

**Chief Executive's Report to the SPCB
May 2009**

Introduction

This Report covers the months April and May. It is based on the Strategic Plan and broken down into the following delivery areas:

- Parliamentary Business
- Support to Members
- Public Engagement
- Organisational Health

This Report incorporates the quarterly update on progress against the agreed target dates for the corresponding activities and programmes. It also includes a number of related items in which the SPCB may be interested. You may also wish to note that -

- April saw political visits to the Parliament from New Zealand, St Petersburg and Spain, while on 14 May the Presiding Officer welcomed the Ambassadors of Kazakhstan and Azerbaijan.
- For the second year in a row, the National Final of Euroquiz was held at the Scottish Parliament on Monday 11 May. Heats were held across Scotland with the winning teams from each local authority competing at the Final. In addition there were two guest teams one from Germany and one from Ireland. 132 school children took part in the final of the quiz. The audience, which filled the Public Gallery, consisted of 4 guests invited by each school and a number of other guests invited by Scottish European Educational Trust and Standard Life, the sponsors of the event. The participants also attended a session called "Decision Time" run by the Education and Community Partnerships team. This interactive session looked at how the Parliament debates and makes decisions on the issues that matter to young people in Scotland.
- The Parliament Shop exceeded the annual income target by 16%. A new Scottish Parliament Guide Book will be available in June to help visitors learn more during their visits.
- On 12 May the portrait of Dr Winnie Ewing was unveiled outside the Members' Restaurant.




If you have any comments on any aspect of this Report, I would be happy to discuss them with you.

P E GRICE

Clerk/ Chief Executive

Section 1 – Parliamentary Business

Key Outcome: Chamber and Committee business takes place as scheduled and is resilient to disruptions and threats.

Ref	Activity	Target	Highlight Report	Status
1.2	Business Continuity (BC) programme	31-Jan-10	<p>BC Awareness Week has taken place. Recruitment of a BC Manager has commenced.</p> <p>Site agreed for data centre equipment and communication facilities for a Disaster Recovery site</p> <p>A Memorandum of Understanding has been drafted between the Parliament and third parties who have expressed a willingness to provide the Parliament with accommodation for an alternative Chamber.</p>	
1.3	Security Review Programme	31-Mar-10	<p>Generally, satisfactory progress being made with the range of projects. Minor delays require to be managed.</p> <p>Chicane works – substantially complete at end March</p> <p>Turnstiles tenders received and are being evaluated. May slip due to anticipated turnstiles manufacturing period</p> <p>Perimeter protection – CEC approval has been received.</p> <p>Visitor screening facility project governance arrangements and PID being finalised.</p>	
1.4	Review of SPCB Supported Bodies (RSSB)	June 2009	<p>The SPCB submitted additional supplementary evidence to the RSSB Committee on 5 February and again on 5 March 2009. This was followed by a second evidence session with the Committee on 10 March. The Committee heard its final oral evidence at its meeting on 24 March.</p> <p>We understand that the Committee is now considering its findings and is expected to publish its recommendations end May. Depending on the recommendations made we would anticipate work being taken forward by way of a Committee Bill but it is unlikely such a Committee will be established before the summer recess.</p>	


Some of the specific activities which have taken place relating to Parliamentary Business include:

- Public Information continue to deal with questions on parliamentary business. Some of the recent 'hot topics have included:
 - The Damages (Asbestos-related Conditions) (Scotland) Act – questions about the implications of the court of session action and about commencement of the Act's provisions
 - Members' expenses – questions about the things that MSPs can claim for under the Members' Expenses Scheme and questions about the claims made by specific MSPs
 - High hedges – enquiries about the petition on this subject and about existing or planned legislation on this matter
 - The Marine (Scotland) Bill – questions about when it was going to be introduced, how long it will take to go through Parliament and when it will be in force; questions and expressions of concern about the bill's provisions
 - The Scottish Government's consultation 'Achieving smoke-free mental health services' – correspondence from people wishing to contribute to the consultation or to comment on the related e-petition
 - The contract for the provision of falconry services to the SPCB – enquiries about the contract and about the other methods in place for dealing with pigeons.

- A list of Written PQs to the SPCB is attached as Annex A at the end of this report.

