

Annual report and accounts 2021-22



The Scottish Parliament
Pàrlamaid na h-Alba

Scottish Parliamentary Corporate Body

SG/2022/179
Web only

Contents

Performance Report

Clerk/Chief Executive's introduction 2

Performance overview 7

Performance analysis 15

Accountability Report

Corporate Governance Report

Report of the Corporate Body 25

Statement of the SPCB's and Principal Accountable Officer's
Responsibilities 27

Governance statement 28

Remuneration and Staff Report 34

Parliamentary Accountability and Audit Report

Parliamentary accountability disclosures 48

Independent Auditor's Report 49

Financial Statements

Statement of Comprehensive Net Expenditure 54

Statement of Financial Position 55

Statement of Cash Flows 56

Statement of Changes in Taxpayers' Equity 57

Notes to the accounts 59

Accounts direction 87

Performance Report

Clerk/Chief Executive's introduction

As in every walk of life, this reporting year has again been dominated by Covid. I would like, at the outset, to thank Members and their staff for the patience they have shown with the way parliamentary business has had to be supported and above all else to the extraordinary efforts of the staff of the Parliament for ensuring scrutiny continues and for prioritising the safety of all building users over this period.



As we reach the end of the reporting year a considerable amount of our effort is now being given towards planning for new ways of working as we move back to more normality given that the way that we work has changed irreversibly over the past 2 years.

One of our parliamentary committees is looking at the implications for parliamentary business and how that will be conducted going forward. Also, as an organisation, we need to consider how we set up and use our workspaces. This will include the technologies we need to help us work more flexibly; to further develop our people skills and policies such as flexible working as well as the provision of some of our many services. We will, of course work in collaboration with Members and all staff in moving ahead with this.

This year we entered a new parliamentary session which began with the election of Members and saw the SNP forming the Scottish Government. One of my first and most important duties at the start of each session, along with my colleagues, is to administer the oath or affirmation for each Member which allows them to participate in parliamentary proceedings. Unfortunately, due to the pandemic we were limited in the ways in which we could welcome the families and friends of Members to watch the ceremony. Similarly, for the election of the Presiding Officers we had to adapt our normal proceedings and for the first time we used the Main Hall as an extension of the Chamber for what turned out to be a longer than normal election process. My thanks again go to staff for their steadfast support of the process which resulted in us welcoming the Rt Hon Alison Johnstone MSP as our new Presiding Officer.

Our collective effort in those first few weeks following the election were spent engaging with Members and providing a comprehensive familiarisation and learning programme. We also had to establish parliamentary committees and this session we had the benefit of some excellent forward planning which I believe has resulted in a far better structure of committees and their remits. One example is the addition of public administration to the remit of the Finance Committee which allows it to scrutinise more widely how Scotland is run. We also had the Parliament's first co-operation agreement between the SNP and the Scottish Green Party resulting in a majority Government. We have had to adapt a number of our parliamentary processes accordingly with this agreement.

In September, we launched our new Session 6 Strategic Plan which is available on our website. This includes 4 strategic change objectives. These are significant areas of work required to change and improve how we deliver against our purpose as a Parliament.

- A dynamic, modern parliamentary democracy

Performance Report

- New ways of working
- A culture driven by our values
- Operational excellence

To deliver these objectives we need to be properly resourced and more focused on those areas that allow Members to undertake their duties, especially around parliamentary scrutiny. I am pleased to say that with the full support of the SPCB, our budget for this financial year has been increased considerably to allow us to recruit more staff to support these areas.

One area we have concentrated on more this year has been the training and support offered to Members' staff. We recognise the important role they play especially as they can be the first contact for members of the public engaging with their local representative and we therefore consider it is important that they have the necessary tools to support them. This has, in part, been delivered through changes we have made to the Reimbursement of Members' Expenses Scheme. Other changes to the scheme have provided Members with more flexibility in relation to engaging with constituents.

Sadly, not all our support for Members can be pre-planned and no-one could have foreseen the brutal murder of Sir David Amess MP last October. This tragic incident required us to revisit the security arrangements we offer to all Members and the processes we have now put in place could only have been achieved with the full engagement we received from Members.

This reporting year also saw our involvement with the COP 26 climate summit which took place in Glasgow. In the Parliament, we hosted an international legislator's summit on 5 and 6 November which was a high-profile hybrid event and included keynote speakers including former US Vice President, Al Gore. The events here involved parliamentarians from around the world attending both in person and remotely and they provided an opportunity for our Members to engage in discussions with their counterparts from a wide variety of countries.

Linked to this, as an organisation, much of our focus in this report has been on climate change and what we need to do to meet the targets that have been set. This work will continue throughout the session and there has been a number of discussions with the SPCB about our Climate and Sustainable Development Plan which is available on our website.

In moving forward about the way the Parliament will work, we have sought the views of Members. Unsurprisingly, the stand-out issue was the need to get back to face-to-face interaction, through public access to the building; contact on business days with other Members, Members' staff and SPCB staff; and meetings with constituents. I am delighted to say that we have now started to welcome the public back into the building and it now feels more like a Parliament.

Mr David McGill

David McGill
Clerk/Chief Executive

29 September 2022

Aithisg air Dèanadas

Ro-ràdh a' Chlàirc/Àrd-oifigeir

Mar a bha anns gach slighe-bheatha, tha a' bhliadhna seo air a bhith air a gabhail thairis le Covid. Bu mhath leam aig toiseach gnothaich buidheachas a thoirt do na Buill agus don luchd-obrach aca airson an fhoighidinn a nochd iad leis an dòigh san robh feum taic a chur ri gnothach na Pàrlamaid agus thar a h-uile nì do dh'oidhirpean seach an àbhaist le luchd-obrach na Pàrlamaid gus dearbhadh gun cùm an sgrùdadh a' dol agus airson prìomhachas a thoirt do luchd-cleachdaidh uile an togalaich rè na h-ùine seo.



Agus sinn a' dlùthachadh ri deireadh na bliadhna aithris tha cuid nach beag de na h-oidhirpean againn ga toirt a-nis gus dòighean-obrach ùra a dhealbhadh a rèir mar a ghluais sinn air ais barrachd dhan àbhaist barrachd bho dh'atharraich an dòigh sa bheil sinn ag obair gu bràth thairis air an 2 bhliadhna mu dheireadh.

Tha tè de na comataidhean pàrlamaideach againn a' sealltainn air a' bhuidheachas air gnothach na Pàrlamaid agus mar a thèid sin a dhèanamh san àm air toiseach. Cuideachd, mar bhuidheann, feumaidh sinn beachd a gabhail mar a bhios sinn a' stèidheachadh is a' cleachdadh nan ionadan-obrach againn. Bidh seo a' gabhail a-steach an teicneòlais a bhios a dhìth oirnn, a chuidicheas sinn gus a bhith ag obair nas sùbailte; gus barrachd leasachaidh a dhèanamh air sgilean nan daoine is na poileasaidhean leithid obair shùbailte cho math ri solar feadhainn de na seirbheisean lìonmhor againn. Bidh sinn, gun teagamh, ag obair ann an com-pàirteachas ris na Buill agus an luchd-obrach air fad ann a bhith a' gluasad air adhart le seo.

Am-bliadhna chaidh sinn a-steach ann an seisean ùr den Phàrlamaid a thòisich le taghadh nam Ball agus chruthaich Pàrtaidh Nàiseanta na h-Alba Riaghaltas na h-Alba. Is e aon de na dleastanasan as motha air toiseach agus as cudromaiche agam fhìn aig toiseach gach seisein, còmhla ris na co-obraichean agam, mionn an dearbhaidh a gabhail airson gach Ball a leigeas leotha pàirt a gabhail ann an gnothaichean na Pàrlamaid. Gu mì-fhortanach, ri linn a' ghalair, bha bacadh oirnn sna dòighean sam faodamaid fàilte a chur air teaghlaidhean is caraidean nam Ball a shealltainn air a' chomharrachadh. Cuideachd, airson taghadh nan Oifigearan-riaghlaidh bha againn ris na modhan àbhaisteach againn atharrachadh agus don chiad turas rinn sinn feum den Talla Mhòr mar leudachadh air an t-Seòmar airson modh-taghadh a mhair na b' fhaide na an àbhaist air a' cheann thall.

Tha mi a' toirt mo bhuidheachais a-rithist dhan luchd-obrach a chuir taic sheasmhach ris a' ghnòthach às an tàinig mar thoradh gun do chuir sinn fàilte am Fìor Urramach Alison Johnstone mar an t-Oifigear Riaghlaidh ùr againn.

