*£m*	*£m*
Revenue Expenditure (Note 1)	64.1	66.7	2.6
Less: Income	(0.7)	(0.7)	(0.0)
Net Revenue Expenditure	63.4	66.0	2.6
Capital Expenditure	0.4	3.0	2.6

Total Revenue and Capital Expenditure in 2006-07, excluding capital charges and exceptional items	63.8	69.0	5.2
Capital Charges and exceptional items (Note 2)	24.0	26.4	2.4
Total Expenditure in 2006-07, including capital charges and exceptional items	87.8	95.4	7.6

Notes

Note 1: Revenue expenditure of £64.1m in 2006-07 included parliamentary staff salaries of £21.2m and MSP salaries of £10.0m. 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 £5.8m was expended on funding the salaries and running costs of the Commissioners and Ombudsman. The remaining £17.4m 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 £23.2m. The SPCB's resource account incorporates a prior year adjustment of £5.8m in respect of clarification from the Financial Reporting Advisory Board on the treatment of the indexation movement offset by a release of £5.0m to the operating cost statement following the reduction in estimated final Holyrood completion costs.

3.7.2 *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 2007 include costs of £304,000 under the terms of this Order.

3.8 Audit Advisory Board

The Audit Advisory Board (AAB) was established to advise the SPCB and its Accountable Officer on accounting, audit and internal control matters. It currently meets quarterly and takes reports from Audit Scotland, the SPCB's Head of Internal Audit, and other relevant SPCB staff as required. The AAB

currently has four members: two MSPs representing the SPCB, and two independent members, one of whom (Professor Lothian) acts as Chair.

The periods of appointment for the two independent members were due to expire on 30 June 2007. However, in order to ensure that there was continuity and a smooth handover to any new members of the board, it was agreed that Professor Lothian's term of appointment be extended for a further 2 years until 30 June 2009 and that appointment of the other independent member (Robert Bertram) be extended for a further year until 30 June 2008.

In addition to this, as best practice in corporate governance recommends that the number of independent members on audit committees/audit boards should be greater than the number of non-independent members, it was agreed that an additional independent member should be appointed for a term of three years. This will create a rolling programme of appointments and facilitate a smooth handover when independent members stand down.

3.9   Closure of the Holyrood Project

One of the biggest areas of responsibly for the Corporate Body over the past 8 years has been overseeing the Holyrood building project.

Following successful completion of the building work, and the migration to the new building two years ago, the main focus for staff has been on bringing the building's systems and associated services up to full speed to support the business of Parliament. However, during this period, the SPCB has been working to close-out the Holyrood building project, protect the public purse and to bring closure to this phase of the Parliament's story.

The close out process involved focussing on technical, financial and legal issues as well as commissioning work from external experts on whether it had grounds to pursue legal action against those involved in the construction process and in particular, in relation to the performance of the main consultants.

After lengthy consideration of these complex issues, the Presiding Officer announced in a letter to MSPs in February 2007 that:

- The final cost of Holyrood had fallen from an estimated £430.5million to £414.4million. The cost to the taxpayer therefore fell by £16.1million.

- The Corporate Body, after extensive investigation, had decided not to litigate on issues during the construction phase.

- The Corporate Body had instructed action for the recovery of the costs arising from the collapse of the strut in the Chamber.

In order to provide MSPs, and members of the public with background to these issues, the Holyrood Close-Out Summary Report was issued along with the PO's letter. This report is available on the website at

http://www.scottish.parliament.uk/corporate/spcb/publications/index.htm   and provides more detail on the close out process.

3.10   Security

Security of the Parliament building, and of those who work here, remains one of the major concerns for the Corporate Body and one of the most important factors in the overall security of the Parliament is the entry requirements which are in place for non-pass holders.

Given the nature of the building, high numbers of visitors wish to come to the Parliament to take a tour of the building, to watch a debate within the Chamber or to observe committee meetings and it is important that all non-pass holders are screened before coming into the building.

