

**Chief Executive's Report to the SPCB
September and October 2011**

Introduction

This edition of the Chief Executive report covers activity during the months of September and October. This report covers the two months because the October Report was not brought to the SPCB meeting on 26 October as scheduled as a result it is fuller than usual. As in previous editions this report gives me the opportunity to keep you up-to-date with what is going on across the Parliament. It will include information on issues which may have arisen since my last report and also a look ahead to any matters on the horizon.

This report also includes the Period 6 Finance Report for September as well as the schedules for Periods 4 and 5. At Annex A there is an update in relation to the on-going major projects.

In addition to providing an opportunity to review key elements of service delivery since the last report, I would also welcome a discussion with the Corporate Body about supporting Parliamentary Business on 30 November.

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

P E GRICE

Clerk/Chief Executive

SECTION 1 – OVERVIEW OF PARLIAMENTARY ACTIVITIES

Parliamentary Business

- Following the First Minister's statement on the Government's programme of legislation, pre-introduction work is underway and six Bills are timetabled for introduction between October and December.
- Following the difficulties with the sound and voting system in the Chamber on 27 October, the contractor has been working to resolve the software issues. A solution to the problem has been developed and it is planned to install revised software in the chamber on 16 November. Parliamentary officials will then test the new software vigorously over the period of four days before the next planned Chamber business. Business Managers will continue to be updated on the progress of tests and will be invited to observe the new system in operation before it is used for the first time on 23 November, should tests prove that the system is 100% robust.
- NEBU continues to take forward proposals for Members' Bills on a wide range of topics. As part of an ongoing internal review, NEBU is improving its procedures for consultation exercises and is developing new equality impact assessment procedures. A new panel of Bill drafters has been appointed. A third presentation to a party group has been delivered, explaining the service NEBU can provide.
- Arrangements are in hand for a joint Parliamentary-Government Working Group to begin consideration of an approach to parliamentary scrutiny of particular Bills originating from Scottish Law Commission reports. The Commission will be represented on the Group and it is expected to report early in the new year.
- Three Scottish Government Bills have been introduced since the end of October and a further two are scheduled for introduction before the end of November.
- In relation to First Minister's Questions, the *Official Report* has moved to bring forward publication of proceedings to no later than 4pm on Thursdays, a service improvement to Members and the public of around four hours. At the same time, staff are actively implementing a range of recommendations made in the recently completed review of the office. The Official Report has recently appointed two new Reporters to its staff from a field of internal candidates. The appointments are in accordance with the recent review of the office under the Change Management Programme and replaces two of the five individuals who left the organisation at Reporter grade during the most recent VER/ES exercise.
- Committee clerks, among others things, supported cross-cutting scrutiny of Welfare Reform, evidence sessions on the Offensive Behaviour at

Football and Threatening Communications Bill, the Scotland Bill legislative consent memorandum and the draft Budget.

- Community partnership and education teams began work on plans to both review the value for money aspects of service delivery and the effectiveness of the community partnerships programme. The latter work may lead to a proposal to overhaul the way in which the parliament engages with communities.

Events and Exhibitions

- **Moving Stories Travelling Exhibition** was launched at Cumbernauld College's East Dunbartonshire campus by the Presiding Officer on Tuesday 4 October. The launch was attended by members of the College Board, academic staff and students along with representatives of local community based organisations. The exhibition opened at Central Library, Dundee on Wednesday 2 November and will remain on display until Friday 6 January 2012.
- David Stewart, as the Corporate Body member responsible for equality, hosted the **National Black Police Association parliamentary reception** on 4 October 2011 and welcomed over 170 black and minority ethnic police officers to the Parliament. It provided an opportunity for the SPCB to work closely with the Lothian and Borders police in building links with the black and minority ethnic communities in Scotland.
- The Presiding Officer hosted the annual **Poppyscotland Reception** on Wednesday 26 October launching the 2011 Poppy Appeal for Members, veterans, representatives from the Royal British Legion Scotland and other external guests.
- The **Scottish Parliaments Communities Conference**: "Understanding and Influencing Your Parliament" took place on Saturday 29 October. This conference now in its third year is held to 'skill-up' smaller, local groups to help them campaign more effectively, and to increase the opportunities for such groups to have their voice heard at Holyrood.

Forward look

- The **St Andrew's Family Weekend** of events will take place from Friday 25 to Monday 28 November. Families and children will have the opportunity to take part in a range of design and innovation based events inspired by the Design & Democracy Exhibition. On Monday 28 November the Presiding Officer will chair the final of the St Andrew's Day Debate in the Debating Chamber.
- The Presiding Officer will formally open the **Design & Democracy exhibition** at a launch reception on Wednesday 7 December. This is a

partnership exhibition project with four art schools Duncan of Jordanstone College of Art, Edinburgh College of Art, Gray's School of Art and The Glasgow School of Art. As well as showcasing the designs of 16 young designers it will also demonstrate the Parliament's support for Year of Creative Scotland 2012. The original impetus for exhibition was a proposal by the former Art Advisory Group, later developed and approved by the SPCB. Designers selected represent a breadth of design disciplines and are using design to address issues in areas ranging from health and mental well-being, education, designing for people with disabilities, to design with sustainability in mind.

- The **Scottish Parliament Annual Carol Service** will take place on Wednesday 21 December in the Garden Lobby.

Human Resources

- An audit of the building was undertaken on 12th October to look at the accessibility of the Parliament and its services from the perspective of blind and partially sighted people. The feedback from this session will be used to inform future accessibility considerations.
- The first meeting of the Scottish Parliament Equality Advisory group took place on Friday 28th October 2011. The group is made up of a number of internal and external members representing each of the protected groups. For Example, Stonewall, SCVO, Ownership Options, Muslim Women's Resource Centre, Scottish Youth Parliament and the Scottish Disability Equality Forum. The group considered the SPCB's strategic plan and equalities action plan and agreed what priorities they could contribute to effectively over the next two years to support the SPCB in considering equalities in their plans and strategies. It is expected that this group will meet 3 times a year.
- The SPCB's Maternity Mentoring Scheme received a highly commended certificate in the employment project category from the Scottish Mentoring Network at their Annual Recognition Awards on Thursday 3 November 2011. The Scheme which provides support to women returning to work from maternity leave, men on additional paternity leave and both men and women taking adoption leave was recognised as being extremely beneficial in supporting both women and men in returning to work.

Recruitment

- There was only one external recruitment during this period for the post of Media Officer in the Media Relations Office, the remainder of the permanent vacancies were filled internally.

UK and International Relations Office (UKIRO)

- In late September, the Presiding Officer hosted courtesy calls with the new Canadian High Commissioner as well as the Ambassadors of France and Poland.
- Deputy Presiding Officer John Scott MSP led the first cross party delegation this Session to the British Irish Parliamentary Assembly (BIPA) plenary in Brighton, England from 23 to 25 October.
- In early November, the Presiding Officer hosted a courtesy call with the new Croatian Ambassador to the UK.
- A cross-party delegation of Members from the Steering Committee on Climate Change in South African Parliament visited in early November for discussions with MSPs.
- As a result of the Scottish Parliamentary election in May this year, the number of Members paired with their Malawian counterparts was reduced to a group of three. The CPA Scotland Branch Executive Committee has agreed that the Parliamentary Pairing Initiative with Malawi should continue and a lunchtime seminar was organised for Wednesday 2 November for MSPs who wish to participate.
- Due to restrictions placed on official travel by the Malawian Government, the 2 Malawian officials who were participating in this year's CPA Scotland Branch Internship Programme postponed their visit. The visit programme has been re-scheduled and will take place from 21 February to 25 March 2012.
- Margaret McDougall MSP will attend the 22nd Commonwealth Parliamentary Seminar in New Delhi from 25-28 November. This Seminar is about strengthening parliamentary democracy and is specifically designed for new parliamentarians. CPA India and the CPA Secretariat share the costs of hosting the Seminar therefore attendance provides excellent value for money for CPA Scotland Branch as well as a first class development opportunity for a new Member.

