



The Scottish Parliament
Pàrlamaid na h-Alba

**Scottish Parliamentary
Corporate Body**

Annual Report 2013

SPCB ANNUAL REPORT 2013

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Foreword by the Presiding Officer

The purpose of the SPCB Annual Report is to provide an overview to Members of the Scottish Parliament of 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 2012 to 31 March 2013.

This has been another busy and challenging year for the Parliament and the SPCB has been called upon to take decisions on a number of policy and resource matters in order to provide support to Members.

The following list gives a flavour of the topics considered by the SPCB during the year:

- The construction of a new External Security Facility.
- Ensuring the continued provision of services and support to Members during implementation of on-going parliamentary reforms.
- Supporting a more co-ordinated approach through the new 'Parliament Days' initiative as part of our commitment to encouraging public engagement.
- Encouraging good relationships and the sharing of best governance practice with other legislatures by participating in outward and inward visits.
- The launch of the Parliament's first ever Modern Apprenticeship scheme.
- The opening of the Queensberry House Lounge as part of our commitment to reduce catering subsidies.

I would like to express my thanks to my SPCB colleagues for their support and commitment over the year and I am pleased to present this report on their behalf.



**The Rt Hon Tricia Marwick MSP
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 2012 to 31 March 2013.

Membership and Portfolio Arrangements

The membership of the Scottish Parliamentary Corporate Body (SPCB) is currently:

The Rt Hon Tricia Marwick MSP

Presiding Officer and Chair of the Corporate Body

Linda Fabiani MSP

With responsibility for facilities, events and exhibition services

Liam McArthur MSP

With responsibility for finance and officeholders

Mary Scanlon MSP

With responsibility for business support, information and engagement strategy

David Stewart MSP

With responsibility for Human Resources and technology

SECTION 1 – EFFECTIVE SUPPORT OF PARLIAMENTARY BUSINESS AND MEMBERS

It is one of the key roles of the SPCB to ensure that Members of the Scottish Parliament receive the services they require to support them in their parliamentary duties.

This section provides a summary of the matters considered and the decisions taken by the SPCB on providing support to the business of the Parliament and support to Members.

Supporting Parliamentary Business

1.1 Parliamentary Reform

The Presiding Officer continued her programme of reform, with a focus on re-modelling the parliamentary week. A package of reforms was proposed, designed to make the sitting week more agile and responsive and to provide additional opportunities for backbenchers to directly question Scottish Government Ministers.

In May 2012, the Standards, Procedures and Public Appointments Committee reported that the new framework instigated by the Presiding Officer would help improve responsiveness and topicality. This new sitting pattern was agreed by Parliament as a whole in June and commenced immediately after the summer recess. The parliamentary chamber would now meet on three afternoons each week, from Tuesday to Thursday, with committees meeting on each of those mornings.

The transition period went smoothly, with a particular interest shown by Members in the new slot of Topical Questions each Tuesday afternoon and a revised Thursday lunchtime slot for Members' business.

1.2 Referendum Bill

The Referendum (Scotland) Bill Committee was established on 23 October 2012 to scrutinise the Referendum Bill, an associated Bill on voter registration and the draft Order under section 30 of the Scotland Act which resulted from the "Edinburgh Agreement".

The Committee, supported by the Non-Government Bills Unit, took oral evidence from the Secretary of State for Scotland and the Deputy First Minister as well as hearing evidence via videoconference from those Crown dependencies which had already lowered their voting age to sixteen.

The SPCB agreed in principle to a request from the Scottish Government to fund the Electoral Commission for its guidance, regulatory and monitoring functions in connection with the referendum. This was on the basis that it would ultimately be a decision for the Scottish Parliament in its consideration of the relevant Bill.

1.3 Officeholders

The SPCB continued to support six offices:

- Scottish Public Services Ombudsman
- Scottish Information Commissioner
- Scottish Human Rights Commission
- Commissioner for Children and Young People in Scotland
- Commission for Ethical Standards in Public Life in Scotland
- Standards Commission for Scotland

In relation to each of these offices, the SPCB is responsible for approving the annual budget; setting the officeholder's terms and conditions of appointment; approving any staffing determination in terms of numbers and grades; approving advisers' and assessors' fees; and approving any accommodation moves.

In particular, the SPCB agreed the following:

- The terms and conditions for the appointment of the new Auditor General and Information Commissioner.
- The appointment of Stuart Allan as acting Commissioner for Public Appointments.
- The re-appointment of Alan Miller as Chair of the Scottish Commission on Human Rights and the re-appointment of Kay Hampton and Sheila McColl as Members of that Commission.
- That the Accountable Officer for the Standards Commission should continue to be the Secretary
- The terms for the Standards Commission's administrative staff to be aligned with the SPCB's pay grades.
- The SPCB previously agreed a proposal from the Commission for Ethical Standards in Public Life in Scotland to restructure the governance arrangements for the Commission in future to be led by a single Commissioner overseeing all the existing functions of the Commission. The Scottish Ministers, at the SPCB's request, agreed to take forward these changes under Section 14 of the Public Services Reform (Scotland) Act 2010.

The SPCB has the power of direction in relation to the sharing of services, including the sharing of premises and staff and during 2012-13 we continued to examine the options for rationalising accommodation and support services across the officeholders.

1.4 UK and International Relations

The SPCB ensures that support is provided to the Presiding Officers and other MSPs participating in outward visits and receiving inward delegations. Some of the main areas of work during this year included:

Outward delegations by the Presiding Officer

- The Presiding Officer and Elaine Smith MSP, in her capacity as a Labour MSP, attended a variety of meetings and events in New York during Scotland Week 2012. This included the Presiding Officer announcing that the Carnegie Medal of Philanthropy Ceremony would be held in the Scottish Parliament in 2013 in celebration of the 100th anniversary of the Carnegie UK Trust.
- The Presiding Officer undertook a programme of meetings at the Irish Parliament, the Oireachtas, on 28 and 29 November. Her programme included courtesy calls with the Speakers of both Houses of the Oireachtas, the Ceann Comhairle of the Dail, Sean Barrett TD, and the Cathaoirleach, Senator Paddy Burke. Discussions were held on the effective roles of committees, parliamentary reform and the delivery of parliamentary services within the context of long-term financial constraints.