During the course of the year, it was agreed that the Public Entrance should be the sole means of entry for non-passholders and to facilitate the large number of visitors which would be passing through this entrance, it was also agreed that one of the Garden Lobby meeting rooms would be converted into a waiting room.

3.11   Broadcasting

In May 2006 the Broadcasting and Production Services office within the Parliament began producing, on a monthly basis, a video highlights package. The purpose of the video is to showcase the Parliament and provide brief information on what is happening, in terms of both business and events, at Holyrood. The video is shown on non business days and is aimed principally at visitors to the Parliament. It is screened on the monitors in the Main Hall and other public areas of the building and it can also be viewed on the information channel (no 688) on Parliament office televisions.

3.12   Environmental Management

The SPCB approved an environmental policy in October 2005 and agreed that the organisation should work toward becoming a role model for best practice in environmental performance.

To implement the policy, it was decided early on to develop an environmental management system based on the internationally recognised standard ISO 14001. This system has now been developed and, following an external 5 day audit of the system by Lloyds Register of Quality Assurance, the standard has been achieved and the certificate has been awarded. This is a significant achievement for the SPCB and a major step forward towards its vision of becoming a role mode for best practice.

The Parliament will now receive 6 monthly surveillance visits from the environmental auditors to ensure that all requirements continue to be complied with, with a full assessment undertaken every 3 years.   The predominant requirements are to demonstrate continuous improvement, to be
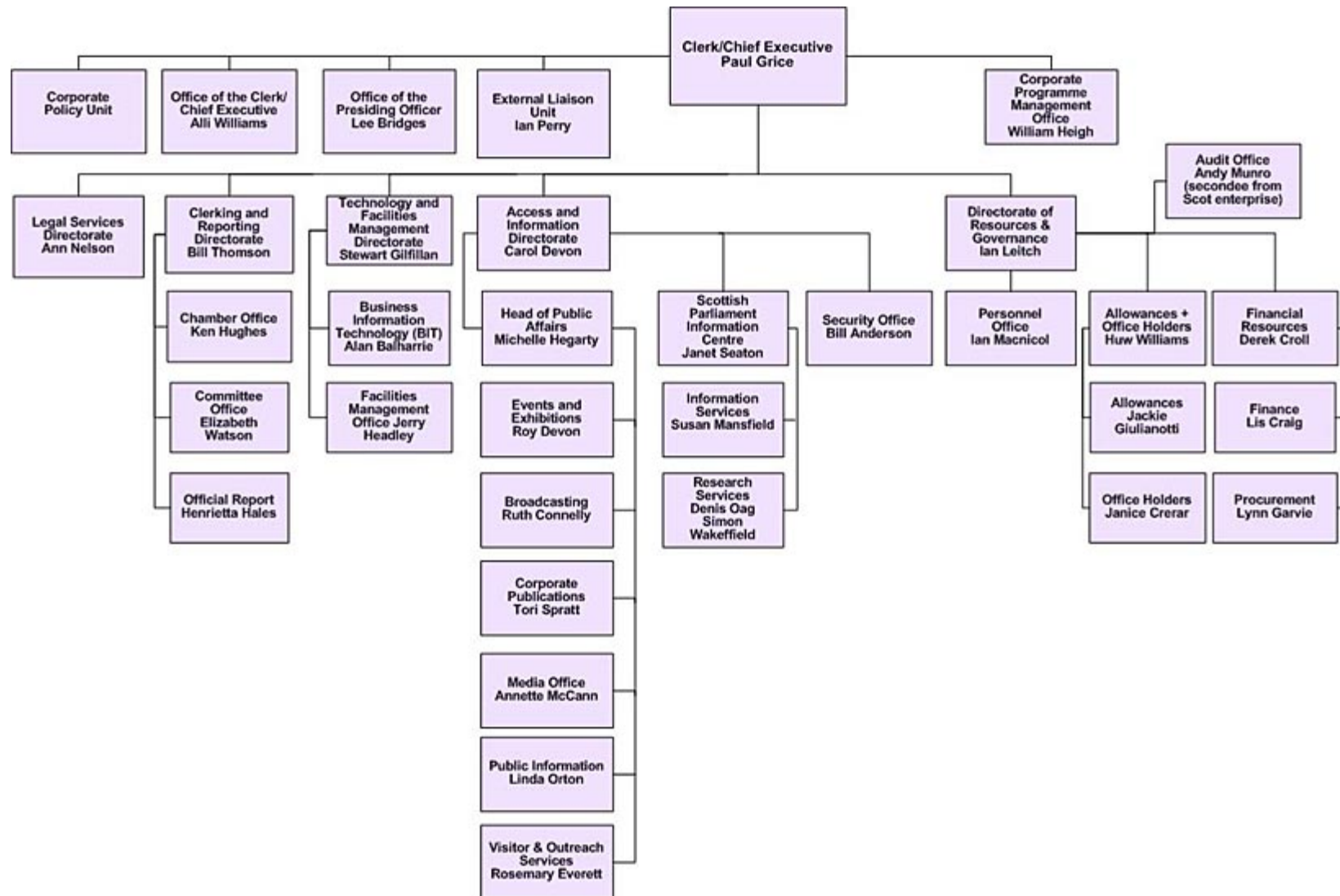
legally compliant with all relevant environmental regulations and to reduce pollution.