SPICe Research

- Since the summer recess, enquiries from MSPs and their staff have continued to run at a high level. Returning MSPs are continuing to use SPICe services, and the level of new MSPs using the services is encouraging. For the remainder of 2011 the Scottish Government budget will remain a primary focus of work in SPICe Research, with other key drivers continuing to include the Scotland Bill, and legislation which is beginning to emerge from the Scottish Government.

- The Enquiries database is now fully deployed and has joined up several areas of the Parliament that handle enquiries. This has created a more efficient approach, ensuring speed, accuracy and consistency of response to Members, media and the public.
- Records management phase 2 concluded with 92% of parliament records reviewed, making more cost-effective use of storage and creating a more consistent approach to records retention throughout the SPS.
- SPICe and the Office of The Scottish Information Commissioner (OSIC) have provided joint training on data protection requirements “Dispelling The Myths of Data Protection” for Members’ staff. Approximately 30 staff have attended the sessions so far and feedback has been very positive.
- SPICe also worked in partnership with the OSIC to provide a drop in surgery for Members and their staff on 2 November to provide expert advice and guidance on freedom of information requirements.

Public Information and Publications

- Public Information and Publications has been managing the Parliament’s Twitter account on a pilot basis since May’s election. An evaluation report of this trial period has now been completed and details the way that Twitter has been used to improve and encourage engagement and communication with the public. The Parliament has acquired more than 2,000 followers within five months. The majority of tweets have linked back to the Parliament’s site, and many of the most popular links have related to information on Members, particularly in the weeks following the election. More than half of all MSPs now have their own personal Twitter accounts, and Members are encouraged to add their Twitter details to their web contact pages and allow them to be listed on the Scottish Parliament Twitter account. Popular re-tweets have included event information and calls for participation.
- Guidance on social media in relation to use of the Corporate Identity has also been issued following a question from a Member about adding Twitter and Facebook addresses to headed notepaper. Guidance was agreed, advising that social media addresses should appear as part of available information below the signature on letters eg. Follow me on Twitter @
- Plans are progressing on changing our current copyright licence to an open parliament licence in line with re-use of public sector information. There are some exceptions however including some aspects of photography broadcasting and the use of the Corporate Identity (often referred to as the Scottish Parliament logo) and further work is being done to clarify the statements and guidance regarding these.
- The final update in the Public Information series will be delivered next week. *‘Scottish Parliament Committees – what are they and what do they*

do?' completes the set of leaflets available for the public. To reduce costs this session, leaflets are being published in compact formats and fewer copies are being printed. Detailed information is available online.

- TWITSP (This Week in the Scottish Parliament) is sent out every Friday to subscribers listing the business programme for the following week. This service is now available as an RSS feed. Using a feed reader, subscribers to the e-bulletin RSS feed will be able to see when the latest bulletin has been produced and will be able to access it without having to visit the website and search for the new content.

Business Information Technology

- Internet Outage on 19 September
During a planned maintenance period undertaken by Cable & Wireless on their network in Edinburgh, issues occurred which resulted in the Parliament experiencing a loss of service on one of the data circuits providing internet services to Parliament network users. BIT staff were not informed of the plan to undertake maintenance and on identifying the issue they took the decision to prioritise service to local offices, email, BlackBerry and website. Unfortunately to ensure continuity of these critical services, internet browsing from within the Parliament network had to be withdrawn. BIT Office kept in contact with C&W throughout the day and kept network users updated on progress until normal service was restored.
- New Telecomms Contract
Staff from the BIT Office and the Procurement Office have recently let a new contract which will see the Parliament consolidate and change suppliers for all our telecoms and data circuits. The transition, happening over two phases, will see the current telephone circuits and data communication circuits at Holyrood move to the new supplier by the end of January 2012. The second phase, which will happen prior to the end of May 2012, will see the current contract used to provide broadband services to local offices, being consolidated in to the new larger telecommunications and data communications contract. The new contract offers several benefits including, a broader range of services and reduced management overhead. In addition, early indications are that savings are in line with those projected by BIT as part of their cost reduction programme.
- IT Services Review
The BIT Office continue to work to improve services offered to Members. The SPARK remote access environment has had several technical updates applied which has greatly reduced the number of disconnections occurring from remote sites. Maintenance has also been undertaken on the email system to improve the search capability and the BlackBerry service was updated on advice from the supplier. This update reduced the issue where emails were being delivered in batches to some of the BlackBerry devices used in the Parliament.

- Website Project

The website project team achieved significant milestone on 12 October with the migration of the Parliament website and intranet to the new website design and infrastructure. Early indicators are that the new website design has been received positively and the main focus of the project team in the immediate future will be to help website users with any transition issues and to begin the closure phase of the project. The new MSP “last 10” feature has proved popular amongst both users and MSPs. The recent motion, tabled by Joan McAlpine MSP, commends the site as a tool to further democratic engagement.

Facilities Management

- Christmas Opening

It is customary to decide on Christmas opening arrangements for a full parliamentary session and to that end the building will be closed to general visitors as follows:

2011-12 closed 23 December to 3 January

2012-13 closed 23 December to 2 January

2013-14 closed 24 December to 2 January

2014-15 closed 24 December to 3 January

These arrangements ensure that staff and other resources are deployed when the demand for visits to the parliament is highest, the Christmas and New Year period being relatively quiet in terms of visits by members of the public.

Full access to the building will be available for pass holders throughout the Christmas and New Year period.

- February Recess closure

As in previous years, the building will be closed to the public during the February recess – 11-19 Feb inclusive. This provides an opportunity to carry out planned maintenance work which could not easily be done at other times of the year. Members and other passholders will still be able to bring visitors/guests into the building during this period although access to some areas may be restricted.

- Carbon Reduction Commitment

To ensure compliance with the Carbon Reduction Commitment (CRC) Energy Efficiency regulations, carbon footprint reports were submitted to the Environment Agency in July 2011. The reports detailed the carbon dioxide equivalent emissions of the Parliament for the financial year 2010/11. Our carbon footprint calculated in accordance with the CRC methodology is 3615 tonnes.

On the 8 November the CRC Performance league table was published by the Environment Agency which ranked participants in the CRC. Positions in the league table were based on whether an organisation had achieved a Carbon Trust equivalent standard and the proportion of its energy monitored by voluntarily installed automated meters. The SPCB had achieved a Carbon Trust equivalent standard (CEMARS) and installed metering of our gas supplies. These measures contributed to achieving 68% of the available league table credits and a position in the top 20 per cent of the ranking; 246 out of 1301 participating organisations.

- Zero Waste Parliament

We have agreed to work in conjunction with Zero Waste Scotland to be one of 16 pilot waste reduction zones and aim to achieve the Zero Waste Zone award. To achieve the award we will need to reduce our landfill waste and increase our recycling rates. This will be challenging as we have already reduced landfill waste by 65% and recycle approximately 75% of our waste. To ensure further reductions are achieved we will be establishing recycling hubs in each office. The hubs will include general waste bins and therefore bins will no longer be located next to desks. There is clear evidence from within the Parliament and externally that reducing the frequency of general waste bins and improving easy access to recycling bins reduces landfill waste and increases recycling rates.

This approach has worked successfully for a few years in the Facilities Management and Procurement offices. On 14 November hubs were established on the Ministers floors in the towers and individual desk bins removed. This approach will now be rolled out across the building in consultation with building users. In common with the rest of the building the potential to reduce the number of general waste bins in the MSP Building and improve recycling will be examined. The SPCB will in due course be asked to consider a proposal for the MSP Building.