Chaidh na h-oidhirpean againn còmhla sna seachdainean an toiseach an dèidh an taghadh a chur seachad a' ceangal ri Buill agus a' toirt seachad prògram nach bu bheag de dh'eòlas is de dh'ionnsachadh. Bha againn ri comataidhean pàrlamaideach a stèidheachadh agus an seisean seo fhuair sinn bhuanachd bho dheagh phlanadh air toiseach às an tàinig mar thoradh nam beachd cruth fada nas fheàrr air na comataidhean is na raointean-ùghdarras aca. Aon eisimpleir is e rianachd phoblach air a chur ri raon-ùghdarras Comataidh an Ionmhais, a leigeas leatha sgrùdadh nas fharsainge a dhèanamh air mar a tha Alba ga ruith. Bha a' chiad aonta cho-

Aithisg air Dèanadas

obrachaidh aig a' Phàrlamaid againn cuideachd eadar Pàrtaidh Nàiseanta na h-Alba agus Pàrtaidh Uaine na h-Alba, às an tàinig mar thoradh Riaghaltas mòr-chuid. Bha againn ri feadhainn de na modhan pàrlamaideach againn atharrachadh a rèir na h-aonta seo.

Anns an t-Sultain, chuir sinn air bhog Plana Ro-innleachdail Seisean 6 againn, a tha ri fhaotainn air an làraich-lìn againn. Air seo tha 4 amasan mu atharrachadh ro-innleachdail. Tha iad seo nan raointean-obrach cudromach nach fhuilear atharrachadh is leasachadh a thoirt air mar a tha sinn a' libhrigeadh an adhbhair againn mar Phàrlamaid.

- Deamocrasaidh pàrlamaideach a tha beothail is ùr-nòsach
- Dòighean-obrach ùra
- Cleachdadh a tha stèidhichte air ar cuid luachan
- Sàr-mhathas ann an obrachadh

Gus na h-amasan seo a thoirt seachad bidh feum againn air goireasan mar as còir agus sealltainn barrachd ris na raointean sin a leigeas le Buill an cuid dhleastanasan a ghabhail os làimh, gu h-àraidh mu sgrùdadh pàrlamaideach. Tha mi toilichte a ràdh le taic shlàn bhon SPCB, tha am buidseat againn don bhliadhna-ionmhais seo air leudachadh gu mòr, a leigeas leinn barrachd luchd-obrach fhastadh mar thaic ris na raointean seo.

Is e aon raon air an do chuir sinn barrachd cuideim am-bliadhna an trèanadh is an taic a thathar a' tabhann do luchd-obrach nam Ball. Tha sinn mothachail air an àite chudromach a th' aca, gu sònraichte seach gum faodadh iad a bhith mar a' chiad cheangal do dhaoine ann an conaltradh ris an riochdaire ionadail aca agus tha sinn den bheachd uime sin gu bheil e cudromach gum bi an acfhainn iomchaidh aca gus taic a chur riutha. Thathar air seo, gu ìre, a libhrigeadh tro atharrachaidhean a rinn sinn air Sgeama Ais-phàigheadh Cosgaisean nam Ball. Tha atharrachaidhean eile air an sgeama air barrachd sùbailteachd a thoirt do Bhuill a thaobh ceangal ri luchd-taghaidh.

Rud a tha duilich, cha ghabh taic uile ri Buill dealbhadh ro làimh agus cha bhiodh duine sam bith air murt brùideil an Ridire Dàibhidh Amess BP san Dàmhair ro-aithneachadh. Thug an tachartas truagh seo oirnn sealltainn às ùr air na h-ullachaidhean againn a thaobh tèarainteachd a tha sinn a' tabhann do na Buill uile agus cha bhiodh am modh a tha sinn air cur an gnìomh a-nis air a bhith air thoirt gu buil ach leis a' cheangal là a fhuair sinn bho na Buill.

Sa bhliadhna seo fo aithisg cuideachd bha sinn an sàs ann an co-labhairt COP 26 mu atharrachadh na gnàth-shìde, a chaidh a chumail ann an Glaschu. Anns a' Phàrlamaid, chùm sinn coinneamh reachdairean eadar-nàiseanta air 5 is 6 Samhain a bha na thachartas mòr agus luchd-labhairt cliùiteach, Al Gore, a bha na Iar-cheann-suidhe air na Stàitean Aonaichte, nam measg. Thug na tachartasan an seo a-steach luchd-pàrlamaid bho air feadh an t-saoghail a' frithealadh an dà chuid air an làraich agus aig astar agus thug iad cothrom do na Buill againn dol an sàs ann an deasbaireachd len co-sheòrsaichean à farsaingeachd dhùthchannan.

Ceangailte ri seo, mar bhuidheann, tha mòran den chuideam againn anns an aithisg seo air a bhith air atharrachadh na gnàth-shìde agus na dh'fheumas sinn dèanamh gus na h-amasan a stèidhich sinn a thoirt gu buil. Leanaidh an obair seo air adhart tron t-seisean agus tha caochladh chòmhradhean air a bhith ann leis an SPCB mun Phlana againn air Gnàth-shìde is Leasachadh Seasmhach, a tha ri fhaotainn air an làraich-lìn againn.

Ann a bhith a' gluasad air adhart mun dòigh sam bi a' Phàrlamaid ag obair, tha sinn air beachdan nam Ball iarraidh. Rud nach eil na iongnadh, b' e a' cheist as motha gun fheumar

Aithisg air Dèanadas

faighinn air ais gu ceanglaichean aghaidh-ri-aghaidh, tro chothrom poblach air an togalach, ceanglaichean air làithean-gnothaich ri Buill eile, luchd-obrach Bhall agus luchd-obrach SPCB, agus coinneamhan le luchd-taghaidh. Tha mi riarachta a ràdh gu bheil sinn air tòiseachadh a-nis air fàilte a chur air a' phoball air ais am broinn an togalaich agus tha e a' faireachdainn nas coltaiche ri Pàrlamaid a-nis.

Mr David McGill

Dàibhidh McGill
Clàrc/Àrd-Oifigear

29 September 2022

Performance Report

Performance overview

The performance report is designed to provide an overview of the Scottish Parliamentary Corporate Body and its performance during 2021-22.

About us

Scottish Parliamentary Corporate Body

The Scottish Parliamentary Corporate Body (SPCB) was established in May 1999 under Section 21 of The Scotland Act 1998 (the Act). The SPCB comprises the Presiding Officer and four other members of the Scottish Parliament elected by the Parliament. The SPCB has appointed a Clerk (who is also the Chief Executive) in accordance with Section 20 of the Act, and other staff of the Parliament. As set out in The Scotland Act 1998, funding for the SPCB is payable out of the Scottish Consolidated Fund. The SPCB is independent of the Scottish Government.

The SPCB considers and makes decisions on a wide range of issues to do with the running of the Parliament, allocation of budget, staffing, accommodation and the use and security of facilities at Holyrood.

Information on the membership of SPCB and Leadership Group (LG) is contained within the Report of the Corporate Body on pages 25-26.

What we do

The Parliament exists to represent the people of Scotland by debating issues of national importance, passing legislation and holding the Scottish Government to account.

The SPCB has a duty to provide the Parliament, or ensure the Parliament is provided, with the property, staff and services required for this purpose. The Parliament may also give general or specific directions for the purpose of, or in connection with, the SPCB's functions.

The SPCB provides the infrastructure (including the Holyrood Building), pays the salaries of Members and reimburses the expenses which enable them to undertake their duties both at the Parliament and in their local offices. It provides the facilities and staff (Scottish Parliamentary Service (SPS)) to allow the Parliament and its Committees to meet and to encourage public awareness of and engagement with the parliamentary process.

Our strategy

Our Strategic Plan for Session 6 which is available on our website sets out the strategic priorities for the organisation over the next 5 years, and how our staff will support the Parliament in the successful delivery of its purpose, vision and mission.

Performance Report

Delivering excellence in our parliamentary services ...



Providing Members with high-quality support and resources to allow them to excel in their roles as parliamentarians and representatives



Delivering democratic accountability through effective scrutiny and debate



Encouraging public involvement in our work through welcoming and inclusive facilities and services



Providing the Parliament with efficient, high quality and effective corporate services and governance



Promoting a respectful and inclusive working environment that inspires excellence, where people and performance thrive

Strategic change objectives

We must continue to adapt and change to improve how we deliver the services that our Members and the people of Scotland need. Therefore, we have set out 4 ambitious strategic change objectives:



A dynamic, modern parliamentary democracy

We will develop a modern, dynamic parliamentary democracy through enhancing the scrutiny function of Parliament, including promoting citizen participation, to enable our legislature and its Members to perform their constitutional role. In doing so, we will help strengthen the authority of Parliament and improve its reputation as a relevant and trusted institution.



New ways of working

We will learn from our pandemic response to imaginatively shape the future of how we will adapt and support Members in how they work, create a more diverse, hybrid workforce supported by smarter use of our workspaces and technologies and in so doing embed sustainability and deliver on our ambitious climate change goals.



A values-driven culture

We will develop a culture that brings us together around our vision and values, creating a clear sense of connection, and allowing us to excel in all that we do.

Performance Report



Operational excellence

To excel in our unique role as a parliamentary service, we will ensure our longer-term financial stability by strengthening our financial planning and decision making. We will drive end-to-end efficiency and effectiveness in our structures, systems and processes, and enable flexible deployment of our staff.

Delivery Plan

The Delivery Plan contains the activities that allow us to make the Strategic Plan a reality. It describes in more detail how we aim to meet our priorities and allows us to monitor progress towards them.