Section 2: Support to Members

Key Outcome: The necessary facilities, technology and supported services are provided to enable Members to carry out their parliamentary and representative functions.



Ref	Activity	Target	Report	Status
2.2	Agreed programme of action arising from Survey of Members' Needs in place	TBC	Discussion paper on Members' Needs to be taken at SLT on 4 June.	

Some of the specific activities which have taken place relating to Support to Members include:

- The Presiding Officer led a cross-party delegation of MSPs to the USA and Canada to take part in activities around Scotland Week 2009. During the visit the delegation met with the President of the Québec National Assembly, M. Yvon Vallières and held a series of policy meetings with Québec politicians. The Presiding Officer addressed both the Senate and the House of Representatives in the North Carolina General Assembly, and delegates held a series of policy meetings in Washington D.C. with key players in the debate around renewable energy. The Presiding Officer led the traditional Tartan Day Parade down 6th Avenue in New York alongside Scots actor Alan Cumming.
- The annual Europe Day event hosted by the Parliament with the Presiding Officer hosting a reception on Thursday 7 May and the European and External Relations Committee hosting a seminar on Friday 8 May for a small number of regional parliaments from across Europe to look at how other regional parliaments hold their respective governments to account on European issues. Seven regional parliaments / assemblies from Baden-Wurtemberg, Bavaria, Catalonia, Flanders, Northern Ireland, Saxony-Anhalt and Wales attended.
- The Presiding Officer hosted a reception for MSPs on Wednesday 20 May in the Garden Lobby to celebrate 75 years of the British Council. Throughout the reception, the British Council showcased their work in Scotland through various projects. Participants who have experienced first hand the assistance from the British Council were also present.

Section 3: Public Engagement

Key Outcome: Increased public awareness of the Parliament and engagement with the parliamentary process in Scotland.

Ref	Activity	Target	Report	Status
3.2	New public affairs plan in place	Revised to June 2009	<p>The strategy document and accompanying operational plan is planned to be discussed with SLT on 4 June and then the SPCB on 24 June.</p> <p>Included in this will be work around setting targets and evaluation of the strategy. To inform this work we will commence to explore whether this kind of social attitudinal work might be done in collaboration with other UK parliaments and assemblies.</p> <p>The aim is to establish KPIs on public engagement by January 2010</p>	
3.3	Publication of first annual report on engagement activity	30-Sep-10	Will be subsumed into the implementation of the overall Public Affairs Strategy for the next portfolio update.	
3.4	Information and Web Strategy Programme	31-Aug-10	<p>The scope and nature of the IMS programme have been adjusted in the light of experience and of progress on three major projects. The Committee project has been completed. The OR project is proceeding on target. Phase 1 of the Web project was completed on time: budget is needed to allow phase 2 to proceed.</p> <p>The Technical Architecture stream has been in exception, but a suggested plan to bring it to a successful conclusion is with the Head of BIT for assessment. The IS stream has proceeded well. The Master Data Register has been produced and discussed with office heads. Discussions have been held with individual offices and teams to discuss improvement of data quality and management. These should feed through into individual projects which will help to realise the overall objectives of IMS.</p> <p>Two candidate areas who have pipeline projects that would require IMS advice are already in discussion with the IMS panel and teams. These are the HR change programme and its new system, and the Chamber Desk, which has several databases and data sources that would benefit from an approach of adding information once and sharing it.</p>	

Some of the specific activities which have taken place relating to Public Engagement include:




- First Minister's Question Time is now available on the BBC iPlayer and is available live on BBC Radio Scotland and BBC 2 and a number of community radio channels are also transmitting it. In the past month The Glasgow Herald has asked to take FMQT for its website.
- The use of facilities in Committee Room 1 on Thursdays to help manage demand by the public for tickets for FMQs is working very well. Statistics indicate that 84% of those without tickets, some 109 visitors who would have been unable to view FMQs within the Chamber, were able to do so under the overspill arrangements.
- There has been a significant rise in the number of visitors on Saturdays. This is a reflection of our move to focus more marketing onto Saturdays following the SPCB's decision to close on Sundays.
- The Media Relations Office continued to promote activities in the lead up to the 10th anniversary of the Parliament, including:
 - a double page spread which ran in 2 tabloid newspapers with profiles on staff who help to run Holyrood;
 - wide local media coverage of the Parliament's first travelling exhibition – Moving Stories. 10 People. 10 Experiences. 10 Years of the Scottish Parliament – which was launched in Glasgow in April ;
 - the announcement of Her Majesty The Queen's attendance at the birthday on 1 July; and
 - continued local media assistance to help find 1 July babies and to cover their stories as they come forward.