Earlier this year FM considered options available to relocate the Standards Commission for Scotland from 23 Walker Street, Edinburgh, to The Scottish Parliament building. Following discussions and a site visit to their offices a plan was developed to accommodate this team in rooms T3.21 and T3.22 in Holyrood. The 3 staff moved in on the 26th October.

SPCB Question Time

At the last SPCB Question time held on 28 September SPCB members committed officials to a number of actions; an update is provided below:

- Scottish Living Wage

Whilst accreditation as a Living Wage Employer is well established in London (the Living Wage campaign was launched by the charity London Citizens in 2001) it is not yet established with employers in the rest of the UK. The Living Wage Foundation is however planning to extend the scheme to all UK employers in the near future.

In order to achieve accreditation an employer must ensure that all staff are paid at least the Living Wage of £7.20 per hour (it is £8.30 per hour in London). This includes individuals who work on a regular basis at our premises for a subcontractor, for example, Sodexo staff. It could also include MSPs' staff.

The Procurement Office will evaluate a Scottish Living Wage option for all relevant future procurement exercises and the living wage will also be considered in the yearly reviews of wages for existing contracts. The SPCB operates to a highly regarded responsible purchasing strategy and we are liaising closely with Scottish Government colleagues on new initiatives in this area.

- UK Government Cycle to Work Salary Sacrifice Scheme
There is a scheme currently in operation in the Scottish Government and we are investigating the feasibility of "piggy backing" that scheme. We have confirmed with our payroll provider that a salary sacrifice scheme could be facilitated through the payroll system.

SECTION 2 - FINANCE REPORT

SPCB FINANCE REPORT - Period 6 – September 2011

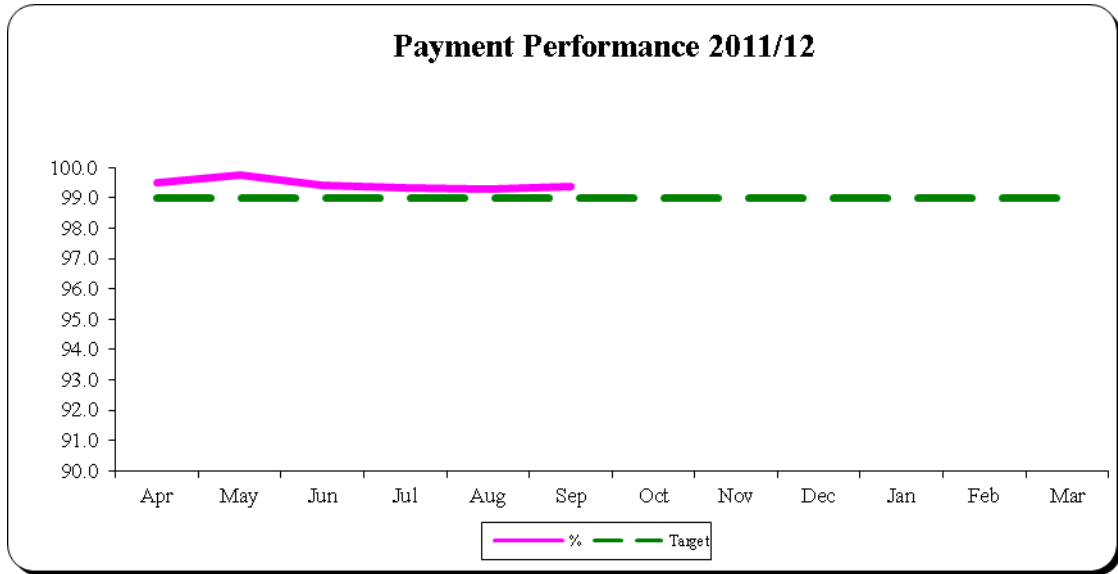
1. This report is to inform SPCB of general financial activity and expenditure trends in 2011-12.

Head of Financial Resources Commentary / Executive Summary

2. The Scottish Parliament's total revenue and capital expenditure for the first six months in 2011-12 of £36.5m represents an under spend against budget of £1.5m (4.0%). This has reduced from last month (£1.7m, 5.1%) but is higher (in percentage terms) than the comparable position in 2010-11 at period 6 of £1.5m (3.5%).
3. As reported last month, we have undertaken an exercise to review the forecast outturn and the allocation of the annual budget for Parliamentary Service costs, including all major project. The results are incorporated in this Finance Report.

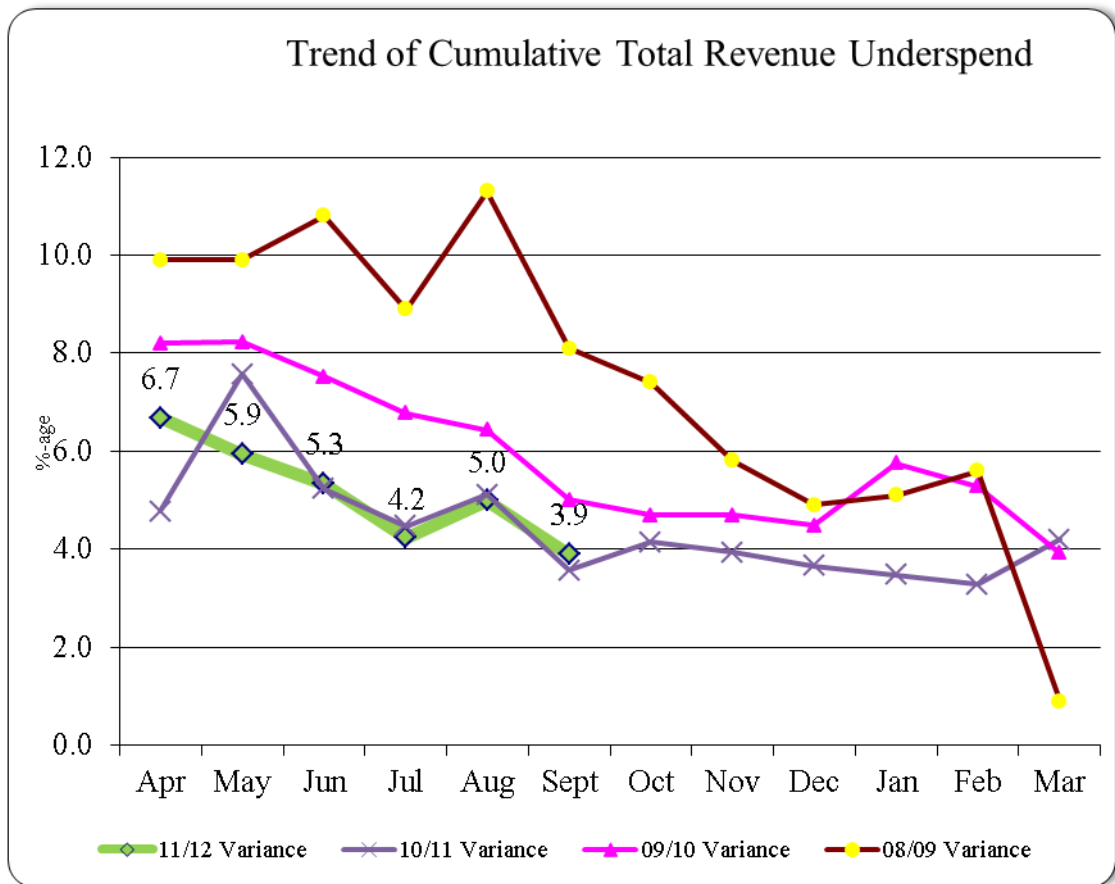
General Financial Activity

4. The SPCB 2010-11 accounts were published on 6 October. The Scottish Parliamentary Contributory Pension Fund accounts were also published on the same date.
5. Bank reconciliations and main control account reconciliations for the current financial year have been completed and reviewed up to period 6 and work is underway on CASE SEAS expenditure and CASE control reconciliations.
6. The Scottish Government (SG) has commenced a project to upgrade the current version of SEAS, the financial accounting system which we use. This will entail a switchover from the current system for the start of the next financial year. We are liaising closely with the SG on the project and the Finance Office will be co-ordinating the Parliament's implementation of the system.
7. Our performance for payment of invoices within contract terms was 99.4% for the year to date, which exceeds our target of 99.0%. Performance for the month of September was above target at 99.8%. Performance for payment within 10 days was 96.1% for the year to date.



