



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of Parliamentary Bureau meeting

04 November 2025

Present:

- Alison Johnstone (Chair)
- Graeme Dey
- Tim Eagle
- Martin Whitfield
- Willie Rennie
- Lorna Slater

Also attended:

- Annabelle Ewing
- Rona Mackay

Apologies:

- Liam McArthur

Officials present:

- David McGill
- Callum Thomson
- Irene Fleming
- Katy Orr
- Mark Brough
- Sigrid Robinson
- Joanna Hardy
- Jason Nairn
- Fran Iwanyckyj
- Jennifer Griffin
- Gail Grant
- Samantha Currie
- Ellen Wright
- Matthew Linden

Agenda item 1 – Previous minutes and matters arising

1. The Bureau agreed the minutes of its meeting on 28 October.

Agenda item 2 – Business Programme

2. The Bureau agreed a revised programme of business for the week beginning 3 November and a programme of business for the weeks beginning 10 and 17 November.
3. Business Managers noted that Members' Business for the week commencing 11 November would be—
 - Tuesday 11 November: Liam Kerr: The Insights of the Report of the Energy Transition Institute at Robert Gordon University, Striking the Balance.
 - Tuesday 11 November: Emma Harper: Supporting People Living with Secondary Breast Cancer in Scotland.
 - Wednesday 12 November: Gordon MacDonald: Vision for New Centre for Sustainable Brewing and Distilling at Heriot-Watt University.
 - Thursday 13 November: Sarah Boyak: Supporting Tourette Scotland and Greater Awareness and Inclusion for People with Tourette Syndrome.

Agenda item 3 – Approval of SSIs

4. Business Managers noted that motions to approve the following instruments would be lodged—
 - The Early Release of Prisoners (Scotland) Regulations 2025

Tim Eagle and Martin Whitfield reserved their parties' position on the instrument.

- The Carer's Assistance (Miscellaneous and Consequential Amendments, Revocation, Transitional and Saving Provisions) (Scotland) Regulations 2025.

Agenda item 4 – Referral of an LCM

5. Business Managers agreed to refer the supplementary LCM on the Sustainable Aviation Fuel Bill to the Net Zero, Energy and Transport Committee as lead committee.

Agenda item 5 – Members' Business Debates

6. Business Managers agreed a process for the re-allocation of the Members' Business debate on 2 March 2026. This would be decided by inviting those MSPs not represented on the Parliamentary Bureau to enter a ballot.

Agenda item 6 – Office of the Clerk

7. Business Managers agreed to propose to the Parliament by motion that the Office of the Clerk be closed on Wednesday 24 (am), Monday 29, Tuesday 30 and Wednesday 31 December 2025.

8. Business Managers noted the consequential deadlines for lodging motions and amendments,

Agenda Item 7 – Campaign Recess and Dissolution

9. Business Managers agreed to lodge motions proposing the recess dates for the pre-election campaign period and the consequent closure of the office of the clerk, arrangements for committee meetings and the deadline for lodging written questions.

Katy Orr
Clerk to the Parliamentary Bureau
November 2025