Inward visits

Over the course of the year, 52 delegations visited the Scottish Parliament. Particular highlights included:

- The President of the Australian Senate, the Hon John Hogg, led a cross-party delegation to the Scottish Parliament on 8 November 2012. During the visit, President Hogg paid a courtesy call on the Presiding Officer. The delegation also met with the Convener and members of the Education and Culture Committee to discuss the Committee's work programme and wider education issues in Scotland. They also met with Members of the CPA Scotland Branch Executive Committee to discuss Commonwealth Parliamentary Association issues.
- A cross-party delegation from Guyana, led by the Speaker of the National Assembly the Hon. Raphael Trotman MP, visited in November 2012 to discuss our experience of minority government in Session 3.
- In January the SPCB hosted a visit by members of the Northern Ireland Assembly Commission, including the Speaker, William Hay MLA. During the visit the delegation met with SPCB Members and Group Heads to exchange views on areas within the Commission's responsibility, in particular, on the Parliament's language policy and the use of financial resources.
- The Premier of Quebec, Pauline Marois, paid her first official visit to the Scottish Parliament on 29 January 2013 when she met with both Deputy Presiding Officers and a cross-party representation of MSPs.

Commonwealth Parliamentary Association (CPA) Events

- The Scottish Parliament hosted the CPA's British Isles and Mediterranean Region annual conference between 10 and 14 June 2012. The conference heard from a wide range of speakers on the overall topic of '*making Parliaments relevant*' within a context of diminishing financial resources, the changing nature of media, including social media, reporting of politics and on wider global political developments.
- The Presiding Officer chaired the Annual General Meeting of CPA Scotland Branch on 27 June 2012.
- Duncan McNeill MSP and Tavish Scott MSP represented the Scottish Parliament at the CPA Plenary Conference in Colombo, Sri Lanka, from 10 to 15 September 2012.
- CPA Scotland Branch hosted an event, on 27 March 2013, to reflect on the David Livingstone bicentenary events which took place in Scotland and in the Scottish Parliament. Annie Lennox OBE, Special Envoy to CPA Scotland Branch, attended this event and addressed guests. Key stakeholders involved in the David Livingstone events, individuals and representatives with a strong interest in the Scotland-Malawi relationship, Consuls representing Commonwealth countries and MSPs attended the event.

Malawi

- His Excellency Bernard Sande, High Commissioner of Malawi, visited the Scottish Parliament on 23 January 2013, during a six day visit to Scotland. During the visit, the High Commissioner paid a courtesy call on the Presiding Officer and met with Members with an interest in Malawi.
- The Technical Assistance Programme 2 agreement between the Scottish Parliament and the National Assembly of Malawi supported a number of projects including:
 - Two officials, Francis Machado and Hanna Majamanda, from the National Assembly of Malawi began a four week work experience programme at the Scottish Parliament on 1 March. This was the third year of the programme and involved a number of offices from across the organisation.
 - Alex Fergusson MSP and Sarah Boyack MSP visited Malawi from 16 to 23 March. The main focus of this visit was to deliver a workshop, in the National Assembly of Malawi, on the budget scrutiny process in the Scottish Parliament. During the visit the MSPs met with Malawian MPs as part of the 'Parliamentary Pairs Initiative'. This is a twinning arrangement between 10 MSPs and 10 Malawian MPs which is designed to enable both groups to exchange information, knowledge and experience. While in Malawi, the delegation also attended events commemorating the bicentenary of David Livingstone's birth.

- Two MPs from the National Assembly of Malawi, the Hon Albert Thindwa MP and Hon Kaphamtengo Yona MP, undertook a 5-day study visit to the Scottish Parliament during the week commencing 18 March. The overall aim of the visit was to introduce the Malawian MPs to the role of MSPs, how they engage with constituents and to demonstrate how the Scottish Parliament engages with civil society. This visit also coincided with the events surrounding David Livingstone's bicentenary. The MPs, who are part of the Parliamentary Pairing Initiative, shadowed the MSP pairs including visiting their constituency. Christina McKelvie MSP and Dr Richard Simpson MSP are the 'pairs' of the MPs.
- The Presiding Officer officially welcomed Her Excellency Joyce Banda, President of Republic of Malawi, when she visited the Scottish Parliament on Tuesday 19 March. During the visit the President addressed a meeting of Members of the Scottish Parliament in the Debating Chamber before meeting with the Executive Committee of the Commonwealth Parliamentary Association Scotland Branch. The visit coincided with the David Livingstone bicentenary celebrations that took place across Scotland and the UK.

Westminster Foundation for Democracy (WFD)

- Three members of the SPCB travelled to the Parliament of Serbia in Belgrade in January 2013, as part of a delegation organised by the WFD. They participated in a programme of meetings and briefings with the UK Ambassador, Serbian MPs and parliamentary officials. The meetings prompted an open exchange of ideas, particularly in the areas of governance and engagement.
- In February a cross party delegation from the Serbian National Assembly led by Mr Zoran Babic, Committee Chairman and President of the WFD Serbia Advisory Board, attended the Scottish Parliament for a 2-day follow-up visit, sponsored by the WFD. Two Deputy Speakers from the Serbian National Assembly, Ms Gordana Comic and Ms Vesna Kovac, were also part of this delegation. The main focus of the visit was to explore how the Scottish Parliament holds the Scottish Government to account and, in that regard, meetings were held with the Deputy Presiding Officer, Elaine Smith MSP, to discuss the Presiding Officer's reform agenda and the Convener of the Finance Committee, Kenneth Gibson MSP, to discuss the budget process and financial scrutiny.