During 2021-22, these were delivered through a combination of core service provision and projects. A key component of strong governance arrangements for strategic planning is regular updating and refreshing of implementation plans. The Delivery Plan for 2021-22 was a continuation of the previous years, delivering the final aspects of our strategy in Session 5 and focused on the important work following on from the 2021 Scottish Parliament Elections and the work to ensure robust plans and resources were in place to allow Parliament to continue its functions in light of the Covid emergency. The plan was updated in line with our quarterly performance reporting by Leadership Group in response to prioritisation required due to the Covid pandemic and as we became more certain on the plans for our key change activities. The updates were made in July and September 2021.

Further information on the SPCB's Strategic and Delivery Plans can be found on our website.

The Performance Analysis section includes more detailed information on our key achievements during 2021-22 (pages 15-24).

Principal risks and uncertainties

The SPCB continues to identify and manage the principal risks to our strategic aims, goals and priorities, and the controls and actions that have been designed to mitigate these.

As at 31 March 2022, the Strategic Risk Register included ten high-level risks that may act as barriers to the successful delivery of the aims of the Scottish Parliament should the risk become a reality. Strategic risks are identified from a variety of sources including: Strategic, Delivery and Office Plans; major programmes and projects; and other known and emerging business priorities such as business continuity high impact risks. Each strategic risk is scored in terms of likelihood and impact and is designated as high, medium or low both before (inherent risk) and after (residual risk) the application of internal controls and management actions. For each strategic risk, LG has agreed an 'acceptable' risk score which is the maximum risk exposure, in terms of likelihood and impact, that LG is willing to tolerate for that risk. At 31 March 2022, four of the ten strategic risks exceeded the acceptable risk score set by LG.

These risks are:

- Failure to effectively support parliamentary business
- Significant security breach

Performance Report

- Increasing evidence that the SPS is failing to demonstrate its culture and values
- Significant non-compliance with statutory, regulatory, and/or other organisational requirements.

In each case a series of additional actions have been developed to further mitigate the exposure arising and LG continuously reviews the controls and actions in place to manage these risks to an acceptable level. More information on the SPCB's approach to risk can be found in the Governance Statement on pages 28 to 33.

Indication of likely future developments

A new strategic plan for Session 6 has been developed and was approved by the SPCB in August 2021. We know we must meet the challenge of the climate emergency and potential public sector budgetary pressures in the years to come. We also know that there are opportunities to strengthen the role of Parliament through enhancing scrutiny, including promoting citizen participation in the work of the Parliament.

The response to Covid shows the art of the possible and has raised Members' and staff awareness and expectations around flexible and 'hybrid' working.

Following more detailed planning in 21/22 Leadership group approved a new delivery plan in June 2022. The plan contains both our Key Performance Indicators for delivering excellent parliamentary services as well as the various activities that will begin to deliver on the vision and objectives of the Session 6 strategy.

Sustainable Development

The SPCB is committed to embedding Sustainable Development throughout the organisation and seeks to improve its environmental performance year on year.

The Scottish Parliament's Sustainable Development mission is to meet the Scottish Parliament vision (making a positive difference to the lives of the people in Scotland), through ambition and commitment in our response to the climate emergency, and innovation in Sustainable Development to support our goals as a Parliament.

We will achieve this mission through three interconnected pillars;

1. Climate Change mitigation and adaptation
2. Scrutiny using sustainable development impact assessment
3. Engagement and Embedding Sustainable Development thinking in all of our work

We engage our staff through an employee network on Sustainable Development called the Sustain Network. This group collaborates on climate change issues and other sustainable development initiatives.

The Parliament's Environmental Management System was successfully audited and re-certified to ISO 14001:2015 in February 2022. Further information on environmental management at the Parliament can be found in the Scottish Parliament's website.

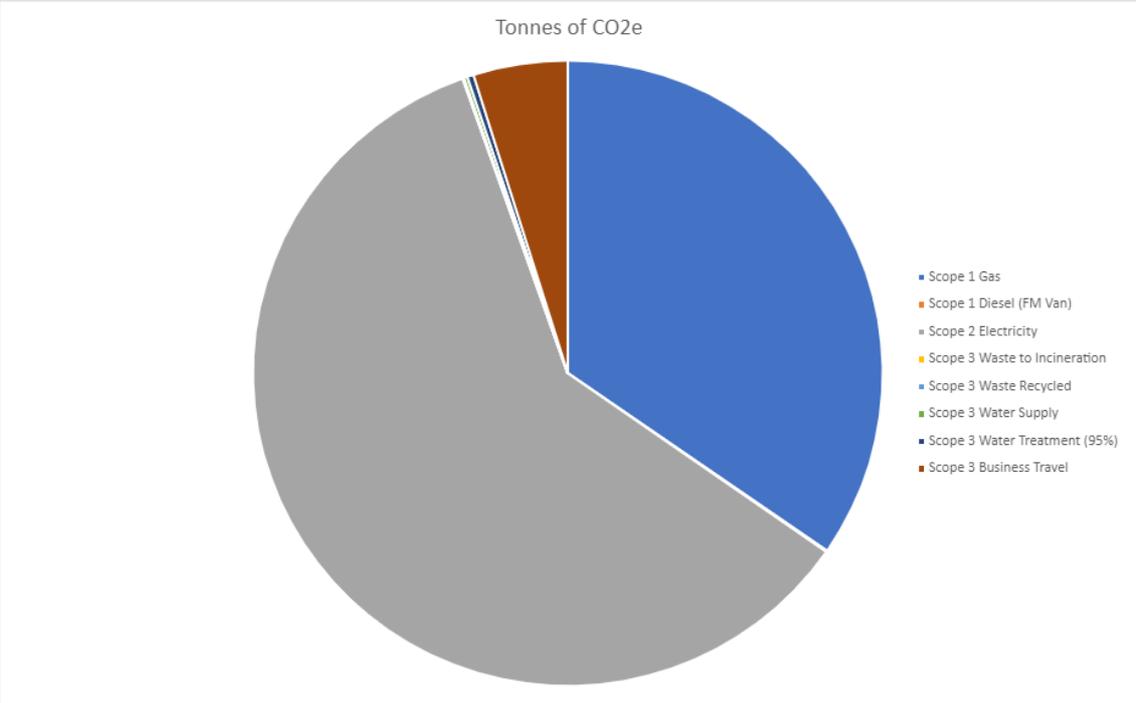
By 2021-22 we reduced our carbon footprint by 69% against our target of a 66% reduction based on 2005-06 emissions by 2026. The changes in our operations implemented to help combat the

Performance Report

Covid pandemic have gone a long way to reducing our carbon footprint in over the last 2 years. We are now considering which of these measures may be beneficial to sustain in the long term as we move to a hybrid working model and what impact this will have for our carbon footprint emissions.

Our carbon footprint is made up from our gas and fleet vehicle (scope 1 emissions), our electricity consumption (scope 2 emissions) and our water use, waste production and business travel (scope 3 emissions). The breakdown of our emissions is shown in the pie chart and table below.