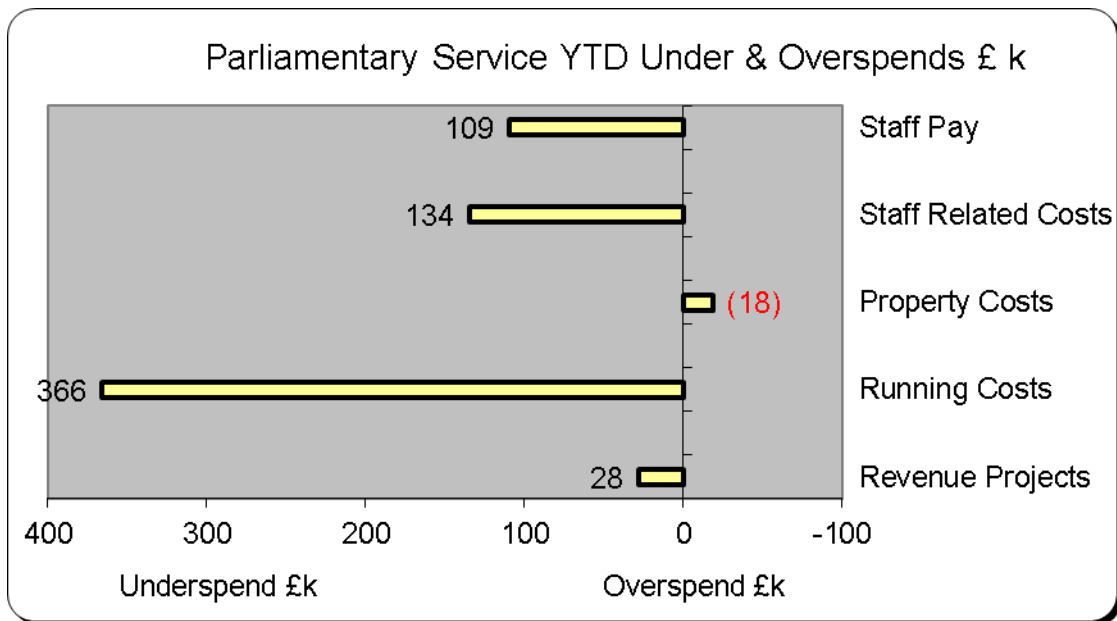
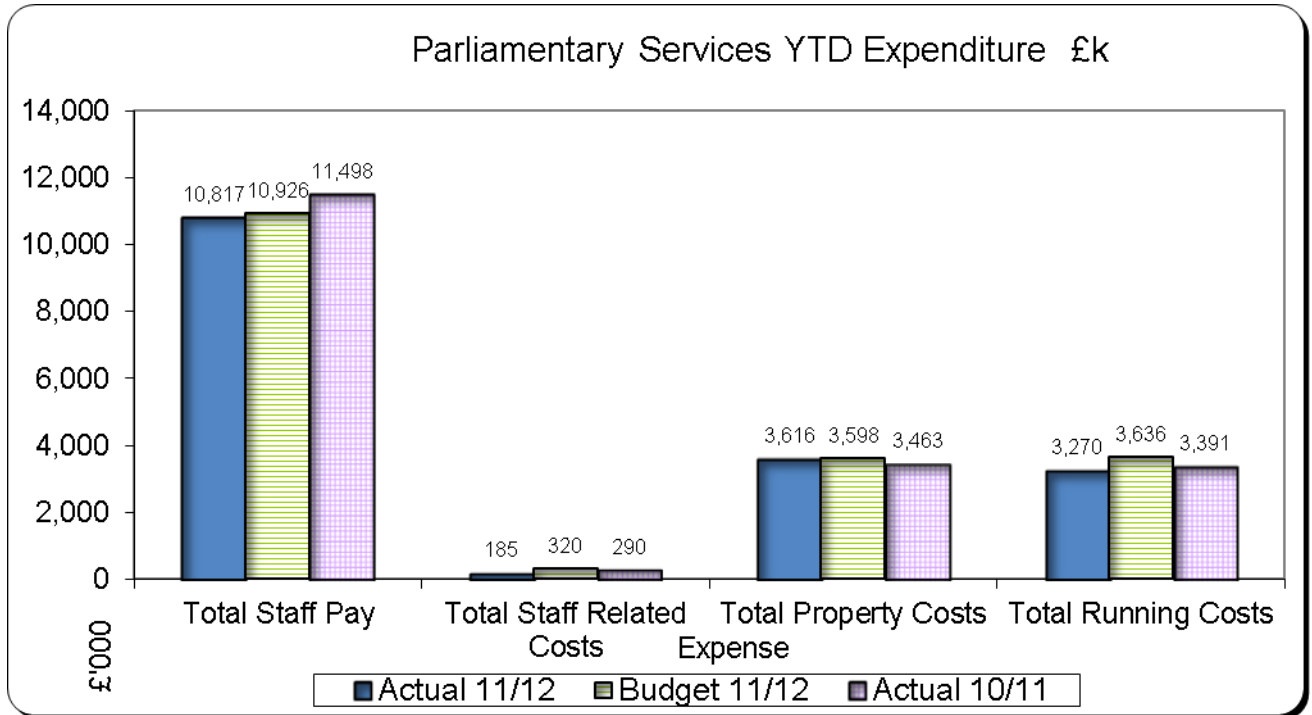
Financial Results

8. The SPCB's net revenue expenditure per Schedule 1 for the six months ended September 2011 is £36.0m, which is £1.5m (3.9%) under the approved revenue budget of £37.5m. The comparable net revenue underspend at September 2010 was £1.3m (3.6%).



Parliamentary Service Costs (Schedule 2)

9. The cumulative gross revenue expenditure for the Parliamentary Service, at £18.3m, is £0.6m (3.3%) under budget. The previous year's expenditure of £19.4m at the equivalent stage was £0.6m (3.0%) below budget. Revenue projects are £28k (5.9%) under budget. An analysis of the current financial year by main category of expenditure is shown in the two charts below.



- Staff pay and staff related costs, which represent over half of Parliamentary Service Costs, are £243k under budget. Within this figure, staff pay at £10.8m is £109k (1.0%) under budget and actual costs are £681k below the comparative position in September 2010. The annual staff pay is budgeted to reduce by £740k between 2010/11 and 2011/12, so we remain on track to reaching this target. Staff related costs of £185k are £134k (42.0%) below budget despite the recent forecasting exercise, with under spends against budget present

- across most expenditure lines but most notably against Travel, Expenses, and Job Related Training.
- Property costs of £3.6m are £18k (0.5%) over budget.
- Running costs of £3.3m are £366k (10.1%) under budget. The main underspends are against Mail Services & Postage (£80k) and Printing (£59k).
- Revenue Projects are analysed in Schedule 3 and show an actual spend of £447k against the budget of £475k, an under spend of £28k (5.9%). Project budgets have been re-phased as part of the reforecasting exercise.

Members' Costs (Schedule 2)

10. Members' costs are analysed in Schedule 2, which shows £14.1m reported costs for the year to date, £0.6m (4.0%) below budget. (The corresponding underspend figures for 2010/11 were £0.6m, 5.4%). Of this underspend, £410k is on Members' Expenses. Party Assistance at £136k is £85k (38.6%) below budget.