Plans are progressing to ensure media facilitation and access for the 1 July event.

- As part of the events to mark the 10th Anniversary, the SPCB gave permission for Cockenzie and Port Seton Amateur Radio Club to hold an event at the Parliament on Saturday 16 and Sunday 17 May. The Club set up a radio aerial, then each of them took a turn in communicating with other amateur radio enthusiasts (HAMS) from across the world from the "Holyrood Station". For each person they contacted they sent out a card marking the Parliament's 10th Anniversary. Provision was made for members of the public who were interested to view the event.

Section 4: Organisational Health

Key Outcome: The organisation works efficiently, effectively and progressively towards a shared aim, operating according to principles of sustainable development and in a safe and secure environment.

Ref	Activity	Target	Report	Status
4.2	New risk management strategy and corporate risk register in place	31-Mar-09	The revised corporate risk management strategy was considered by the AAB members as well as SLT and this has now been fully aligned with the Strategic Plan. The draft was circulated along with the Strategic Plan to OMG and the SPCB approved the revised draft on 29 April.	
4.3	Corporate Change Programme	31-Mar-09	Version 2.0 of the strategic plan was approved by the SPCB on 29 April. The new processes and governance for projects went live on 1 st April, The first meetings of SLT and OMG were held on 31 March and 3 April respectively. The leadership development programme is underway. The guidance on conducting reviews has been commented on by the TUS and was discussed by SLT on 6 May along with the draft Internal Communication Strategy and a scoping paper setting out priorities for Phase 2 of the Change Programme	
4.4	HR Change Programme	Apr-11	The new HR Enquiry Service was launched on 5 May. The Clerk/Chief Executive has agreed that the HR system procurement strategy should proceed on the basis of a variant bid, inviting tenders for both an internally and externally hosted system. A revised procurement timetable has been produced and the Programme Board has also agreed to reschedule the realignment project due to an expansion of the project's scope. Although there has been some slippage to both projects as a result, this should not affect the overall programme with the implementation of the new system and final state structure in April 2011. Contract award for the new system is now scheduled for April 2010.	

Finance Report – 2008/09 Full Year Outturn

General Financial Activity

1. This report is to inform SPCB of the full year outturn for 2008-09. The final accounts figures are not expected to vary significantly from this report, but remain subject to adjustment as part of the normal year end accounts process.
2. Draft SPCB accounts will be prepared for 30 June 2009 and the annual audit of the SPCB's 2008-09 accounts by Audit Scotland will commence at that time. The audit fieldwork will last for approximately 8 weeks and will also cover the Members Pension Fund. The SPCPF accounts are due to be drafted by SPPA for 31 July 2009.
3. The project to implement the PECOS purchasing system (EASEbuy) is progressing smoothly and all users are now live. Over £8m of orders have been successfully placed on the new system.
4. Reconciliations have been completed for the current financial year up to Period 12 for all bank accounts and sub ledger control accounts (accounts payable and accounts receivable). The CASE control account has been completed to the end of period 11, along with the Payroll control account reconciliations for the main control and supporting accounts and work is ongoing on the CASE payroll account to bring it up to date. The Britannia Fixed Asset system, which is used to calculate depreciation for the annual accounts, is being updated after the system upgrade and year end accruals are completed.
5. In Period 12, payment performance of 99.7% within terms was achieved, resulting in an overall performance of 97.6% for the year to date. This compares favourably against the target of 95%.
6. As reported previously, we introduced new procedures at the beginning of December 2008 to speed up payment to all SPCB suppliers with the aim to pay within 10 working days. In period 12 we achieved 96% of invoices paid within 10 working days.