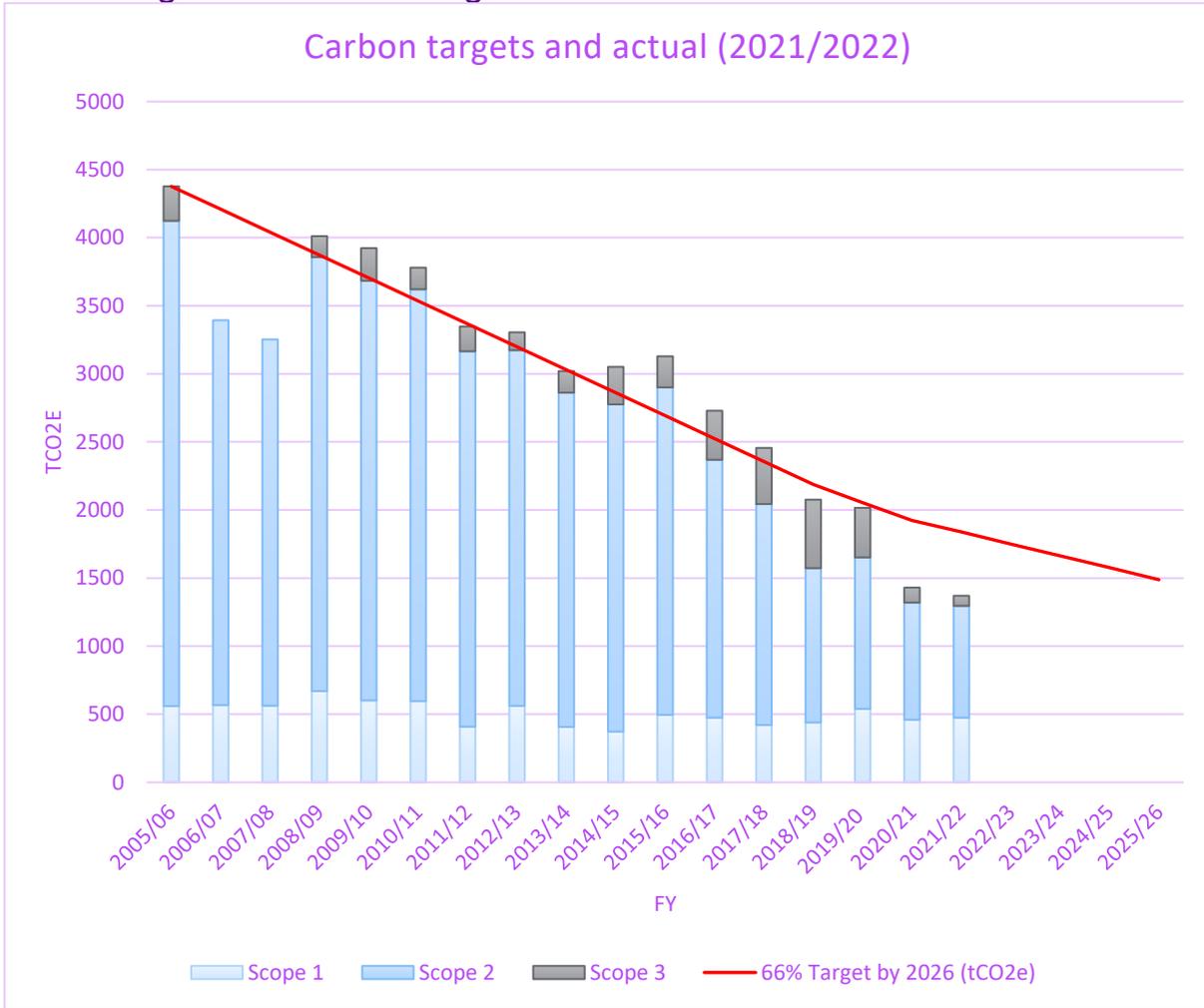
Scope	Emission Source	Tonnes of CO2e	% of Footprint
Scope 1	Gas	474.47	34.61
	Diesel (FM Van)	0.90	0.07
Scope 2	Electricity	821.43	59.91
Scope 3	Waste to Incineration	0.16	0.01
	Waste Recycled	0.68	0.05
	Water Supply	2.57	0.19
	Water Treatment (95%)	4.45	0.32
	Business Travel	66.43	4.85
Total		1371.09	



The below graph shows how our scope 1,2 and 3 emissions have fallen since our baseline year of 2005/06 against our medium-term target of 66% reduction target.

Performance Report

Carbon figures and 66% target line



(In 2006/7 & 2007/08 Scope 3 was not measured.)

Our medium-term target is to reduce emissions by 66% by the end of this Parliamentary session (2025/2026) and we are on track to achieve this.

Responding to the public

The SPCB encourages public awareness and engagement with the parliamentary process. Since Her Majesty the Queen formally opened the Holyrood building on 9 October 2004, over 5 million visits have been made to the Parliament. The numbers for the financial year 2021-22 (6,878) have been impacted by Covid restrictions, with those recorded being witnesses and contractors.

From September 2021, we offered schools the opportunity to have digital education sessions, delivering 125 during the year. Working in schools restarted in March 2022, and we were able to deliver 45 sessions in 22 schools. Due to the pandemic, school visits to Holyrood were restricted to varying degrees, with 26 sessions for 21 schools delivered on site from late October onwards.

In 2021-22 we received 5,598 public enquiries (3,690 2020-21) in all formats (phone, email, letters, texts, live chat and in person).

Performance Report

17 complaints were received in 2021-22 (10 2020-21) and more information on these can be found on our website including outcomes and actions taken.

Followers on social media increased across 2021-22 from the previous year by 7% to 231,000 with the website attracting an average of 5,000 visits daily.

For the year 2020-21 we recorded 240 Freedom of Information Requests and for the year 2021-22 we recorded 238 Freedom of Information Requests. Our disclosure log on our website lists information that we have released in response to FOI requests.

Financial position

Financial overview

In 2021-22 our outturn was £123.9m against a budget of £127.7m. Our financial position and budget management in 2021-22 has continued to be impacted by Covid specifically by:

- Social distancing rules
- IT equipment and FM materials supply chain issues and lead times
- Contractor and staff absence levels due to Covid illness
- Challenges in engaging contractors in specific sectors and general labour shortages
- Delays in staff recruitment
- Less travel and engagement activities

The financial statements are published on pages 54 –86 including a summary of performance against budget in note 2.

Review of financial performance

The following provides a summary from the accounts.

Revenue expenditure	Note	2021-22 (£M)	2020-21 (£M)
SPCB staff salaries	3	32.6	34.1
Travel and expenses, hospitality	5	0.1	0
Other accommodation costs	5	9.3	9.0
Other expenditure	5	8.0	8.3
Funding of Electoral Commission	5	2.6	0
Members' and Parliament	3	15.4	12.8
Officeholders' Salaries			
Members' reimbursement of expenses including financial assistance for registered political parties	5	22.9	17.4
Commissioners and Ombudsman funding	19	12.2	11.5
Operating income	6	(0.1)	0
Non-cash items			
• Depreciation	7,8	11.7	11.2
• Other e.g. pension finance cost (net), auditors remuneration	5	5.7	4.8
Net Operating Cost		120.4	109.1

Performance Report

Capital expenditure		3.4	2.3
Total resource	2	123.8	111.4

SPCB staff salaries in 2021-22 reflect the lower FTE in year where recruitment was either deferred in a number of engagement roles due to Covid restrictions on activities in this area or where there were delays in staff recruitment. SPS salary costs in 2020-21 included a provision of £500k for a specific Exit Scheme and a significant increase in the estimated accrual for the annual/flexi leave entitlement calculation at the end of the year of £545k which was not replicated in 2021-22.

Members salaries in 2021-22 include an element of resettlement grant (£2,335k) for members who stood down or where not returned at the May 2021 Election and severance (£208k) for Ministers and Parliamentary Officeholders.

An updated Members Expenses Scheme was introduced at the start of Session 6 which increased the amount of staff cost provision (SCP) available to members by the equivalent of 1 FTE staff member and represented an increase in costs of £2,644k over SCP expenditure including the associated employers national insurance and pension contribution costs in 2020-21. Costs associated with the Election for members staff winding up costs of £2,335k and office winding up costs of £98k were also incurred in 2021-22.

Capital expenditure in 2021-22 amounted to £3.4m (2020-21 £2.3m) and is disclosed in Notes 7 to the Accounts. The main items of capital expenditure in 2021-22 were the Service yard improvements, IT kit for the election, lift modernisation, establishment of some digital meeting rooms, core network refresh and multi-function devices.

Supplier Payment Policy

The SPCB's policy is to comply with the UK Government's Prompt Payment 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. Average payment performance achieved for 2021-22 was 99.2% (2020-21 99.2%). In 2008-09 a voluntary initiative was introduced to improve payment performance further. Under this initiative we aim to make payment within 10 days of receipt of invoice to the supplier. In 2021-22 SPCB paid 97.5% of its invoices within 10 days (2020-21 97.2%).

Bribery and Corruption

The SPCB has clear code of conduct principles and rules set out and available to all staff on our website. In addition, there is regular review of our internal control processes by Managers and Internal Audit to ensure they are fit for purpose. There were no incidents relating to bribery or corruption during the year.

The SPCB subscribes to the principles outlined in the National Fraud Initiative (NFI). We include data on our staff, Members and Members' staff as part of the NFI exercise.

Performance Report

Performance analysis

In this section of the report, we explain our performance in more detail and highlight our key achievements against our strategic objectives. We demonstrate how we deliver excellence in our parliamentary services through our:

- run the parliament objectives and key performance indicators
- improve the parliament objectives and our progress in responding to and delivering change

Delivering excellence in our parliamentary services...



Providing Members with high-quality support and resources to allow them to excel in their roles as parliamentarians and representatives

Run the Parliament

During 2021-22 we continued to:

- ✓ support Members with high quality research, procedural and other professional advice and services
- ✓ provide Members with the resources and services to fulfil their role, including support for them as employers in Parliament and in their local offices

Key Performance Indicators

Measure	2020-21	2021-22
Members satisfaction with parliamentary services (either satisfied or very satisfied)	-	98%

Due to the ongoing Covid pandemic, LG agreed to continue the suspension of the quarterly Members' feedback interviews throughout 2021-22. The regular interviews are to recommence during 2022-23. In the interim period, in February 2022 our leaders and senior managers interviewed 40 Members to receive feedback on current service delivery and facilities. Overall, Members were either very satisfied or satisfied with service delivery so far this session.

Performance Report

Members' satisfaction with parliamentary services



Note:

- 1 Member provided no response

Improve the Parliament

Progress against strategic objectives

During 2021-22, we continued to:

- ✓ align SPCB services to best meet Members' evolving parliamentary and constituency needs:
 - Implemented the revisions to the Members' Expenses scheme (which also included Staff Cost Provision) and accompanying guidance, and the supporting on-line travel and expenses system to all Members and their staff from the start of Session 6.
- ✓ ensure Members are well supported during the transition to the sixth session of Parliament in 2021:
 - Delivered the Scottish Parliament Election 2021 Programme covering pre- and post-election activities. This included the first days' programme to register and induct the 43 new Members, the first meeting of Parliament in Session 6, continuous professional development activities and supporting Members with closing previous offices and setting up new ones.