Commissioners & Ombudsman Costs (Schedule 2)

11. The SPCB's funding cost for Commissioners and Ombudsman (Officeholders) for the year to date amounts to £3.8m, which is £256k (6.4%) below the phased budget.

Central Contingency

12. The SPCB's central revenue contingency has increased to £328k. This is as a result of a net £228k of budget being returned during the September forecasting exercise.

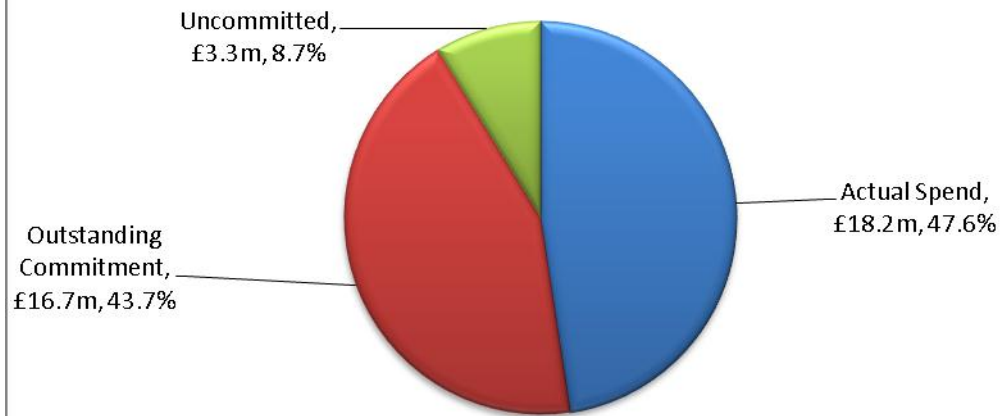
Capital Expenditure (Schedule 3)

13. The capital expenditure programme for 2011-12 of £1.3m currently includes £996k identified against specific projects and £304k of capital contingency. Total expenditure for the year to date is £419k against the budget of £458k, a variance of £38k (8.4%).

Commitment:

14. The Parliamentary Service (including Events and Revenue Projects) has committed 91.3% of its approved annual budget as at the end of September 2011.

PS Committed Funds as at September 2011 : £m,%



Period 4 Schedule 1

		Year to Date				Current	Original
	Actual	Budget	Variance	Variance	Annual	Approved	
	£'000	£'000	£'000	%	£'000	£'000	
Parliamentary Service Costs (Schedule 2)	12,374	12,909	535	4.1	38,718	39,302	
Members' Costs (Schedule 2)	10,205	10,707	502	4.7	26,968	23,984	
Commissioners & Ombudsman Costs (Schedule 2)	2,492	2,552	60	2.4	8,447	8,447	
Sub Total	25,071	26,168	1,097	4.2	74,133	71,333	
Reserves - SPCB Contingency	0	0	0	n/a	100	2,500	
Gross Revenue Expenditure	25,071	26,168	1,097	4.2	74,233	74,233	
Less Income (PS)	(88)	(81)	7	(8.3)	(240)	(240)	
Net Revenue Expenditure	24,982	26,086	1,104	4.2	73,993	73,993	
Capital Expenditure (Schedule 3)	281	295	14	4.8	1,300	1,300	
TOTAL EXPENDITURE	25,263	26,381	1,118	4.2	75,293	75,293	

Period 4 - Schedule 2

	Year-to-date				Current Annual Budget	Original Approved Budget
	Actual	Budget	Variance	Variance		
	£'000	£'000	£'000	%		
Parliamentary Service Costs						
Staff Pay	7,276	7,389	113	1.5	21,970	22,378
Staff Related Costs	91	217	126	58.0	871	916
Property Costs	2,431	2,422	(9)	(0.4)	7,467	7,433
Running Costs	2,313	2,504	191	7.6	7,510	7,675
Parliamentary Service Costs excluding Projects	12,111	12,532	421	3.4	37,818	38,402
Revenue Projects (Schedule 3)	263	377	114	30.3	900	900
Total PS Revenue Costs	12,374	12,909	535	4.1	38,718	39,302
Members' Costs						
MSP & Officeholders' Pay	5,798	5,842	44	0.7	13,203	10,950
MSP Expenses	4,324	4,717	393	8.3	13,322	12,472
Party Assistance	83	148	65	43.9	443	562
Total	10,205	10,707	502	4.7	26,968	23,984
Commissioners & Ombudsman						
Ethical Standards Commission	305	329	24	7.4	852	852
Standards Commission	84	84	0	0.0	252	252
Human Rights Commission	349	346	-3	-0.9	960	960
Scottish Information Commissioner	472	475	3	0.6	1,517	1,517
Public Services Ombudsman	841	877	37	4.2	3,367	3,367
Commissioner for Children	441	441	(1)	(0.1)	1,249	1,249
Reserves - C&O Contingency	0	0	0	n/a	250	250
Total	2,492	2,552	60	2.4	8,447	8,447

Period 4 - Schedule 3

Revenue Projects P40000						Current	Original
						Annual	Approved
						Budget	Budget
Sub Analysis 2	Project Description	YTD Actual	YTD Budget	Variance	Variance	£'000	£'000
						£'000	£'000
SP710110	ITC Security Assessment	0	0	0	n/a	15	15
SP710130	Election 2011 (BIT)	24	30	6	20.4	43	43
SP710135	Election Planning 2011 (FM)	46	150	104	69.4	207	207
SP712025	SPCB Carbon Management Plan	6	40	34	86.2	100	100
SP715030	Web Development Project	22	0	(22)	n/a	0	0
SP717035	Revenue Change Requests	66	40	(26)	(65.6)	230	230
SP717075	Energy Efficiency	4	0	(4)	n/a	0	0
SP718015-040	Security Projects	95	117	22	18.8	305	305
	Other - Not with a Sub Analysis 2 Code	0	0	0	n/a	0	0
Total Revenue Projects		263	377	114	30.3	900	900
Capital Projects P50000						Current	Original
						Annual	Approved
						Budget	Budget
Sub Analysis 2	Project Description	YTD Actual	YTD Budget	Variance	Variance	£'000	£'000
						£'000	£'000
SP810000	Unallocated Capital Contingency	0	0	0	n/a	335	0
SP811000	Free Cooling	3	0	(3)	n/a	0	0
SP811011	HR Change Programme - Capital	7	0	(7)	n/a	0	0
SP811015	Electrical Controls Improvement	0	0	0	n/a	50	50
SP812030	Members Expenses Publication System	4	0	(4)	n/a	0	0
SP817005	Portrait of HMTQ 2010	4	0	(4)	n/a	0	0
SP818000	Enhance Desktop Provision	16	23	7	30.1	100	100
SP818002	Server Replacement Programme	(0)	1	1	106.0	110	110
SP818009	Blackberry Refresh	3	6	3	48.3	42	42
SP818013	Laptop Replacement	83	90	7	7.7	140	140
SP818015	Local Office Technical Refresh	(5)	0	5	n/a	0	0
SP818506	Chamber Sound & Voting System	63	73	9	12.9	78	300
SP818705	Election Project 2011 (BIT)	103	102	(1)	(0.5)	300	300
SP818715	Multi Function Devices	0	0	0	n/a	45	45
SP818720	Video Conferencing Enhancement	0	0	0	n/a	0	113
SP818725	Printers & Peripheral Refresh	0	0	0	n/a	100	100
SP819010	Replacement of Catering Equipment	(2)	0	2	n/a	0	0
SP819030	Fire Evacuations Strategy Revisions	1	0	(1)	n/a	0	0
	Other - Not with a Sub Analysis 2 Code	1	0	(1)	n/a	0	0
Total Capital Expenditure Budget		281	295	14	4.8	1,300	1,300