1.5 Business Continuity

A test of the Alert Messaging System, which would be used to contact Members, staff and contractors during an incident at Parliament, was carried out on 26 October 2012 for MSPs. An email to a non-Parliament address and an SMS text message to a mobile phone were sent to all Members who had registered their details. Results showed that over 90% of Members successfully received at least one of these messages.

The SPCB agreed that Members and their staff should be involved in future business continuity planning and exercises. This will be taken forward over the coming months.

1.6 Self-Service Motions and Questions System

The Chamber Desk and BIT successfully developed and rolled-out a new, online, self-service system for the lodging of motions, amendments and questions which would have previously been emailed to the Chamber Desk or delivered on paper and processed manually. The project was delivered in-house and on time and involved close collaboration with Members' staff at all stages of the project. Since the self-service system was initiated on 17 November 2012, 70% of the 16,000 submissions made to the Chamber Desk (which includes support for motions), have been made by self-service. As well as being quicker and more efficient, the system has reduced costs to the Parliament and freed up team members' time to focus on other tasks.

Supporting Members

1.7 SPCB Policies and Strategies

The Standards, Procedures and Public Appointments Committee reviewed section 7 of the code of conduct for Members of the Scottish Parliament, which covers general conduct and conduct in the chamber or in committee meetings. The review was to ensure that section 7 remains relevant, appropriate, clear and enforceable.

In January 2013 the code was amended to contain a general requirement for Members to comply with Scottish Parliamentary Corporate Body policies rather than mentioning individual policies by name. This will ensure that it does not become out of date simply because the name of an SPCB policy has been changed or a new one introduced. To aid Members, a new library of SPCB policies was created and can be accessed on the web through both the [SPCB's pages](#) and the [Members' Resources](#) pages.

Over the period of this report the SPCB reviewed and agreed a number of policies and strategies which impact on Members and the work of the Parliament. They were:

- Members' Publications (use of parliamentary resources to meet the costs of producing and distributing publications)
- Use of Headed Stationery
- Health and Safety internal guidance document
- Ticketing arrangements for First Minister's Question Time
- Restrictions on access to the Debating Chamber immediately prior to plenary meetings
- Charities Policy (clarification of the use of IT resources in relation to fundraising activities)
- Procedure for paying invoices for costs shared with MPs and MEPs
- Gaelic Language Plan
- Environmental Policy (bringing it in line with the duties placed on the public sector by the Climate Change (Scotland) Act 2009).

1.8 Reimbursement of Members' Expenses Scheme

The SPCB considered a number of matters in relation to the Members' Expenses Scheme including applications from Members under the translation (to BSL video and Polish), travel and disability provisions.

1.9 SPCB Questions

There are a number of ways in which Members are able to question the SPCB and hold it to account. We would always encourage any Member to approach an SPCB member directly with a query but Members can also lodge questions formally for written answer or for answer as part of a SPCB Question Time in the Chamber.

During the period of this report the Corporate Body hosted three question times in the Chamber, in June, November and March, responding to 22 oral questions in

total. The topics included: the traceability of the catering contractor's meat supply chain; IT issues; the external security facility; the living wage; and improving the accessibility to the parliamentary campus for people with autistic spectrum disorder.

In addition, the SPCB responded to 20 written parliamentary questions over the year, on subjects including: the terms and conditions of contractors' staff and the cost of processing a parliamentary motion.

Copies of the oral and written PQs answered by the SPCB can be found on the Parliament's website:

<http://www.scottish.parliament.uk/parliamentarybusiness/MotionsQuestionsAndAnswers.aspx>

SECTION 2 – ENCOURAGE PUBLIC ENGAGEMENT WITH THE PARLIAMENT

The SPCB is committed to enabling the public to engage with and participate in the business of the Scottish Parliament. This section sets out some of the activities put in place to facilitate this during the past year.

2.1 Parliament Day

A further part of the Presiding Officer's reform programme is the new 'Parliament Day' initiative, which takes the Scottish Parliament into communities across the country. Each Parliament Day provides a variety of opportunities for local people to engage with the Presiding Officer, Parliamentary Committees, local MSPs and staff of the Parliament.

The first Parliament Day was held in Hawick on 5 November 2012 and featured a formal meeting of the Finance Committee. In advance of the day, an education session was held at Hawick High School with pupils from various high schools to explore how the budget process works in the Parliament. On 4 November over 80 invited guests joined the Presiding Officer and Members at a reception at Heart of Hawick's iconic Tower Mill. Local young people welcomed the Parliament to their town with a special presentation, a film about youth employment and a fashion show by students from Hawick High's Creative Fashion course. Four young adults from local music group, Riddell Fiddles, played for guests.

The second Parliament Day was in Stornoway on 15 March 2013 and included a formal meeting of the Public Petitions Committee (PPC). The day was preceded by a number of events aimed at encouraging the public to become more involved with their Parliament. Primary schools across the Western Isles provided contributions for a 'Wall of Ideas' display which was on show at the Parliament Day reception held in the new Nicolson Institute. Following speeches from the Presiding Officer, David Stewart MSP, Convener of the PPC, and Councillor Norman Macdonald, Convener of Comhairle nan Eilean Sar, guests were entertained by young people from the Nicolson Institute; ceilidh band Farum; the Back Gaelic Choir and the local group of the National Youth Choir of Scotland.

2.2 Festival of Politics

The 8th Festival of Politics took place at the Parliament over two weekends – Friday 17 and Saturday 18 and Friday 24 and Saturday 25 August 2012. The overarching theme of the Festival was *Politics. Culture. Creativity. A Force for Positive Change*. For the first time events were grouped under 7 themes: *People; Young people; Politics; Music; History; Arts; and Theatre*. Approximately 4,000 people attended the festival which featured 47 events and was produced in association with 38 stakeholder organisations.