Performance Report

In focus

Scottish Parliament Election 2021 Programme

The Session 6 Election Programme was an organisation-wide effort to deliver a successful transition from Session 5 to the new session of the Scottish Parliament. It was essential that all new Members were able to undertake their responsibilities quickly and were equipped with the necessary knowledge and equipment to do so. In addition, we ensured that non-returned and retiring Members were properly supported throughout the process of winding down their offices.

All planning and delivery of the programme was undertaken within the back-drop of Covid. This presented unique, never before encountered challenges. Notwithstanding these challenges, including the setting aside of the traditional dissolution period, all programme deliverables were achieved on time and in a safe manner. This included the induction of new Members, enabling the Parliament to all meet in-person for the Members' oath-taking, the election of the new Presiding Officer and selection of First Minister. Successful delivery was achieved through staff from all SPS offices working together with a great clarity of purpose, organisational pride and tremendous ingenuity in the most trying of circumstances.



Delivering democratic accountability through effective scrutiny and debate

Run the Parliament

During 2021-22 we continued to:

- ✓ deliver clear, authoritative and consistent advice and high-quality services and facilities to ensure parliamentary business was well supported
- ✓ promote constructive inter-parliamentary and Governmental activity through connections and relationships
- ✓ drive effective engagement and participation in the Parliament's work

Key Performance Indicators

Measure	2020-21	2021-22
Parliamentary business takes place as scheduled	99.3%	100%

Performance Report

Improve the Parliament

Progress against strategic objectives

During 2021-22 we continued to:

- ✔ ensure robust plans and resources are in place to allow Parliament to continue its functions in light of the Covid emergency:
 - Following each Scottish Government Covid statement and iteration of guidance and regulations, the Covid Working Group assessed impact on Holyrood and Local Offices. Rapid turnarounds allowed us to maintain safe delivery of business over the course of the pandemic.
 - When restrictions eased, our approach shifted in line with the Scottish Government strategy and public health guidance where some protections were maintained but some previous requirements were shifted to recommendations. This change allowed for the reintroduction of more onsite services, facilities and re-opening to walk-in public access.
 - An internal audit of Covid governance and management provided assurance that our approach was properly designed and operated effectively to support decision making over the course of the “incident” phase of the pandemic.

- ✔ ensure robust plans and resources are in place to enable the Parliament to scrutinise and respond to the impact of the UK’s withdrawal from the EU and any other constitutional change:
 - The Constitutional Issues Board focused on the challenges for Parliamentary scrutiny in Session 6 including the post-EU landscape, inter-parliamentary working, potential for a second Independence Referendum, the Scottish Government-Green Party co-operation agreement and follow up from the Citizens Assembly where all activity and developments were reviewed, monitored and tracked.

In focus

Covid recovery

Summer 2021 saw a shift in the Scottish Government’s strategic approach with a move towards “living with Covid”. In light of this, a phased reintroduction of parliamentary business-related services and gradual re-introduction of in-person engagement activity at Holyrood commenced. All re-introduction of services or increase in people at Holyrood were accompanied by updated risk assessments which were continually reviewed as changes in guidance and regulations came about. This approach helped us to continue to maintain a safe and stable operating stance at Holyrood.

Our gradual expansion of services and numbers at Holyrood was cut short by the emergence of the Omicron variant towards the end of 2021. Our previous experience and approach at that time allowed us to quickly adjust our operational stance to continue the safe delivery of parliamentary business. This included two planned recalls during the festive recess to allow Parliament to receive a statement from the First Minister & answer questions on the Covid update. When restrictions eased in January 2022, our operating stance subsequently changed and returned on a phased basis to pre-omicron levels.

Performance Report

In February, the Scottish Government started to indicate their route out of relying on regulations to manage Covid. This allowed us to plan for restarting our resumption of services with particular focus on supporting business and on re-enabling the public observation of business and being open to general walk-in public access. We were able to open to small numbers of public observing Chamber business after February recess with full opening after Easter recess (19 April 2022). To support our current approach we have implemented an Interim Covid Recovery policy which came into effect from 2 May 2022. The policy focuses on enabling flexible working but encouraging some attendance at Holyrood each week. This policy will be in place until 24th September 2022 (where Covid legislation is due to lapse) and is a bridge between our way of working during the pandemic, which was been imposed on us by Covid, and aspirations by Members, their staff and Parliament staff to work more flexibly in future, which is being examined under our New Ways of Working programme.



Encouraging public involvement in our work through welcoming and inclusive facilities and services

Run the Parliament

During 2021-22 we continued to:

- ✓ promote awareness of the relevance and accessibility of the Parliament, particularly in under-represented groups
- ✓ provide safe, secure and welcoming physical and online facilities and services

Key Performance Indicators

In line with government advice and regulations, all public engagement activities at Holyrood continued to be suspended throughout 2021-22 until October 2021. Although face-to-face public engagement activities were reintroduced on a phased basis during the quarter, reporting of KPIs remained suspended. Going forward, KPIs based on the Session 6 Public Engagement Strategy will be reported against.

Improve the Parliament

Progress against strategic objectives

During 2021-22, we continued to:

- ✓ enhance the accessibility and security of our facilities and services:
 - Completed the 4-year Security Programme with key deliverables including the new Members & Members' staff security services, baggage store installation, service yard improvements, counter terrorism strategy, & the Security Office review.

Performance Report

- Delivered the Session 6 Opening with the Kirking of the Parliament at St Giles' Cathedral, followed by a reception hosted by the Presiding Officer in Parliament Hall; and the Opening Ceremony at Holyrood with Her Majesty The Queen addressing the Scottish Parliament to mark the Opening of the Sixth Session.
- During COP26, hosted the International Legislators' Summit at Holyrood, in partnership with GLOBE International which brought together international parliamentarians & many others to discuss the role of parliaments in accelerating climate action & tackling the climate & biodiversity crises.

In focus

COP 26

The 26th UN Climate Change Conference of Parties (COP26) offered a unique platform and opportunity to showcase the role of parliaments in the responses to the linked climate and ecological crises. The aim of the Parliament programme was to ensure greater opportunity to improve scrutiny on climate change and provide significant engagement opportunities with internal and external nations during the event. In support of Member participation, officials from across the organisation collaborated on events, briefings, access arrangements, arrangement of bi-laterals and a myriad of other activities.

COP26 provided the opportunity to showcase our own work, with the Sustainable Development Impact Assessment Tool shared globally – and with interest in the model from the United Nations, International Institute for Sustainable Development and GLOBE International, explicitly in how the use of the tool can support better parliamentary scrutiny.

COP26 continues to offer an opportunity for legacy work particularly supporting enhanced parliamentary scrutiny of climate change and net zero issues – in the context of sustainable development.



Providing the Parliament with efficient, high quality and effective corporate services and governance

Run the Parliament

During 2021-22 we continued to:

- ✓ have the processes, systems and resources in place to ensure effective use of services and facilities
- ✓ be a well-managed, well informed and collaborative organisation with good governance arrangements that met all statutory requirements

Performance Report

Key Performance Indicators

Measure	2020-21	2021-22
Outturn against SPCB budget*	0.4%	3.0%
Compliance monitoring**	On track	On track

* excludes non-cash budget and costs

**management systems are in place and operating effectively to ensure compliance with statutory and regulatory duties. Areas reported via quarterly performance reports includes Health and Safety; Fire Safety; Environmental Management; Equalities; Gaelic Language Plan; Complaints; Lobbying; Equalities and Freedom of Information

Improve the Parliament

Progress against strategic objectives

During 2021-22 we continued to:

- ✔ be a modern Parliament, demonstrating a smart, confident use of technology and information to drive improvements in how we communicate and work:
 - Completed the implementation of new systems including the COMMit technical solution replacement for the Committee Agenda System, and, the legislative drafting, amending and publishing tool to effectively support the legislative process from start to end.
 - Continued delivery of the Digital Workplace Programme, which included the launch and iterative development of the new Intranet, replacement of small services and forms, and the migration of Document and Records Management sites to SharePoint Online.
- ✔ invest in our facilities and systems to improve effectiveness, efficiently and flexibility:
 - Planned improvements to the audio quality in the debating chamber and invested in a new system for Hybrid and remote business to enable interventions and other improvements in the Chamber and Committee Rooms which will be available during 2022-23.
- ✔ develop and agree a strategy for Session 6 that aligns and integrates our various strategies and is in line with our values:
 - The Strategic Plan for Session 6 sets out the strategic priorities for the organisation over the next 5 years, and how our staff will support the Parliament in the successful delivery of its purpose, vision and mission.

Performance Report

In focus

Strategic Resourcing Review

During 2021, a review of staffing resources to inform a more robust and sustainable staffing baseline to ensure the effective delivery of parliamentary support service for Session 6 was undertaken.