Financial Overview (Schedule 1)

7. The SPCB's net revenue expenditure for the year ended March 2009 is reported at £70.9m, which is £0.7m (0.9%) under the approved budget. The comparable variance at March 2008 was £3.6m (5.1%). The expenditure for 2008-09 includes an exceptional item of £1.7m for the Voluntary Early Retirement/Early Severance scheme.
8. The key revenue expenditure variances to date are detailed below in paragraphs 9 to 24. Capital expenditure is considered in paragraph 25.

Revenue Expenditure – 12 Months to 31st March 2009
Parliamentary Service Costs (Schedule 2)

9. The cumulative gross revenue expenditure for the Parliamentary Service, at £41.7m, is £721k (1.7%) under budget. The previous year's expenditure of £38.7m was £1.4m (3.4%) below the equivalent budget.
10. The year to date cost of £22.7m for Staff Pay, including overtime, agency and contractors covering staff posts, remains very close to budget at £54k (0.2%) below the year's budget.
11. As previously reported, the variance of £354k (74.6%) on agency and contractors costs is attributable to vacant posts being temporarily covered by agency and contract staff. It is more than offset by the underspend on Parliamentary staff pay in the business areas affected, and this is consistent with the basis on which the staff pay/agency budgets were set up.
12. Staff related costs of £1,077k are £27k (2.4%) below budget, representing a considerable reduction in the variance of 20.3% reported as at period 11.
13. Property costs of £6.8m for the year are £104k (1.5%) under budget.
14. Running costs of £7.4m for the year are reported as £455k (5.8%) under budget. The major areas of reported underspend are:-
 - Printing (£84k, 8.1%) - Printing budgets were adjusted as a result of the November forecast outturn exercise.
 - Commissioned Research (£24k, 23.3%)
 - Police (£78k, 20.5%)
 - Management Consultancy (£122k, 220.8%) – as previously reported, the year to date net credit of £69k shown against Management Consultancy, is due to the credit note for £77k from Arup in respect of the Chamber Strut incident.
 - Other Costs (£152k, 4.7%) - The largest underspend within this category is in respect of Advisors (£53k).

Events & Projects (Schedules 4 & 5)

15. Events costs, including the Events and Exhibitions Team itself, are reported in Schedule 4. The year to date net expenditure on events totals £197k, £49k (19.7%) under budget.
16. Revenue Projects are analysed in Schedule 5 and show an actual spend of £3,521k for the year against the budget of £3,554k, an under spend on the budget of £33k (0.9%). Some of the expenditure currently recorded against revenue projects is subject to re-analysis as part of the year end adjustments.

Members' Pay and Costs (Schedule 3)

17. Members' costs are detailed on Schedule 3, which shows £21.4m reported costs for the year, £104k (0.5%) below budget. Party Assistance at £523k is exactly on budget for the year end.

Commissioners & Ombudsman Costs (Schedule 3)

18. The SPCB's funding cost for Commissioners and Ombudsman (Officeholders) amounts to £7.1m, which is £642k (8.3%) under budget. The Human Rights Commission shows an underspend of £511k against the original budget and is £111k below the forecast outturn.

19. The central contingency budget for 2008-09 for the Officeholders stands at £92k, following the approved budget transfers of £91.4k in respect of a new case handling system for the Ombudsman and £67.3k in respect of legal costs for the Scottish Information Commissioner.

Central Contingency

20. The Central Contingency fund stands at £235k, following a £400k transfer to revenue projects during period 12.

Forecast Outturn

21. The Forecast Outturn column on the schedules shows the expected full year outturn at the time of the last forecasting exercise in November 2008.

Income (Schedule 3) (Excludes Events)

22. The total income of £977k is £656k above budget. As reported previously, this is principally due to the £625k received from Laing O'Rourke in respect of the Chamber Strut.

23. Shop income of £247k is £37k (17.5%) above the year's budget and is £9k higher than the comparable income position in 2007-08.

24. Income from guided tours of £91k is £18k (16.6%) lower than budget. The reduction in budget reflects the fall in the numbers of visitors taking tours. Income is 31.6% lower than the equivalent income figure last year of £133k.

Capital

25. Total capital spend for the year amounted to £1,780k, £20k (1.1%) below budget. Capital projects are analysed in Schedule 6.