To coincide with the 8th Festival, the exhibition *Special Delivery: the William Wallace Letters* was hosted in the Main Hall from 15 August to 8 September. It featured the only two surviving letters with a link to William Wallace; specially commissioned tapestries by Dovecot Studio; audio-visual footage of the making of a replica letter and the making of the tapestries; images of Wallace; and perspectives on Wallace

and the 13th century submitted by primary schools. The exhibition was viewed by over 36,300 people.

2.3 Other Engagement Achievements

The SPCB is committed to supporting the Parliament in encouraging and expanding public and stakeholder engagement. A number of developments have been made as part of its Public Engagement Strategy, including:

- The development of a new online petitions system which was made available to the public via the Parliament's web site in June 2012. The system is now fully operational. In total during the period of this report, 58 petitions were lodged and 584 people created accounts on the online petitions system.
- Increased use of social media to widen our reach and increase engagement with stakeholders. As well as corporate channels, there are now eight committees with their own Twitter feeds. Committees have built relationships with stakeholders this way and many continue to communicate with the committee on the channel as a result.
- In October 2012 the Parliament debated the National Gaelic Language Plan 2012-17. In her contribution to the debate, Mary Scanlon MSP confirmed that the Parliament's Gaelic Language Plan, which was introduced in 2008, would be reviewed in early 2013. The revised Plan was approved by Bòrd na Gàidhlig in March 2013 and was announced by the Presiding Officer in May.
- The Education Service continues to offer programmes of visits, workshops and events in order to encourage teaching and learning about the Parliament. Active learning sessions are available at Holyrood and in schools across the whole of Scotland. Sessions were held to support the Parliament Days in Hawick and the Western Isles. Resources are available online and in print; sessions and resources are available in English and Gaelic. 12,707 young people took part in the programme at Holyrood and 492 outreach sessions were delivered in schools across each region.

2.4 Major Events and Exhibitions

Events and exhibitions held either inside the building or in the landscaped area continued to be a key element of encouraging engagement with the Parliament. The SPCB is responsible for approving a programme of major events and exhibitions each year and managing the resources required to support it. Some of the highlights during this period included:

- On 7 and 8 June 2012 representatives of the business community joined MSPs for the 7th Business in Parliament Conference. The event, chaired by the Presiding Officer, which took as its theme "*The importance of entrepreneurship and internationalisation to promote economic growth*" was very well attended with over 200 delegates.

- The World Press Photo 2012 exhibition was on display from 5 to 28 July 2012. It was held in July instead of August for the first time to make way for the William Wallace Letters exhibition, which was consistent with the Scottish history theme of that year's Festival of Politics. In keeping with other Edinburgh festivals and attractions, July traditionally attracts fewer visitors than August so, as expected, visitor numbers for the exhibition were less than in previous years although they did increase the overall figures compared with July 2011. The majority of visitors surveyed (88%) rated the exhibition as excellent or good. Approximately 70% were first-time visitors and nearly 60% had visited specifically to see the exhibition. It is intended that the exhibition will be on show during August in future.
- A number of sculptures by George Wyllie MBE (1921 – 2012) were on display in the Parliament Garden from July until October 2012. To accompany the exhibition, Visitor Services staff developed the Sculpture and Garden Tour which included additional works from the parliament art collection. Visitor feedback was very positive on the content and presentation of these tours, including from the Chair of the Friends of George Wyllie.
- The Presiding Officer chaired the Edinburgh International Culture Summit 2012 which took place on 13 and 14 August. The summit, which was the first event of its type, was attended by representatives of 37 nations from across the world. The Opening Ceremony included contributions from Scots Makar Liz Lochhead and the National Youth Choir of Scotland Girls' Choir. Policy discussion sessions focused upon Cultural Dialogue; Funding; and Technology.
- The Parliament took part in Doors Open Day on 22 September 2012. Over 2,000 visitors enjoyed a free-flow, self-guided tour route through the building and the Garden. The George Wyllie sculptures and Donald Dewar Room were also available to view and were a favourite with visitors on the day.
- On 24 October 2012 over 100 guests including MSPs, veterans, and representatives from the Royal British Legion Scotland attended an event hosted by the Presiding Officer to launch PoppyScotland's Annual Poppy Appeal.
- The Large Hadron Collider Roadshow was exhibited in the Parliament's Main Hall from 1 to 8 February 2013 following a media launch hosted by SPCB member Linda Fabiani MSP. A number of associated events took place which included a Family Day; Café Scientifique; an evening reception hosted by Deputy Presiding Officer John Scott MSP; and a Public Lecture. As requested by the SPCB, the Science and Technology Facilities Council liaised with the Scottish Universities Environmental Research Council on personal invitations for schools to visit the exhibition and for the Director to attend the reception. The school visits programme proved to be very popular.
- The Moving Stories travelling exhibition was displayed at its final venue, Coatbridge College, from 25 February to 28 March 2013 and will now be recycled for use in temporary exhibitions and the permanent Main Hall exhibition.

- On Saturday 9 March 2013 nearly 400 women attended an event in the Debating Chamber to mark International Women's Day. The theme of the event was '*The Influence of Women*'. For the first time as part of the event there was a debate linking into the work of a Parliament Committee: the Equal Opportunities Committee.

2.5 Scotland's Futures Forum

The SPCB created Scotland's Futures Forum in 2005. It is constituted as a Company Limited by Guarantee. The SPCB is the sole "Member" of the company but does appoint a Board of Directors which includes the Presiding Officer, Aileen McLeod MSP, Alex Johnstone MSP and also Siobhan McMahon MSP who replaced John Park who resigned as an MSP in December 2012.