This management system approach has successfully integrated environmental consideration into the operations and management of the Parliament and is starting to deliver environmental performance improvements particularly in the areas of waste and energy.

The amount of waste sent to landfill in 2006-07 has been reduced by 60 tonnes from 154 tonnes in 2005-06 to 92 tonnes in 2006 and over 60% of waste is now regularly recycled. The amount of energy used in the building was reduced in 2006-07 by 3% of the total used in 2005-06. This reduction in energy use and a switch to 100% renewable electricity has led to a reduction in carbon dioxide emissions of approximately 352 tonnes.

The importance of environmental good practice at work has been communicated to the majority of building users through a combination of training presentations and newsletters.

ORGANISATION CHART

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                                    Clerk/Chief Executive
                                        Paul Grice
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Clerk/Chief Executive — Paul Grice

- Corporate Policy Unit
- Office of the Clerk/Chief Executive — Alli Williams
- Office of the Presiding Officer — Lee Bridges
- External Liaison Unit — Ian Perry
- Corporate Programme Management Office — William Heigh

Legal Services Directorate — Ann Nelson

Clerking and Reporting Directorate — Bill Thomson
- Chamber Office — Ken Hughes
- Committee Office — Elizabeth Watson
- Official Report — Henrietta Hales

Technology and Facilities Management Directorate — Stewart Gilfillan
- Business Information Technology (BIT) — Alan Balharrie
- Facilities Management Office — Jerry Headley

Access and Information Directorate — Carol Devon
- Head of Public Affairs — Michelle Hegarty
- Events and Exhibitions — Roy Devon
- Broadcasting — Ruth Connelly
- Corporate Publications — Tori Spratt
- Media Office — Annette McCann
- Public Information — Linda Orton
- Visitor & Outreach Services — Rosemary Everett

Scottish Parliament Information Centre — Janet Seaton
- Information Services — Susan Mansfield
- Research Services — Denis Oag / Simon Wakeffield

Security Office — Bill Anderson

Directorate of Resources & Governance — Ian Leitch
- Personnel Office — Ian Macnicol
- Allowances + Office Holders — Huw Williams
  - Allowances — Jackie Giulianotti
  - Office Holders — Janice Crerar
- Financial Resources — Derek Croll
  - Finance — Lis Craig
  - Procurement — Lynn Garvie

Audit Office — Andy Munro (secondee from Scot enterprise)

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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)

For a copy of this Report in a language other than English or in an alternative format (for example in Braille, large print or audio tape), please send your enquiry to: **The SPCB Secretariat, The Scottish Parliament, Edinburgh, EH99 1SP.** You can also contact us by fax (on 0131 348 5259) or by email (at judith.proudfoot@scottish.parliament.uk or
 linda.smith@scottish.parliament.uk).

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