WRITTEN PQs DIRECTLY RELATING TO THE SPCB LODGED BEFORE 28 FEBRUARY AND ANSWERED DURING THE PERIOD 28 FEBRUARY TO 15 MAY 2009

S3W-21547 - Jackie Baillie (Dumbarton) (Lab) (Date Lodged Tuesday, March 03, 2009): To ask the SPCB whether it provides toilets designed to the Changing Places standard and accessible to visitors in the Holyrood complex.

Answered by Alex Johnstone (Thursday, March 12, 2009): The SPCB provides a Changing Places facility which is accessible to all passholders and visitors in the Holyrood complex. In 2007, the SPCB received a national award under the Changing Places Category for Scotland for achieving this standard. It is located in the garden lobby area and visitors can be escorted from the public area if they wish to access the facility.

The parliament's Accessible guide for disabled visitors leaflet provides full details on how to access the facility.

S3W-21728 - Robert Brown (Glasgow) (LD) (Date Lodged Tuesday, March 10, 2009): To ask the SPCB what evidence it took from the bodies concerned or relevant stakeholders before submitting its proposal to the Review of SPCB Supported Bodies Committee to reduce the number of SPCB supported bodies from six to three.

Answered by Tom McCabe (Tuesday, March 17, 2009): Parliament has established the Review of SPCB Supported Bodies Committee to consider and report on whether alterations should be made to the terms and conditions of the office-holders and the structure of the bodies supported by the SPCB; to consider how any proposals for future arrangements should be taken forward, including by way of a Committee Bill, and to make recommendations accordingly.

The SPCB submitted its proposals based on its experiences of dealing with the SPCB supported bodies since the establishment of each of the offices. The SPCB was aware that each of the officeholders would themselves give evidence to the committee.

S3W-21729 - Robert Brown (Glasgow) (LD) (Date Lodged Tuesday, March 10, 2009): To ask the SPCB whether it proposes to carry out a detailed cost-benefit analysis of the potential for saving public funds through the merging of the core administration infrastructure functions of the SPCB supported bodies.

Answered by Tom McCabe (Tuesday, March 17, 2009): The SPCB has proposed, in evidence, to the Review of SPCB Supported Bodies Committee that, should the Committee make recommendations to change the present structural landscape of the SPCB supported bodies, the SPCB will work with the committee and the officeholders to produce detailed cost analysis for any financial memorandum should it be required.

S3W-21730 - Robert Brown (Glasgow) (LD) (Date Lodged Tuesday, March 10, 2009): To ask the SPCB what account it took of the Paris Principles in making recommendations for the reorganisation of the SPCB supported bodies.

Answered by Tom McCabe (Tuesday, March 17, 2009): In its submission to the Review of SPCB Supported Bodies Committee (RSSB Committee) dated 13 January 2009, the SPCB recognised the *Paris Principles* in relation to the independent and budgetary aspects of any national human rights institutions.

In evidence to the RSSB Committee, the SPCB has also drawn attention to the UN Committee on the Rights of the Child General Comment No2 (2002) which post dates the *Paris Principles* and which states:

6. Where resources are limited, consideration must be given to ensuring that the available resources are used most effectively for the promotion and protection of everyone's human rights, including children's, and in this context development of a broad-based NHRI (national human rights institution) that includes a specific focus on children is likely to constitute the best approach. A broad-based NHRI should include within its structure either an identifiable commissioner specifically responsible for children's rights, or a specific section or division responsible for children's rights.

The SPCB considers that the proposal it has submitted to the RSSB Committee for a Rights Body is consistent with this approach. The SPCB has maintained in its evidence that the proposal it has put forward for a Rights Body could strengthen the advocacy role for children's human rights by combining work related specifically to children with other more general human rights work which should provide for a more holistic approach to human rights.

S3W-21731 - Robert Brown (Glasgow) (LD) (Date Lodged Tuesday, March 10, 2009): To ask the SPCB whether it considers that the Parliament's decision to establish a standalone office of the Commissioner for Children and Young People in Scotland to advocate for children and work with them is no longer relevant and, if so, on what basis.