The Forum aims to help Members, along with policy makers, businesses, academics, and the wider community of Scotland, look beyond immediate horizons to some of the challenges and opportunities we will face in the future. Looking beyond the four-year electoral cycle and away from party politics, the forum seeks to stimulate public debate in Scotland, bringing fresh perspectives, ideas and creativity on how we might prepare now for the future.

Highlights over the last year included:

- The launch of a major report on Learning and Skills "*By 2025, Scotland will be regarded as a world-leading learning nation*".
- The successful up-take of an initiative to develop new partnership working arrangements across the public sector on workforce development.
- The launch of a seminar series "*Rethinking Wellbeing*".
- Enhanced Forum support for MSPs and Parliamentary Committees.

SECTION 3 – EFFICIENT AND EFFECTIVE PARLIAMENTARY SERVICE

3.1 Scottish Parliamentary Service

The SPCB reviews and agrees a [Strategic Plan](#), [Organisational Performance Framework \(OPF\)](#) and risk register for the Scottish Parliamentary Service (SPS) on an annual basis. The Strategic Plan is published and we receive quarterly OPF reports from the Chief Executive (CE) on progress. These are also published as part of the regular CE Reports to the Corporate Body. The summary OPF report for quarter 4 of 2012/13 is included at the end of this section for information.

The number of full-time equivalent staff in post at the end of March 2013 was 430.54 and the staff turnover was 3.7%. The turnover figure includes retirement and normal resignation.

A copy of the [organisation chart](#) is available on the intranet.

3.2 Financial Resources

We have prepared separate [annual accounts](#) for the 2012-13 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 7 October 2013. A summary of the expenditure is set out below.

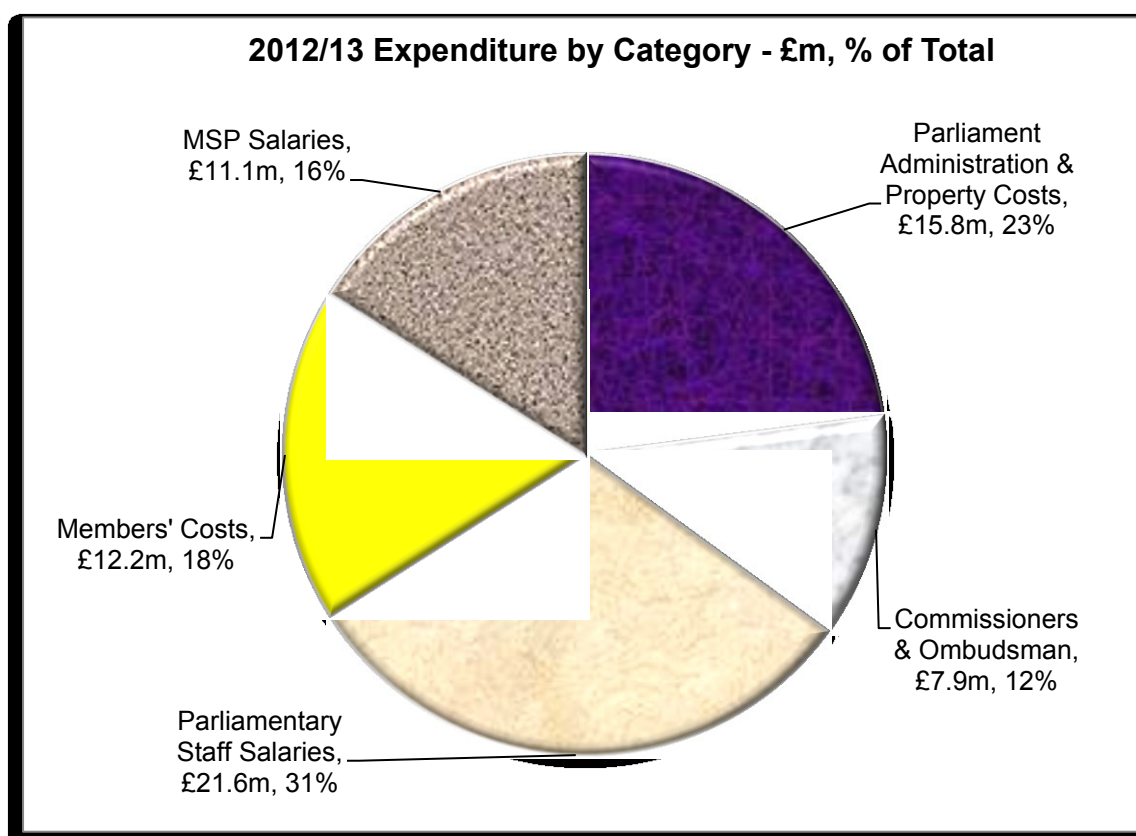
SPCB Expenditure for the 12 Months Ended 31 March 2013

	Actual £m	Budget £m	Variance (note 1) £m
Net Revenue Expenditure (Note 2)	68.6	69.4	0.8
Capital Expenditure (Note 3)	3.7	4.3	0.6
Total Revenue and Capital Expenditure in 2011-12, excluding capital charges and exceptional items	72.3	73.7	1.4
Capital Charges (Note 4)	11.6	13.0	1.4
Total Expenditure in 2011-12, including capital charges and exceptional items	83.9	86.7	2.8

Notes

Note 1: We continue to live within our budget. Our net revenue expenditure on staff, property and administration costs in 2012-13 was £68.6m, £0.8m less than the available budget. Of the £0.8m difference from budget, £0.4m represents lower funding requirements in the year for Commissioners and the Ombudsman, £0.8m lower take up of expenses to budget for members costs and the remaining variance of £0.4m relates to Parliamentary Service costs.

Note 2: Net revenue expenditure of £68.6m in 2012-13 included parliamentary staff salaries of £21.6m and MSP salaries of £11.1m. Members' costs, which enable MSPs to secure staff and accommodation to assist them in the discharge of their parliamentary duties, were £12.2m including £0.4m on financial assistance for registered political parties. A further £7.9m was expended on funding the salaries and running costs of the Commissioners and Ombudsman. The remaining £15.8m relates to the administration and property running costs of the Parliament and is net of £0.7m gross income from shop sales and events.