Period 5 - Schedule 1

			Year to Date			Current	Original
	Actual	Budget	Variance	Variance	Annual	Approved	
	£'000	£'000	£'000	%	Budget	Budget	
					£'000	£'000	
Parliamentary Service Costs (Schedule 2)	15,326	16,202	876	5.4	38,718	39,302	
Members' Costs (Schedule 2)	12,286	12,783	497	3.9	26,968	23,984	
Commissioners & Ombudsman Costs (Schedule 2)	3,110	3,340	231	6.9	8,447	8,447	
Sub Total	30,723	32,325	1,603	5.0	74,133	71,333	
Reserves - SPCB Contingency	0	0	0	n/a	100	2,500	
Gross Revenue Expenditure	30,723	32,325	1,603	5.0	74,233	74,233	
Less Income (PS)	(113)	(108)	5	(4.8)	(240)	(240)	
Net Revenue Expenditure	30,610	32,218	1,608	5.0	73,993	73,993	
Capital Expenditure (Schedule 3)	339	382	43	11.2	1,300	1,300	
TOTAL EXPENDITURE	30,949	32,599	1,651	5.1	75,293	75,293	

Period 5 -Schedule 2

	Year-to-date				Current	Original
	Actual	Budget	Variance	Variance	Annual	Approved
	£'000	£'000	£'000	%	Budget	Budget
					£'000	£'000
<u>Parliamentary Service Costs</u>						
Staff Pay	9,012	9,209	196	2.1	21,970	22,378
Staff Related Costs	139	281	142	50.5	871	916
Property Costs	3,024	3,041	17	0.6	7,467	7,433
Running Costs	2,772	3,074	301	9.8	7,510	7,675
Parliamentary Service Costs excluding Projects	14,948	15,605	657	4.2	37,818	38,402
Revenue Projects (Schedule 3)	378	597	219	36.6	900	900
Total PS Revenue Costs	15,326	16,202	876	5.4	38,718	39,302
<u>Members' Costs</u>						
MSP & Officeholders' Pay	6,768	6,809	40	0.6	13,203	10,950
MSP Expenses	5,412	5,790	378	6.5	13,322	12,472
Party Assistance	106	184	78	42.4	443	562
Total	12,286	12,783	497	3.9	26,968	23,984
<u>Commissioners & Ombudsman</u>						
Ethical Standards Commission	343	394	50	12.8	852	852
Standards Commission	103	103	0	0.0	252	252
Human Rights Commission	404	408	4	1.0	960	960
Scottish Information Commissioner	596	604	9	1.4	1,517	1,517
Public Services Ombudsman	1,108	1,277	168	13.2	3,367	3,367
Commissioner for Children	555	554	(1)	(0.1)	1,249	1,249
Reserves - C&O Contingency	0	0	0	n/a	250	250
Total	3,110	3,340	231	6.9	8,447	8,447

Period 5 - Schedule 3

		YTD	YTD			Current	Original
	Revenue Projects P40000	Actual	Budget	Variance	Variance	Annual	Approved
		£'000	£'000	£'000	%	Budget	Budget
Sub Analysis 2	Project Description	£'000	£'000	£'000	%	£'000	£'000
SP710110	ITC Security Assessment	0	10	10	100.0	15	15
SP710130	Election 2011 (BIT)	24	25	1	5.6	43	43
SP710135	Election Planning 2011 (FM)	97	170	73	42.8	207	207
SP712025	SPCB Carbon Management Plan	22	40	18	44.7	100	100
SP715030	Web Development Project	27	0	(27)	n/a	0	0
SP717035	Revenue Change Requests	53	195	142	73.0	230	230
SP717075	Energy Efficiency	4	0	(4)	n/a	0	0
SP718015-040	Security Projects	151	157	6	3.9	305	305
	Total Revenue Projects	378	597	219	36.6	900	900
	Capital Projects P50000	YTD	YTD			Current	Original
		Actual	Budget	Variance	Variance	Annual	Approved
		£'000	£'000	£'000	%	Budget	Budget
Sub Analysis 2	Project Description	£'000	£'000	£'000	%	£'000	£'000
SP810000	Unallocated Capital Contingency	0	0	0	n/a	335	0
SP811000	Free Cooling	7	0	(7)	n/a	0	0
SP811011	HR Change Programme - Capital	7	0	(7)	n/a	0	0
SP811015	Electrical Controls Improvement	0	50	50	100.0	50	50
SP812030	Members Expenses Publication System	4	0	(4)	n/a	0	0
SP817005	Portrait of HMTQ 2010	6	0	(6)	n/a	0	0
SP818000	Enhance Desktop Provision	18	16	(2)	(12.2)	100	100
SP818002	Server Replacement Programme	0	1	1	77.1	110	110
SP818009	Blackberry Refresh	5	8	3	38.8	42	42
SP818013	Laptop Replacement	108	108	0	0.2	140	140
SP818015	Local Office Technical Refresh	(5)	0	5	n/a	0	0
SP818506	Chamber Sound & Voting System	68	78	10	12.3	78	300
SP818705	Election Project 2011 (BIT)	124	121	(3)	(2.8)	300	300
SP818715	Multi Function Devices	0	0	0	n/a	45	45
SP818720	Video Conferencing Enhancement	0	0	0	n/a	0	113
SP818725	Printers & Peripheral Refresh	0	0	0	n/a	100	100
SP819030	Fire Evacuations Strategy Revisions	1	0	(1)	n/a	0	0
	Other - Not with a Sub Analysis 2 Code	(4)	0	4	n/a	0	0
	Total Capital Expenditure Budget	339	382	43	11.2	1,300	1,300

Period 6 – Schedule 1

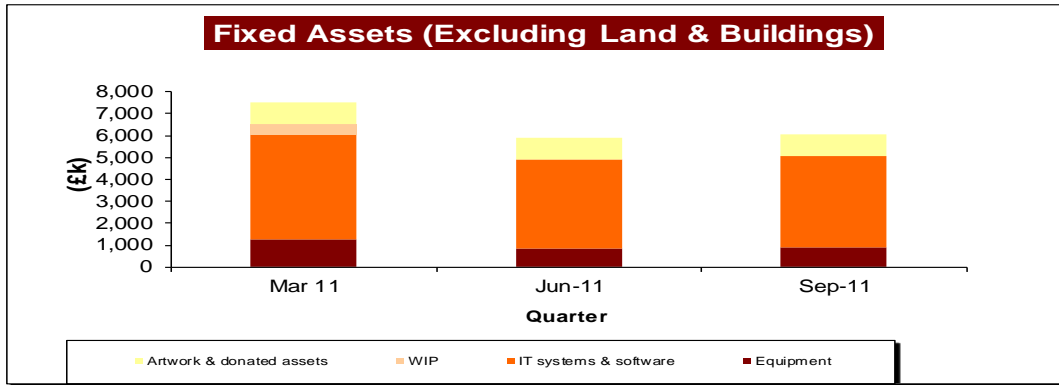
Schedule 1					Current	Original
	Year to Date				Annual	Approved
	Actual	Budget	Variance	Variance	Budget	Budget
	£'000	£'000	£'000	%	£'000	£'000
Parliamentary Service Costs (Schedule 2)	18,336	18,955	619	3.3	38,485	39,302
Members' Costs (Schedule 2)	14,067	14,646	579	4.0	26,968	23,984
Commissioners & Ombudsman Costs (Schedule 2)	3,761	4,017	256	6.4	8,447	8,447
Sub Total	36,164	37,618	1,454	3.9	73,900	71,333
Reserves - SPCB Contingency	0	0	0	n/a	328	2,500
Gross Revenue Expenditure	36,164	37,618	1,454	3.9	74,228	74,233
Less Income (PS)	(135)	(128)	7	(5.4)	(235)	(240)
Net Revenue Expenditure	36,029	37,490	1,461	3.9	73,993	73,993
Capital Expenditure (Schedule 3)	419	458	38	8.4	1,300	1,300
TOTAL EXPENDITURE	36,448	37,947	1,499	4.0	75,293	75,293