Answered by Tom McCabe (Tuesday, March 17, 2009): The SPCB is not suggesting that the functions of the Commissioner for Children and Young People in Scotland are no longer relevant. In the SPCB's evidence to the RSSB Committee on 10 March 2009 it proposed that, as part of a wider *Rights Body*, legislative changes could be made which would specifically protect the advancement of children's rights.

The motivation for the SPCB proposal for a single *Rights Body* is to simplify the landscape, encourage a cross fertilisation of ideas, provide better value for money in areas such as accommodation, and provide opportunities, in the future, for other specialist areas to be incorporated within the body without setting up new officeholders. The proposal has been submitted in the knowledge that it is a matter for the RSSB Committee to make recommendations to the Parliament based on its consideration of the submissions put forward by the SPCB and others.

S3W-21732 - Robert Brown (Glasgow) (LD) (Date Lodged Tuesday, March 10, 2009): To ask the SPCB what other options for carrying out the functions of the SPCB supported bodies it considered in making recommendations to the Review of SPCB Supported Bodies Committee.

Answered by Tom McCabe (Tuesday, March 17, 2009): In considering options to form the submission to the Review of SPCB Supported Bodies Committee (RSSB Committee) the SPCB considered the following:

A *Complaints Handling and Standards Body* comprising the functions of the existing Scottish Public Services Ombudsman, Scottish Parliamentary Standards Commissioner, Standards Commission for Scotland (including Chief Investigating Officer) and the Commissioner for Public Appointments in Scotland.

A *Rights Body* comprising the functions of the existing Scottish Human Rights Commission and the commissioner for Children and Young People in Scotland.

An *Information Body* comprising the functions of the existing Scottish Information Commissioner.

The above options were submitted to the RSSB Committee as part of the SPCB evidence.

Other options considered were:

A Complaints Handling Body comprising the functions of the existing Scottish Public Services Ombudsman.

A Complaints Handling Body comprising the functions of the existing Scottish Public Services Ombudsman, Scottish Parliamentary Standards Commissioner and the Chief Investigating Officer.

A universal Complaints and Standards of Conduct Body comprising the functions of the existing Scottish Public Services Ombudsman, Scottish Information Commissioner, Scottish Parliamentary Standards Commissioner, Standards Commission for Scotland (including Chief Investigating Officer) and the Commissioner for Public Appointments in Scotland.

A Standards Body comprising the Scottish Parliamentary Standards Commissioner, Standards Commission for Scotland (including Chief Investigating Officer) and the Commissioner for Public Appointments in Scotland.

A Standards Body comprising the functions of the existing Scottish Information Commissioner, Standards Commission for Scotland and the Commissioner for Public Appointments in Scotland.

A Standards Body comprising the functions of the existing Scottish Information Commissioner, Standards Commission for Scotland, the Commissioner for Public Appointments in Scotland, Scottish Human Rights Commission and the Commissioner for Children and Young People in Scotland.

The SPCB was also aware that the Government, as part of the public services reform agenda, was considering giving the Scottish Public Services Ombudsman additional complaints handling functions which would also have formed part of the above options.

S3W-23257 - Murdo Fraser (Mid Scotland and Fife) (Con) (Date Lodged Friday, April 24, 2009): To ask the SPCB for what reason no portrait of Her Majesty The Queen hangs in the Scottish Parliament complex.

Answered by Tricia Marwick (Thursday, May 07, 2009): The Scottish Parliamentary Corporate Body are happy to consider suggestions for new

acquisitions and to refer these to the Art Advisory Group for their advice in this area.

The Scottish Parliament's Art Collection includes two significant pieces which commemorate the Parliament's relationship with The Queen and which were presented to the Scottish Parliament by The Queen.

The Scottish Parliament mace, designed and crafted by Michael Lloyd, is present whenever Parliament is sitting and commemorates the founding of the Scottish Parliament with the words There shall be a Scottish Parliament - The Scotland Act 1998. The mace was presented by The Queen at the opening ceremony on 1 July 1999.

The Honours of Scotland sculpture, commissioned by the Incorporation of Goldsmiths of the City of Edinburgh and made by silversmith Graham Stewart, symbolises the importance of the three honours of the Scotland; the Crown, the Sword and the Sceptre, in the history of the Scottish Parliament. The sculpture was presented by The Queen to mark the opening of the Scottish Parliament building on Saturday 9 October 2004.