Note 3: Capital expenditure in 2012-13 of £3.7m comprised £1.2m on IT software, work in development and hardware with £0.2m on equipment and £2.3m on an asset under construction.

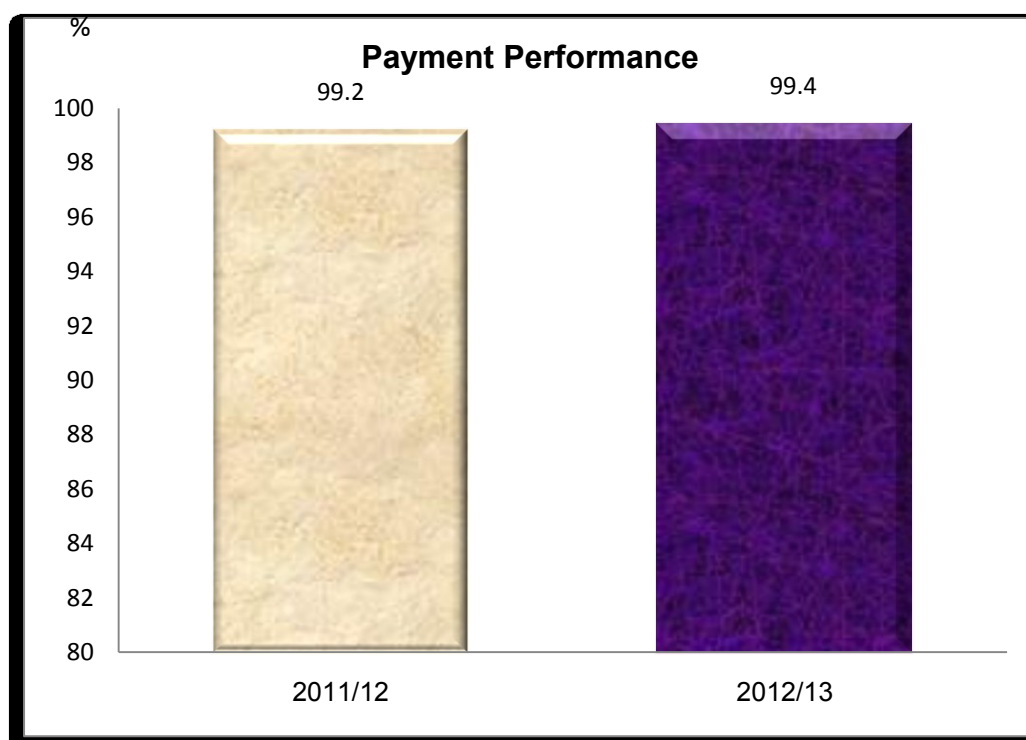
Note 4: Capital charges are required by the Government Financial Reporting Manual to reflect the depreciation in value of assets and other non-cash costs. The charge for depreciation for 2012-13 was £10.3m. Other non-cash items in 2012-13, amounting to £1.3m, include a net charge for pension finance and auditor's remuneration.

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 for the financial year ended 31 March 2013 include costs of £432k under the terms of this Order.

Payment Performance

Our policy is to comply with the Confederation of British Industry's Prompt Payers Code. The target is for payment to be made within agreed payment terms or 30 days of receipt of invoices not in dispute for goods and services received (see table below for performance). Average payment performance achieved for 2012-13 was 99.4% (2011-12 was 99.2%).



Change Management Programme

As previously reported, the SPCB initiated a detailed planning exercise in early 2010 to prepare for the anticipated reduction in public sector finances. The SPCB determined to reduce its budget in line with the percentage reduction in the Scottish Consolidated Fund and it submitted a detailed budget proposal to the Finance Committee in November 2010 setting out plans to deliver a 12% real terms reduction in the SPCB's annual budget by 2014-15. In addition to a freeze on Members' pay and expenses to 2013, key elements of the proposal included:

- a pay freeze for Parliament staff until 31 March 2013, worth £1.0m in real terms, accompanied by a guarantee of no compulsory redundancies over the same period;
- reductions in the overall Parliament staff complement of around 50 staff by 31 March 2013; and

- reductions in Commissioners' and Ombudsman's officeholder budgets in line with overall SPCB savings.

To facilitate this, the SPCB ran a Voluntary Early Retirement/Early Severance Scheme in 2010-11 to deliver the bulk of the agreed staff savings. 34 staff have left the Scottish Parliamentary Service under this scheme and further reductions were achieved through normal staff turnover.

A Change Management Programme was initiated in January 2011 to facilitate the delivery of the agreed savings. By March 2012, this programme of service reviews for the whole organisation – both cross cutting and at office level - had been completed with confirmed savings of £5.9m to be realised by the end of the spending review period.

3.3 Advisory Audit Board

A key responsibility of the Advisory Audit Board (AAB) is the review and scrutiny of the SPCB's annual accounts. Following its work, the AAB recommends the accounts to the SPCB prior to the accounts being signed by the Principal Accountable Officer. In addition to its work on the accounts, the AAB advises the Principal Accountable Officer and the SPCB on the effectiveness of corporate governance, risk management and internal controls by considering reports by the external auditors (Audit Scotland) and commenting on and, where necessary, informing the internal audit approach.

The AAB met three times in the year ended 31 March 2013 to provide guidance and assurance on the SPCB's governance, risk management and internal control arrangements. Following its September 2013 meeting, the AAB recommended that the SPCB formally approve the 2012/13 Annual Accounts, noting the positive conclusion of the work of Audit Scotland and the substantial assurance received from the Head of Internal Audit. The AAB further recommended that the accounts and the governance statement be signed by the Principal Accountable Officer.