Period 6 – Schedule 2

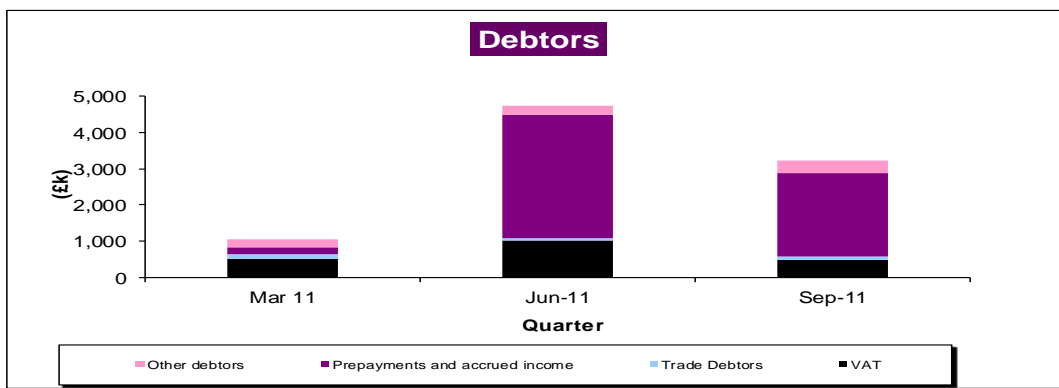
Schedule 2	Year-to-date				Current Annual Budget £'000	Original Approved Budget £'000
	Actual	Budget	Variance	Variance		
	£'000	£'000	£'000	%		
<u>Parliamentary Service Costs</u>						
Staff Pay	10,817	10,926	109	1.0	21,850	22,378
Staff Related Costs	185	320	134	42.0	812	916
Property Costs	3,616	3,598	(18)	(0.5)	7,473	7,433
Running Costs	3,270	3,636	366	10.1	7,388	7,675
Parliamentary Service Costs excluding Projects	17,889	18,480	591	3.2	37,523	38,402
Revenue Projects (Schedule 3)	447	475	28	5.9	962	900
Total PS Revenue Costs	18,336	18,955	619	3.3	38,485	39,302
<u>Members' Costs</u>						
MSP & Officeholders' Pay	7,636	7,720	84	1.1	13,203	10,950
MSP Expenses	6,294	6,705	410	6.1	13,322	12,472
Party Assistance	136	221	85	38.6	443	562
Total	14,067	14,646	579	4.0	26,968	23,984
<u>Commissioners & Ombudsman</u>						
Ethical Standards Commission	408	458	50	10.9	852	852
Standards Commission	130	130	0	0.0	252	252
Human Rights Commission	480	481	2	0.3	960	960
Scottish Information Commissioner	724	727	3	0.4	1,517	1,517
Public Services Ombudsman	1,365	1,566	200	12.8	3,367	3,367
Commissioner for Children	654	655	0	0.0	1,249	1,249
Reserves - C&O Contingency	0	0	0	n/a	250	250
Total	3,761	4,017	256	6.4	8,447	8,447

Period 6 – Schedule 3

Schedule 3						
					Current	Original
Revenue Projects P40000	YTD	YTD			Annual	Approved
	Actual	Budget	Variance	Variance	Budget	Budget
<u>Project Description</u>	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>%</u>	<u>£'000</u>	<u>£'000</u>
ITC Security Assessment	0	10	10	100.0	15	15
Election 2011 (BIT)	25	43	18	41.5	43	43
Election Planning 2011 (FM)	125	125	0	0.3	207	207
Continuity - SPCB Expenses Replacement	1	0	(1)	n/a	0	0
SPCB Carbon Management Plan	1	2	1	30.8	100	100
Web Development Project	36	36	(0)	(0.6)	40	0
Revenue Change Requests	62	62	0	0.6	252	230
Energy Efficiency	4	0	(4)	n/a	0	0
Security Projects	192	197	5	2.3	305	305
Other - Not with a Sub Analysis 2 Code	0	0	0	n/a	0	0
Total Revenue Projects	447	475	28	5.9	962	900
Capital Projects P50000	YTD	YTD			Current	Original
	Actual	Budget	Variance	Variance	Annual	Approved
<u>Project Description</u>	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>%</u>	<u>£'000</u>	<u>£'000</u>
Unallocated Capital Contingency	0	0	0	n/a	304	0
Free Cooling	7	0	(7)	n/a	0	0
Electrical Controls Improvement	0	0	0	n/a	50	50
HR Change Programme - Capital	7	0	(7)	n/a	0	0
CORE Travel & Expenses System	13	13	(0)	(3.1)	26	0
Members Expenses Publication System	4	0	(4)	n/a	0	0
Portrait of HMTQ 2010	6	0	(6)	n/a	0	0
Enhance Desktop Provision	23	45	22	48.7	100	100
Server Replacement Programme	0	1	1	77.1	110	110
Blackberry Refresh	7	8	0	0.4	27	42
Laptop Replacement	112	140	28	20.0	140	140
Local Office Technical Refresh	(5)	0	5	n/a	0	0
Chamber Sound & Voting System	69	78	9	11.0	78	300
Election Project 2011 (BIT)	170	173	3	1.9	300	300
Multi Function Devices	8	0	(8)	n/a	65	45
Video Conferencing Enhancement	0	0	0	n/a	0	113
Printers & Peripheral Refresh	0	0	0	n/a	100	100
Fire Evacuations Strategy Revisions	1	0	(1)	n/a	0	0
Other - Not with a Sub Analysis 2 Code	(4)	0	4	n/a	0	0
Total Capital Expenditure Budget	419	458	38	8.4	1,300	1,300