Group Heads undertook their strategic review for their Groups for Session 6 as part of the 2022-23 budget process including the identification of efficiencies which could be achieved or programmed over the session. The Reviews followed appropriate methodologies and a robust challenge and approval process. As a result, the Finance and Public Administration Committee agreed to the SPCB's bid to increase the staffing baseline by 33 FTE, to a total of 582 FTE. This baseline reflects a more informed understanding of the challenges we face in the delivery of our strategic priorities, particularly in relation to enhancing scrutiny, including post EU-membership constitutional arrangements; embedding sustainability and progress our roadmap to net zero; enabling enhanced public engagement and participation in committee work; and addressing organisational capacity, capability and staff wellbeing issues.



Promoting a respectful and inclusive working environment that inspires excellence, where people and performance thrive

Run the Parliament

During 2021-22 we continued to:

- ✓ demonstrate a culture that embraces our values in all our work, through effective leadership and policies
- ✓ support and develop our staff through effective planning, guidance, training and recruitment

Key Performance Indicators

Measure	2020-21	2021-22
SPCB staff turnover	4.7%	9.5%
SPCB staff attendance rate	N/a	96%
SPCB staff unplanned absence rate	N/a	4%

Performance Report

Measure	2020-21	2021-22
Culture of respect complaints (recorded by an independent support service)	0	0

Note:

- New measures for SPCB staff attendance and unplanned absence rates were introduced for Q2, 2020-21. Therefore, a full year of data for 2020-21 is not available for comparison therefore noted as not applicable (N/a).

Improve the Parliament

Progress against strategic objectives

During 2021-22 we continued to:

- ✓ meet the challenge of becoming a diverse and inclusive organisation:
 - Developed and implemented new policies and supporting guidance including Positive about Mental Health and Wellbeing, and on Trans and non-binary. These are underpinned by our values which commit to promoting an informed and inclusive culture and workplace environment where all staff feel safe and supported.
- ✓ meet the challenges of the future and drive improvement by investing in the capacity, knowledge and skills of our staff:
 - The new People and Culture strategy, informed and driven by our values, supports the delivery of the Session 6 Strategic Plan. It's accompanying 5-year delivery plan provides the link between valuing and developing our people, and, improving and developing our services.

In focus

Emerging Leaders Programme

To support our objective to increase diversity at all levels of the SPS, staff from minority ethnic backgrounds were offered the opportunity to participate in a leadership development programme. For the prior two years, our diversity monitoring reported a significant ethnicity pay gap. This was partly due to the majority of minority ethnic staff being in lower graded roles in the organisation. To address this, steps were taken to close the gap and ensure we recognise the potential of this under-represented group by giving them the skills and confidence to excel in their current and future roles.

The Emerging Leaders Programme was delivered in partnership with Edinburgh College and the Scottish Association of Minority Ethnic Educators over a 5-month period, with 13 staff participating. It was designed to provide participants with the knowledge and mindset to overcome any barriers to success, to identify and build on their leadership experiences and skills, and to explore leadership in different settings. Participants were supported to develop an

Performance Report

individual Leadership Plan focusing on self-development and personal growth. All 13 participants completed the Programme.

In addition to the programme, existing staff were also provided with 3 internship opportunities for those participating on the John Smith Centre Minority Ethnic Internship Programme and will provide further opportunities to bring people into the organisation through our own Minority Ethnic Internship Programme in 2022-23.

Mr David McGill

David McGill
Clerk/Chief Executive

29 September 2022

Accountability Report

Report of the Corporate Body

The accounts have been prepared in accordance with the Direction by The Scottish Ministers given on 17 January 2006 in accordance with section 19(4) of the Public Finance and Accountability (Scotland) Act 2000.

SPCB and senior managers

As at 31 March 2022 the membership of the SPCB was:

Alison Johnstone MSP, Presiding Officer

Appointed: 13 May 2021

Claire Baker MSP

Portfolio: Digital services, resilience and sustainability

Appointed: 20 May 2021

Jackson Carlaw MSP

Portfolio: Finance and organisational governance

Appointed: 20 May 2021

Maggie Chapman MSP

Portfolio: Business support and officeholders

Appointed: 20 May 2021

Christine Grahame MSP

Portfolio: Engagement and communications

Appointed: 20 May 2021

Claire Baker and Jackson Carlaw were the two SPCB representatives on the Advisory Audit Board.

Prior to the parliamentary election in May 2021, SPCB membership consisted of Ken Macintosh, MSP and former Presiding Officer, Jackson Carlaw MSP, Liam McArthur MSP, David Stewart MSP, Sandra White MSP and Andy Wightman MSP.

A Register of Members' Interests is published on the Parliament's website and details for LG are available on request. No related party conflicts have been identified for senior managers.

Senior management forming the Leadership Group as at 31 March 2022 were:

David McGill: Clerk to the Parliament and Chief Executive

Michelle Hegarty: Deputy Chief Executive

Alan Balharrie: Group Head of Digital Services

Susan Duffy: Group Head of Engagement and Communications

Lorna Foreman: Group Head of People and Culture

Accountability Report

Sara Glass: Group Head of Financial Governance
Lynsey Hamill: Group Head of Resilience and Sustainability
Judith Morrison: Group Head of Business Assurance
Callum Thomson: Group Head of Scrutiny
Tracey White: Group head of Legislation and Parliamentary Business

The Remuneration Report contains information about the salary and pension entitlements of the above-named individuals.

A structure chart is available on the SPCB's website.

Lorna Foreman joined Leadership Group on 7 October 2021.

Data security

As set out in the Assessment of Risk Management Arrangements, failure to adequately secure and control the Parliament's IT and communications systems against unauthorised access, including cyber-attack, is included within the SPCB's Risk Register. The Group Head of Digital Services is responsible for ensuring all key controls and any mitigating actions are operational. The SPCB continues to provide robust data protection compliance measures which have resulted in no data breaches being reported to the Office of the UK Information Commissioner for 2021-22.

Accountability Report

Statement of the SPCB's and Principal Accountable Officer's responsibilities

The Clerk to the Parliament and Chief Executive is, by virtue of his appointment, Principal Accountable Officer for the SPCB. The responsibilities of the Principal Accountable Officer, including the responsibility for the propriety and regularity of the public finances for which the SPCB is answerable, for keeping of proper records and for safeguarding the SPCB's assets, are set out in section 16 of the Public Finance and Accountability (Scotland) Act 2000.

The Principal Accountable Officer has prepared a statement of accounts in the form and on the basis set out in the Accounts Direction issued by Scottish Ministers. The accounts are prepared on an accruals basis and give a true and fair view of the SPCB's state of affairs and of its net resource outturn, application of resources, changes in taxpayers' equity and cash flows for the financial year.

In preparing the accounts, the Principal Accountable Officer is required to comply with the requirements of the Government Financial Reporting Manual and in particular to:

- Observe the Accounts Direction issued by Scottish Ministers, including the relevant accounting and disclosure requirements and apply suitable accounting policies on a consistent basis
- Make judgements and estimates on a reasonable basis
- State whether applicable accounting standards as set out in the Government Financial Reporting Manual have been followed and disclose and explain any material departures in the accounts, and
- Prepare the accounts on a going concern basis.

As Principal Accountable Officer for the SPCB, I have taken all necessary steps to ensure that I am aware of any relevant audit information and to establish that the auditors are also aware of this information. I confirm that the annual report and accounts as a whole is fair, balanced and understandable and I take personal responsibility for the annual report and accounts and judgements required for determining that the document is fair, balanced and understandable.

Accountability Report

Governance statement

Scope of responsibility

In accordance with the responsibilities assigned to me as Principal Accountable Officer, I am responsible for maintaining a sound system of corporate governance that supports the achievement of the Scottish Parliamentary Corporate Body's Strategic Plan for the Scottish Parliament and the Scottish Parliamentary Service's Delivery Plan, whilst safeguarding the SPCB's public funds and assets.

This includes ensuring that arrangements for delegation are:

- robust and promote good management
- supported by staff with an appropriate balance of skills and experience
- management systems and procedures in place to support service delivery.

I am answerable to the Parliament for the exercise of these responsibilities.

Governance Framework

Scottish Parliamentary Corporate Body (SPCB)

The SPCB is elected by the Parliament in accordance with standing orders and comprises the Presiding Officer and four other Members. The SPCB typically meets fortnightly while the Parliament is in session. Meetings are attended by the Clerk/Chief Executive and senior officials. Membership details are set out in the Report of the Corporate Body on pages 25.

The SPCB has formally authorised the Clerk/ Chief Executive to carry out most of the day to day functions of the SPCB.

The Leadership Group (LG)

LG typically meets fortnightly while the Parliament is in session. Membership details can be found in the Report of the Corporate Body on pages 25 -26.

The role of LG is to lead the organisation by:

1. setting its strategic direction, managing risk and considering opportunities
2. monitoring performance at a strategic level, taking into account operational performance, delivery, capacity and prioritisation and
3. acting as custodian of its aims and values, including leadership, management and change best practice.