S3W-23258 - Murdo Fraser (Mid Scotland and Fife) (Con) (Date Lodged Friday, April 24, 2009): To ask the SPCB what consideration it has given to hanging a portrait of Her Majesty The Queen in the Scottish Parliament complex.

Answered by Tricia Marwick (Thursday, May 07, 2009): I refer the member to the answer to question S3W-23257 on 7 May 2009.

S3W-23334 - Hugh O'Donnell (Central Scotland) (LD) (Date Lodged Tuesday, April 28, 2009): To ask the SPCB what its policy is with regard to the retention of emails sent and received by parliamentary staff and elected members; who has access to these emails, and how this policy was arrived at.

Answered by Alex Johnstone (Friday, May 08, 2009): The SPCB has in place a Records Management Policy, Procedures and Guidance for SPCB Staff. This includes guidance on the retention of emails and was approved by parliamentary officials.

Access to emails requires appropriate permissions to be given by the mailbox user. Mailboxes can be accessed by a limited number of system administrators working in the Business Information Technology Office. Authority is required before this action is taken with consent of the line manager or member being sought.

S3W-23335 - Hugh O'Donnell (Central Scotland) (LD) (Date Lodged Tuesday, April 28, 2009): To ask the SPCB what logs are kept of internet browsing carried out using the service providers within the parliamentary complex and who has access to such logs.

Answered by Alex Johnstone (Friday, May 08, 2009): The Parliament IT systems automatically log the details of internet sites requested by network users. The system logs can be accessed by a limited number of authorised system administrators working in the Business Information Technology Office.

WRITTEN PQs DIRECTLY RELATED TO THE SPCB LODGED DURING THE PERIOD 28 FEBRUARY TO 15 MAY 2009 STILL AWAITING ANSWER

S3W-23636 - Hugh O'Donnell (Central Scotland) (LD) (Date Lodged Wednesday, May 06, 2009): To ask the SPCB whether it has a sinking fund in place in relation to the Parliament estate.

Due for answer Wednesday, May 20, 2009

S3W-23637 - Hugh O'Donnell (Central Scotland) (LD) (Date Lodged Wednesday, May 06, 2009): To ask the SPCB whether it has an asset management plan in place in relation to the Parliament estate and, if so, whether the plan has been examined and approved by relevant bodies, such as Audit Scotland.

Due for answer Wednesday, May 20, 2009

S3W-23996 - Hugh O'Donnell (Central Scotland) (LD) (Date Lodged Thursday, May 14, 2009): To ask the SPCB, further to the answer to question S3W-23335 by Alex Johnstone on 8 May 2009, what criteria are used to assess whether access to user logs is required and who makes this assessment.

Due for answer Monday, June 01, 2009

S3W-23997 - Hugh O'Donnell (Central Scotland) (LD) (Date Lodged Thursday, May 14, 2009): To ask the SPCB, further to the answer to question S3W-23335 by Alex Johnstone on 8 May 2009, how many times access to user logs has been granted and for what reason in each case.

Due for answer Monday, June 01, 2009

WRITTEN PQs DIRECTLY RELATING TO THE SPCB LODGED BEFORE 28 FEBRUARY ANSWERED INN THE PERIOD28 FEBRUARY TO 15 MAY

S3W-20558 - Des McNulty (Clydebank and Milngavie) (Lab) (Date Lodged Wednesday, February 04, 2009): To ask the SPCB, further to the answer to question S3W-12579 by Alex Johnstone on 6 May 2008, whether the scoping exercise on what was involved in setting up a Cycle to Work Scheme has been completed and, if so, whether the SPCB plans to implement this scheme in the near future.

Answered by Alex Johnstone (Tuesday, March 03, 2009): We are currently carrying out some research into what would be involved in setting up a Cycle to Work Scheme. The results of this scoping exercise will be available in April, when a decision will be taken on whether to develop and implement a scheme and, if so, when the resources will be available. In the meantime, the SPCB offers interest free loans of up to £400 to purchase a bicycle.