There are currently three external members of the AAB - Ian Robertson, Chair; Kevin Sweeney; and Jean Couper CBE. The board also comprises two SPCB members, Linda Fabiani MSP and Liam McArthur MSP.

The SPCB agreed the re-appointment of Mr Ian Robertson as a member and Chair of the Advisory Audit Board up to 30 September 2014.

3.4 Security

Following official advice to improve the security of the Parliament building, the SPCB agreed to award a contract to build an external security facility to provide a safer and more secure environment for screening visitors entering the building.

Work on the new facility began in October and the SPCB receives regular monthly updates on the progress of the project, with regard to cost and contract governance. The project is currently on time and on budget. These reports are published on the [SPCB's web pages](#).

The facility opened in August 2013.

The Security Office carried out a recruitment exercise where two thirds of the successful candidates were female. This assisted in restoring the gender balance of security staff which is necessary in order for us to be able to deliver gender specific personal searches of visitors at the public entrances.

In 2013 we had a small number of large demonstrations which required greater input from the police. In particular a large Scottish Defence League demonstration in tandem with a Unite Against Facism counter demonstration required a sizeable police presence. We continue to work closely with the police to ensure the safety of demonstrators and visitors as well as ensuring that the security of the building is maintained and protected.

3.5 IT Services

Following the award of a new contract for mobile devices and services in November 2012, the SPCB agreed the range and number of mobile devices available to Members.

Further planned updates were made to the software supporting the sound and voting system in the Chamber during the Easter recess. Following the update, the system underwent a thorough test and was found to be functioning well. Tests were also run on hand-held voting consoles and they were found to provide a fast, reliable method of running and recording votes should the main system ever fail. Further investigations on options for securing this business continuity resource are on-going.

3.6 Human Resources

This year has been another successful year for the SPCB in driving forward its commitment to equality. Equality continues to be at the heart of what we do and is firmly embedded into our everyday business. To maintain this level of commitment, the SPCB undertook a wide range of activities to advance equality within the functions it delivered. These activities are captured within the [SPCB Equality Annual Monitoring Report](#) which provides an insight into the work carried out across the parliamentary organisation to advance equality. The report also demonstrates compliance with the General Equality Duty for the SPCB to publish information on how it has progressed on equality. An improvement plan is included in the report and highlights the key areas for improvement and actions to be achieved in the year ahead.

With no staff under the age of 25, the SPCB took the decision to launch its first ever Modern Apprenticeship programme offering two individuals a two year apprenticeship in the Parliament. Initially this will run as a pilot but should it prove to be a success, it will run as an on-going programme. Following an open recruitment campaign, the SPCB welcomed its first two apprentices into post in March 2013. They are working towards an SVQ Level 3 in Business Administration.

The SPCB's Equality Advisory Group as a consultative forum has helped the SPCB to meet its commitment to equality by providing expert advice on how equalities should be reflected within the day to day business. The group, which is made up of a diverse range of external partners, input to a number of committee inquiries, lodged petitions, corporate publications and projects such as the Staff Experience Survey and the External Security Facility.

The 2013 Staff Experience Survey was undertaken at the beginning of the year. The key objective was to measure, and assist in the enhancement of, staff engagement to support the effective delivery of the strategic aims of the organisation. The survey also provided information which would enable compliance with the General Equality Duty under the Equality Act 2010. The SPCB welcomed both the high response rate to the survey and the positive results.

During the year, the SPCB also undertook an equal pay audit to review the existing pay policies and check that the systems in place are fair, just and free from discrimination. This comprised a series of tests to review the pay of men and women, the pay and grading structure and the link between progression, reward and performance. Other protected characteristics of disability and ethnicity, were also included where it was practicable to do so. The audit found no evidence of any bias in respect of race, disability and gender. No hidden barriers were detected in relation to pay, progression and performance and there was strong evidence of a robust framework for pay based on the principles of equal treatment and fairness.

3.7 Facilities Management

Maintenance

- Cladding inspections were commissioned following storm damage to Tower 1 with over 8,500 panels inspected. Follow-up inspections were undertaken by the structural engineer who identified some remedial work which was completed during the Christmas recess.
- Work continued on the roof access system with high level maintenance around the campus continuing, where practical, using alternative access methods such as mobile platforms. Remedial work was completed to the access systems on the grass roofs and these systems have now been commissioned and reinstated.

FM Projects

- Work was undertaken during the summer recess to facilitate the opening of the Queensberry House Lounge on 4 September.
- Digital clocks and screens showing parliamentary business were installed in the Garden Lobby and in P1.02.
- The doors in the Ministerial Tower were added to the site's proximity card system to improve security.

Mail Delivery Schedule

The new mail delivery schedule, approved by the SPCB, commenced successfully on 2 April. The first daily delivery of mail now starts one hour later at 11.00am. This

agreed change of service represents a significant annual cost saving for the SPCB as we no longer pay Royal Mail for the early extraction of the Parliament's mail.

3.8 Environmental Management

This year saw the organisation's achievements continue to reflect the SPCB's commitment to demonstrating best practice in environmental performance and to act sustainably.

The SPCB's environmental policy has been updated in response to a changing legislative landscape and to ensure it is fit for purpose.

The SPCB agreed a Carbon Management Plan in 2010, with a target to reduce carbon emissions by 24% by 2015 from 2005/06 levels, and by 42% by 2020. By the end of March 2013, the 2015 target had been exceeded and has subsequently been increased to 30%. The 2010 plan has also been revised to ensure we achieve our 2020 targets.

Improvements in our environmental performance have been achieved through implementation of the Carbon Management Plan, the RACE (Real Action on Carbon Emissions) programme and the Zero Waste Parliament initiative.

In addition the Parliament continues to be recognised for its achievements and this year reached the finals of the national Climate Week Awards.