LG advises the SPCB on budget and staffing levels which go forward to the SPCB for consideration and approval. LG further ensures that appropriate management systems are in place and are operating effectively to ensure compliance with statutory and regulatory duties, including promoting good practice in equalities,

Accountability Report

environmental management and other corporate policies to ensure effective governance across the organisation.

Advisory Audit Board (AAB)

The AAB considers, advises and reports on the SPCB's arrangements for governance, finance, audit and risk. In particular, the AAB advises the Principal Accountable Officer on whether the necessary assurances required for signing the Governance Statement have been received. The AAB specifically considers the adequacy of internal controls (financial management and otherwise); the arrangements for assessing and managing risk; the planned activity of internal audit and results of its work; the planned activity of Audit Scotland and results of its work; and the adequacy of management responses to audit issues.

The AAB meets quarterly and comprises two members of the SPCB and, from June 2021 three independent persons, one of whom is chair. Prior to June 2021 there were four independent AAB persons. Independent persons are appointed following open competition based on their expertise and experience in governance, audit and public services. AAB membership has been quorate at all meetings. The AAB reports the findings of its work to the SPCB annually for the purposes of signing the annual report and accounts and at such other times as it considers necessary.

Membership of the AAB during 2021-22 comprised:

Andy Shaw: Chair from 1 June 2021

David Watt

Claire Robertson

Claire Baker MSP: from 23 June 2021

Jackson Carlaw MSP from 23 June 2021

Jean Couper: Chair and member to 31 May 2021

Andy Wightman MSP: to 6 May 2021

The Advisory Audit Board (AAB) met three times in the year ended 31 March 2022. A further meeting was planned for June 2021 and agenda items were covered by circulation for that meeting.

Internal audit

The overall objective of internal audit is to provide independent assurance on the adequacy and effectiveness of the systems of governance and internal controls designed by LG to manage risk and enable the achievement of strategic goals, aims and priorities whilst ensuring accountability for public funds.

Internal audit for the SPCB follows the principles of Public Sector Internal Audit Standards (PSIAS) and is provided by a full time Head of Internal Audit (approximately 200 days per annum), with additional specialist support from a professional services firm on a call off basis (approximately 50 days per annum). Grant Thornton UK LLP was appointed to support the Head of Internal Audit in July 2021 following an open competitive tender process.

Accountability Report

External audit

The Auditor General for Scotland is responsible for auditing the SPCB's accounts. The Auditor General has appointed Audit Scotland to undertake the statutory audit of the SPCB and further assurance on the effectiveness of the system of internal control is received by the work of Audit Scotland through their management letters, reports and independent auditor's report (pages 49-53). 2020-21 was due to be the final year of a five-year audit appointment for Audit Scotland. However, as the Covid pandemic has resulted in significant disruption for public bodies and their capacity for financial reporting, and to auditors of the public sector, the Auditor General for Scotland extended the current audit appointment by one year to cover 2021-22. This is in line with provisions in the current contracts that allow for extensions of up to two years.

The audit costs for 2021-22 were £76,380 (2020-21 £74,860).

Assessment of corporate governance

As Principal Accountable Officer, my assessment is that the corporate governance arrangements comply with generally accepted best practice principles and relevant guidance. In particular, the following processes and institutional arrangements have been established:

Strategic Plan (refer to performance overview on pages 7-9)

Delivery Plan (refer to performance overview on page 9)

Performance measurement

Fundamental to the successful achievement of the Strategic and Delivery Plans is the measurement and monitoring of performance. A quarterly reporting mechanism through the Scottish Parliamentary Performance Report is in place. The report measures performance against our Run the Parliament and Improve the Parliament objectives and comprises high-level strategic performance indicators to improve accountability and performance. It also reports ratings for compliance in respect of Health and Safety; Fire Safety; Environmental Management; Equalities; Gaelic Language Plan; Complaints; Lobbying; Equalities and Freedom of Information with risk management considered by LG in parallel with the performance management report.

Internal control environment

Systems of internal control are designed to identify the principal risks to the achievement of vision, strategic goals, aims and objectives and to manage and mitigate these risks efficiently, effectively and economically. The SPCB's assurance arrangements are designed to manage risk to an acceptable level recognising that risk cannot be eliminated entirely. Risk management can only provide reasonable and not absolute assurance of effectiveness. These arrangements have been in place for the SPCB for the year ended 31 March 2022 and up to the date of approval

Accountability Report

of the annual accounts. These accord with the guidance set out in the Scottish Public Finance Manual (SPFM). Risks and internal controls are routinely reviewed by LG and are tested as part of the rolling internal audit programme. There were no significant internal control or risk management breaches identified during 2021-22.

Internal audit planning and reporting

The internal audit plan for 2021-22 was reviewed and approved by the AAB who received regular progress reports, detailed findings, conclusions including an independent opinion on the level of assurance that might be offered over the internal control environment in place and any recommendations proposed for control enhancement. The internal audit recommendations agreed with management were endorsed by the AAB who also sought evidence that agreed audit recommendations have been implemented appropriately by way of the follow up reports twice a year.

During 2021-22 internal audit work included reviews in the areas of the Response of the Scottish Parliamentary Service to the Covid Risk and Assurance: Reimbursement of Members Expenses – claims for reimbursement in year; Scottish Parliament Corporate Cards; Review of the New Expenses System – Procurement Process review and Review of System Replacement Processes and Controls; Financial Reporting System and Scotland's Futures Forum.

Additional internal audit resource was directed to key control testing during the extended period of remote working; and advising the Covid Working Group and the wider Leadership Group on risks, controls and actions associated with the Parliament's response to the global health emergency. All internal audit reviews concluded with a 'substantial' or 'satisfactory' level of assurance in place.

There has been sufficient coverage of internal audit activity work during 2021-22 to allow the Head of Internal Audit to provide an Internal Audit Assurance Statement. The overall conclusion from the work of internal audit for the year to 31 March 2022 is that a satisfactory level of assurance may be taken from the areas reviewed within the annual internal audit plan, subject to the timely implementation of agreed recommendations.

Audit Scotland

In the course of the statutory audit in 2021-22, including further assurance work on the effectiveness of internal controls, Audit Scotland has not identified any major control weaknesses during the year.

General

- Regular reports from managers on the steps they are taking to manage risks in their areas of responsibility including progress reports on key projects
- A policy on fraud prevention and whistle blowing, and guidance
- The SPCB complies with the principles of the Scottish Public Finance Manual

Accountability Report

- The SPCB has a dedicated set of Standing Financial Instructions “based on the Scottish Public Finance Manual” which contain financial policies and procedures that are specific to the SPCB
- The AAB reviews and recommends the annual report and accounts for approval including the Governance Statement. It considered, in detail, Audit Scotland’s Annual Audit Report on 21 September 2022 and recommended presentation to the SPCB for formal consideration, approval and signing by the Principal Accountable Officer
- The SPCB approves the accounts including the Governance Statement
- The AAB reported formally to the SPCB in September 2022 confirming the evidence and assurances it had received in year

Assessment of risk management arrangements

As Principal Accountable Officer, my assessment is that the SPCB’s risk management arrangements comply with generally accepted best practice principles and relevant guidance. In particular, the following processes and institutional arrangements are in place:

- Management of risk forms a key part of the SPCB’s strategic and delivery planning and is monitored and reported by way of a performance management framework. This brings together strategic and delivery planning and monitoring, strategic risk management and high-level performance indicators which are designed as a tool for decision making and resource allocation. Within the overarching context of the Performance Report, risks for the SPCB are derived from, and link directly to, the strategic plan, the delivery plan, individual office plans, priorities for change and other major projects
- During 2021-22, LG continued to monitor the risk of failing to safely and sustainably run the Parliament consistent with the Strategic Plan for the Scottish Parliament and the Delivery Plan for the Scottish Parliamentary Service due to the impact of the coronavirus pandemic.
- The AAB reviewed the work of LG to develop and embed strategic risk management arrangements for the Scottish Parliament at two of its quarterly meetings in 2021-22. The AAB continues to monitor and challenge the risk management framework and the controls actions designed to mitigate and manage risk effectively. This work has enabled the AAB to offer pro-active and constructive challenge and recommendations and the AAB will continue to engage with the Deputy Chief Executive and Group Heads in 2022-23 on a range of organisational priorities and initiatives.
- At 31 March 2022, the Strategic Risk Register identified 10 risks which may act as barriers to the successful delivery of the Strategic and Delivery Plans for the Scottish Parliament. Each risk has been scored in terms of likelihood and

Accountability Report

impact both before and after the application of the internal controls and management actions designed by LG to mitigate risk exposure. Furthermore, each strategic risk has been compared to a level of risk, in terms of likelihood and impact, that LG has agreed as being acceptable in order to assess the effectiveness of the internal controls and mitigating actions in place.

- As at 31 March 2022, there were four strategic risks which exceeded LG's very low level of acceptable risk. In each case a series of additional controls and actions have been developed to further mitigate the exposure arising from these risks. The risks are detailed in the performance overview on pages 9-10:

The principles of risk management and operational risk registers are used at office level as a key component of planning arrangements across the parliamentary service.

The risk register is used routinely by internal audit to ensure that audit and assurance activity focuses on key areas of risk.