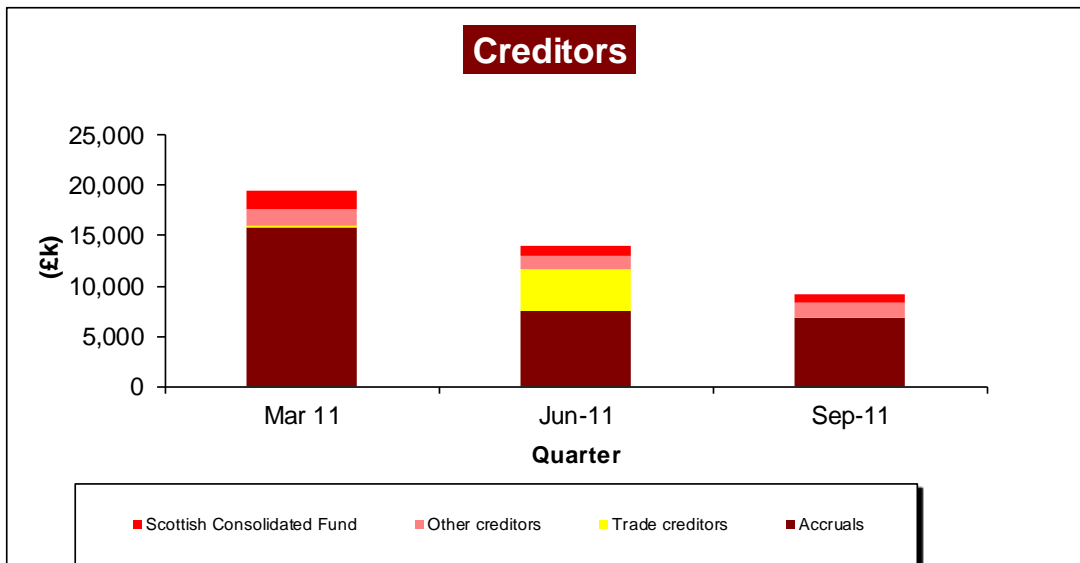
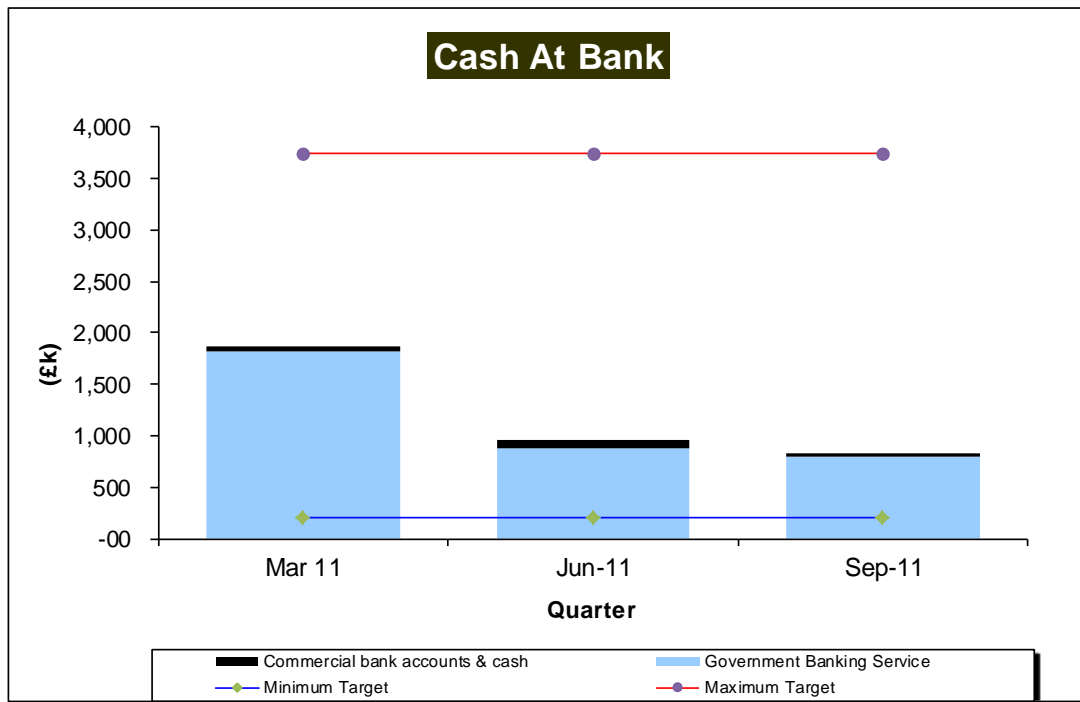


Land & Buildings professionally valued at £306.5m at 31 March 2010.
 The value of the fixed assets has reduced as annual depreciation was not included in the draft March figures.



Note
 Prepayments are higher in June as a result of treatment of annual rates invoice.
 VAT debtor is higher in June 2011 due to returns for two quarters being outstanding at end June (received July 2011).

Schedule 5



Note

Accruals higher at March 2011 due to year end accruals in the annual accounts.
 Trade creditors increased in June 2011 due to inclusion of rates invoice, paid in September.
 SCF creditor reduced as this is the mirror image of the reduced bank balance.

Corporate Portfolio

The Parliament has developed governance processes that are designed to ensure the efficient and effective implementation of projects.

The projects and programmes reported here have been identified as strategically important to the organisation or have a significant impact on Members. Overall Project budgets are agreed annually as part of the overall Parliamentary Budget setting exercise and individual budgets are approved by the Leadership Group.

Project/Programme Updates

Election 2011

FM and BIT completed the changes required to reflect the office moves in the MSP Block at Holyrood

Allowances, FM and BIT have worked as appropriate on the closing of old local offices and opening of new offices. All offices of the 20 former members who did not stand again and the 28 non-returned members have been closed down.

At time of writing, 25 new offices (representing 30 MSPs) have been opened; of the remaining 18 new members, 2 do not intend to open a Local Office at this point, and the remaining 16 have had initial discussions with BIT about opening an office, with the majority of those 11 offices (representing 16 MSPs) having had a site survey; and 23 offices for returning members' offices have been relocated (for 27 members).

Change Management Programme

The programme, which consists of fifteen office reviews, is progressing in line with the overall schedule. 10 reviews have now been completed

- Finance Office
- Central Corporate Support Functions,
- BIT
- Security Office
- MRO
- Procurement & Contract Management
- Official Report
- Clerking
- Facilities Management
- Visitor Services

A further three reviews are underway and the final review is due to start in December. The programme remains on track to deliver the targeted savings.

Web Project

The new Website was launched in October. We have received positive feedback on the change.

E-Petitions Project

If user acceptance testing goes to plan, our aim is to launch the new e-petitions site around mid-December.

IT Infrastructure Programme

Local Office IT

The Business IT Office has invested time improving the remote access system and addressing outstanding actions from the technical refreshes undertaken prior to the election. Good progress has been made on this front and many of the outstanding technical actions have been closed and the Local Office project team have been looking at the approach to refreshing local offices with a view to piloting the new approach in November and restarting the refresh activities in the new year.

Broadcasting Infrastructure Programme

The recently installed sound and voting system experienced an issue recently and Parliament staff have been working with the supplier to address the problem. Interim arrangements were agreed and put in place during November to allow the continued use of the system to support chamber business whilst the suppliers resolve the issue which has affected installations of the system worldwide. Normal service is expected to be resumed by late November after the installation and testing of the fix from the supplier.

Security Review Programme –Proposed New External Security Facility

On Tuesday 15 November, SPCB decided, on the basis of an SPCB paper bringing together all the advice it has received, to proceed to the next stage and decided that the planning application should be made as soon as possible and that the design should be fully developed. The SPCB will decide whether or not to continue to the next stage (construction tender) once the detailed design and planning process is completed.

SPCB Low Carbon Plan

The following targets have been set by the Environmental Steering Group for March 2012 to ensure we remain on course to achieve the targets set for March 2015:

- Reduce the carbon footprint by 18% from the 2005/2006 – On track
- Reduce incoming electricity use by 20% by March 2012 – On track
- Reduce landfill waste by 65% by March 2012 from a baseline of April 05 – We are to run an initiative entitled Zero Waste Parliament to try to ensure we achieve this target. This will involve revising the recycling and waste management arrangement across the building including removing individual waste bins.
- Gas use not to exceed 313,500 kWh – On track.

Chamber Desk Systems

The live production system has been in use since May.

An updated advanced search facility with additional functionality is being tested at present and, if successful, the function is expected to be rolled out to the Parliament's website by the end of November.

A planned pilot of the self-service function has yet to be commenced. Self-service training sessions were run by BIT in September 2011 involving Chamber Desk staff, MSP researchers and Party resource centre staff. Once the new search facility has been deployed, we will move to deploy the self-service pilot thereafter. Self-service is likely to be early in 2012.

HR Programme

The new payroll module continues to operate successfully and the first self-service functionality was implemented in February 2011. The programme to implement additional functionality continues, with the first new processes in relation to MSP staff ready for roll-out in January, with the remaining MSP processes to be rolled out to Members on a rolling programme to the end of March.

Legislation Software

The objective of the project is to undertake a comprehensive examination of the current state of the templates that are used to support the Parliament's scrutiny of legislation, and make recommendations (ranging from minor adjustment to complete replacement) to improve the current situation, minimising the risks associated with any further deterioration.

Networked Print Management Review

Members and their staff have been consulted about the impact and benefits that a change in peripheral strategy may have. This has led to the decision not to implement a shared services strategy for printers in the MSP block and in Ministerial accommodation. Work has now begun to review the business case to establish if implementation in the SPS areas of the Holyrood campus remains viable.