Targets	Target	Result
	2012/13	2012/13
Carbon Emissions Reduce carbon emissions from the 2005/2006 total by:	21%	25%
Electricity Reduce electricity consumption from the 2005/2006 total by:	24%	26%
Gas Gas consumption not too exceed:	3,000 MWh	3,039 MWh
Waste Reduce landfill waste from the 2005/2006 total by: Increase recycling rates to:	70% 80%	69% 82%
Paper Reduce total paper consumption from the Session 2 total during Session 4 (2011-2016) by:	35%	33%
Water No target set. Reduction compared to 2011/12	N/A	5%

3.9 Health and Safety

The SPCB operates a health and safety management system (HSMS) to ensure legal compliance and enable continuous improvement of its health and safety performance.

The following key actions were taken during 2012/13:

- A new contractor access and works approval process was introduced, incorporating a training course for contractor sponsors;
- A senior management health and safety briefing covering recent case law and developments in health and safety law was delivered to the Leadership Group;
- Health and safety training was delivered to staff with line management and contract management responsibility as part of an on-going programme of training;
- An internal audit of the HSMS was carried out and the audit recommendations are currently being implemented;
- An internal guidance document, setting out the commitments made by the SPCB to provide a safe and healthy working environment and the joint responsibilities of all occupiers was approved by the SPCB and issued to all Members, the Scottish Government, and Media Tower Occupiers.

3.10 Fire Safety

A five year programme of fire evacuation exercises commenced with a practice exercise for the Debating Chamber and Public Gallery in October 2012 prior to the actual exercise in December. Both went generally well but some learning points were gained that will guide further improvements. These exercises are important in evidencing our compliance with fire safety legislation but more so in testing our systems and procedures in a realistic environment to ensure they are fit for purpose.

In order to reduce unwanted calls (false alarms) to the Fire and Rescue Service some amendments were made to the fire alarm system during October recess. They will now be automatically notified upon activation of our voice alarm to occupants rather than at the time of initial activation, giving time for the cause to be investigated.

3.11 Information Governance

Freedom of Information

The SPCB continues to support openness and accessibility by publishing as much information as possible. Between 1 April 2012 and 31 March 2013 we received 179 freedom of information (FOI) requests, 4 requests for reviews and 2 appeals were made to the Scottish Information Commissioner (OSIC). This compares to 133 FOI requests, 22 requests for review and one appeal to the OSIC in 2011/12.

In 2012 new processes were introduced to streamline FOI reviews and during the first quarter of 2013 robust new request handling and reporting processes were implemented to underpin existing procedures. From April 2013 the SPCB will be required to provide detailed quarterly statistical information to OSIC on FOI compliance.

In May 2012 we adopted the Model Publication Scheme recommended by OSIC which replaced the previous scheme and we continue to publish replies to FOI requests on our disclosure log.

Copyright

The Open Scottish Parliament Licence was implemented in August 2012 together with a new policy on the use of SPCB copyright material. As part of the introduction of the new licence, MSPs were asked for their consent to make their official portrait photographs available in a downloadable format on the Scottish Parliament website.

Data Protection

The SPCB continues to monitor compliance with data protection requirements and to update our processes, guidance and training as appropriate. A framework was developed to strengthen and regularly review existing data protection processes. The key areas are set out below:

- Compliance with the eight data protection principles and codes of practice
- Data protection notification (registration of the types of personal data held by the SPCB and how this is used)
- Security and technical requirements
- Privacy impact assessments
- Responding to data protection subject access requests
- Data protection training and guidance

3.12 Operational Performance Framework

Organisational Performance Framework 2012-13: Quarter 4 Summary

This Quarter
This Year
Trend

Parliamentary Business

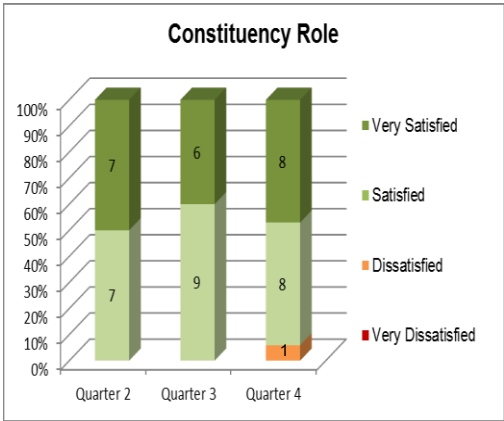
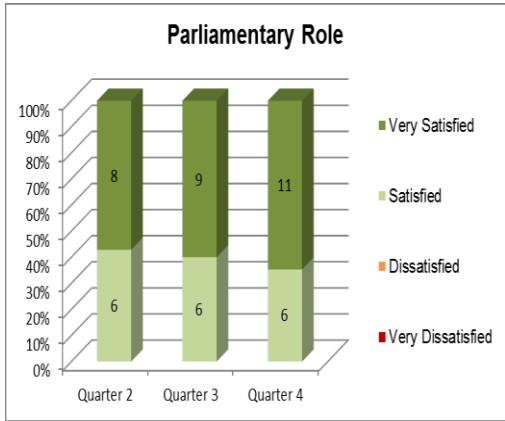
100% parliamentary business takes place as scheduled

100%
100%
↔

Members Feedback

Number of interviews conducted

17
46
↔



Public Engagement

Operational Public Engagement KPIs are on target: participation, openness, reaching out and understanding

✓
✓
↔

The Parliamentary Service

% Outturn against SPCB budget for financial year within target range of 0 - 2.5% under SPCB budget

Efficiency targets delivered as planned

Strategic activities on track

Compliance monitoring report on track

Planned Strategic Risk Management activities on schedule

N/a
3.0%
↑

✓
✓
↔

✓
✓
↔

✓
✓
↔

✓
✓
↔

Key:

RAG Status R A G Increase/No Change/Decrease ↑ ↔ ↓

On Track (Yes/No) ✓ ✗

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