Assurances and written authorities

Group Heads each sign a Certificate of Assurance for their areas of responsibility and accountability. These offer assurance on internal controls in respect of risk management, business planning, project management, financial management, fraud, procurement, human resources, equality and diversity, and health and safety for their respective group or office. Confirmation for 2021-22, that controls have been, and are, working well within groups and offices, has been received and there were no significant matters arising.

The SPCB is responsible for funding a number of Commissioner and Ombudsman bodies. These bodies were created by Acts of the Parliament and operate independently from the SPCB. As Principal Accountable Officer, I rely on the Accountable Officer for each of these bodies to be responsible for ensuring that an effective system of internal control is maintained and operated to safeguard the public funds and assets for which they are responsible. Each Officeholder has provided a written assurance of this for 2021-22.

Accountability Report

Remuneration and Staff Report

The sections marked (Audited) in this Remuneration and Staff Report are subject to a separate opinion by Audit Scotland. The other sections of the Remuneration and Staff report were reviewed by Audit Scotland to ensure they were consistent with the financial statements.

Remuneration policy

Staff

The remuneration for the Clerk to the Parliament and Chief Executive is set by the SPCB taking into account his role and responsibilities. Salaries for other senior staff form part of the pay settlement for all staff.

MSPs

MSP salaries are directly linked to public sector increases for public sector employees in Scotland (ASHE index). The rate for 2021-22 of £64,470 (2020-21 £64,470). The SPCB decided to forgo a pay increase for MSPs, Ministers and parliament officeholders in 2021-22. Pension benefits for MSPs and Office Holders are payable from the Scottish Parliamentary Pension Scheme (SPPS), and separate annual accounts are published for this on the Scottish Parliament website.

The SPCB members receive no additional remuneration for their role. Similarly, MSPs serving as Conveners to Parliamentary Committees do not receive any additional remuneration. The Presiding Officer and two Deputy Presiding Officers receive additional salary for delivery of their roles.

Ministerial

In respect of ministers in the Scottish Government, the salary for their services as an MSP along with the supplementary element for ministerial appointment, are both paid by the SPCB. Disclosure on the ministerial element of salary and pension entitlements is contained within the Scottish Government Consolidated Accounts which can be accessed at the Scottish Government website. These also include disclosure details on the two law officer appointments within Scotland (the Lord Advocate and the Solicitor General for Scotland).

Independent Officeholders

Under the legislation establishing the independent Officeholders (i.e. the Auditor General for Scotland, Scottish Information Commissioner and the Scottish Public Services Ombudsman etc.) the SPCB is responsible for determining the salaries of each Officeholder. Remuneration information is available in the officeholders' annual accounts. Officeholder salaries are uprated in line with the percentage uplift awarded to the Scottish Senior Civil Service.

Service contracts – SPCB staff

Appointments of SPCB staff, on terms and conditions set by the SPCB, are made in accordance with SPCB recruitment policy which requires appointment to be on merit on the basis of fair and open competition, but also includes the circumstances when

Accountability Report

appointments may otherwise be made. These principles are set out in our recruitment process and more information is available on the SPCB website recruitment pages.

SPCB staff are not civil servants but pension benefits are provided through the Civil Service Pension Scheme arrangements.

Service contracts – Commissioners and Ombudsman

Standing Orders provide for the nomination of individuals for appointment to an office by Her Majesty and by the Scottish Parliamentary Corporate Body.

Appointments made by Her Majesty

Ian Duddy was appointed by Her Majesty as the Chair of the Scottish Human Rights Commission. Mr Duddy takes up office on 20 June 2022 for a fixed term of six years.

SPCB appointments

The SPCB appointed Ian Bruce as the acting Ethical Standards Commissioner for Scotland due to the Ethical Standards Commissioner being on extended leave. Mr Bruce was appointed on 20 April 2021.

The SPCB undertook an open recruitment exercise and appointed Suzanne Vestri as a part-time member of the Standards Commission for Scotland. Ms Vestri's appointment is from 7 February 2022 to 6 February 2028.

Remuneration (salary and pensions)

The following sections provide details of the remuneration and pension interests of senior staff and Officeholders. Those for senior staff are presented in banding ranges for salary and pension. Information for Parliament officeholders is presented on actual salary figures and total remuneration to the nearest £1,000. Pension benefits represent the present value of future pension benefits accrued during the year. This data has been provided by My Civil Service Pension and validated by them. Where there are large movements in the pension benefits this is usually associated with the impact of individual salary increases, the scheme that the individual belongs to and any individual contributions made by the employee. Further information on all the schemes is available on the civil service website in the scheme booklets.

Accountability Report

SPCB senior staff

Single remuneration	total	2021/22 Salary	2020/21 Salary	2021/22 Pension benefits 1	2020/21 Pension benefits 1	2021/22 Total	2020/21 Total
(Audited)		£'000	£'000	£'000	£'000	£'000	£'000
David McGill		150-155	145-150	74	227	225-230	370-375
Michelle Hegarty		120-125	115-120	43	52	160-165	165-170
Alan Balharrie		85-90	85-90	31	43	115-120	125-130
Susan Duffy		85-90	85-90	30	47	115-120	130-135
Lorna Foreman²		35-40	0	34	0	70-75	0
Sara Glass³		85-90	45-50	33	18	115-120	60-65
Lynsey Hamill⁴		70-75	65-70	29	27	100-105	90-95
Judith Morrison		95-100	90-95	43	63	140-145	155-160
Callum Thomson		85-90	85-90	30	45	115-120	130-135
Tracey White		85-90	85-90	29	55	115-120	140-145

Parliament officeholders

Single remuneration	total	2021/22 Salary	2020/21 Salary	2021/22 Pension benefits (to nearest £'000) ¹	2020/21 Pension benefits (to nearest £'000) ¹	2021/22 Total*	2020/21 Total*
(Audited)		£	£	£	£	£	£
Alison Johnston⁵		42,849	0	0 ⁴	0	43,000	0
Annabelle Ewing⁶		26,761	0	10,000	0	37,000	0
Liam McArthur⁶		26,761	0	10,000	0	37,000	0
Ken Macintosh⁷		5,731	48,449	2,000	20,000	7,000	68,000
Linda Fabiani⁷		3,671	30,351	1,000	13,000	5,000	43,000

¹ The value of pension benefits accrued during the year is calculated as the real increase in pension multiplied by 20 less the contributions made by the individual. The real increase excludes increases due to inflation or any increase or decrease due to a transfer of pension rights. Changes to the balance for 2021-22 or negative results arise from retrospective updates to salary data by MyCSP

Accountability Report

Christine Grahame ⁷	3,671	30,351	0	0	4,000	30,000
Lewis Macdonald ⁷	3,671	30,351	1,000	12,000	5,000	42,000

² Lorna Foreman joined Leadership Group on 7 October 2021. Full year equivalent salary £70,000-£75,000.

³ Sara Glass joined the SPCB and Leadership Group in September 2020. Full year equivalent salary in 2020-21 £80,000-£85,000

⁴ Lynsey Hamill works reduced hours. Full year full-time equivalent salary in 2021-22 £85,000-£90,000 (2020-21 £80,000-£85,000).

⁵ Alison Johnson was appointed Presiding Officer on 13 May 2021. Full year equivalent salary in 2021-22 was £48,449. Due to a system error identified in April 2022 no contributions were paid on the PO post in 2021-22. This has resulted in no pension benefit figure being available and reduced pensions disclosure information.

⁶ Annabelle Ewing and Liam McArthur were appointed Deputy Presiding Officers on 14 May 2021. Full year equivalent salary was £30,351.

⁷ Ken Macintosh served as Presiding Officer until 13 May 2021. Linda Fabiani, Christine Grahame and Lewis MacDonald served as Deputy Presiding Officers until 14 May 2021. Christine Grahame ceased contributing to the pension scheme and has taken some of her pension benefits. Lewis Macdonald was appointed as an additional Deputy Presiding Officer on 1 April 2020 for the duration of the parliamentary session in response to the Covid pandemic.

Details of pensions and cash equivalent transfer values are disclosed based on information supplied by My Civil Service Pension for SPCB senior staff and by the Scottish Public Pensions Agency for Parliament Officeholders.

Salary

Salaries in the above table are the amount earned in the financial year and include, where applicable, reserved rights, recruitment and retention allowances and any other allowance to the extent that is subject to UK taxation. They do not include National Insurance or Superannuation contributions. There are no performance bonuses as the scheme for payment of these ended in 2005-06. Salary disclosed in the table above for Parliament officeholders excludes the MSP element and relates solely to the office.

Officeholders

In respect of office holders, the salary shown is that for the appointment itself together with related pension. Scottish Ministers' disclosure is contained within the Scottish Government's accounts. The Presiding Officer's and the Deputy Presiding Officers' pension benefits are paid from the SPPS. Their pensions accrue at the rate

Accountability Report

of either 1/40th or 1/50th of their final officeholder pensionable earnings for each year that the office is held. There is no automatic lump sum but these office holders may commute some of their pension to provide a lump sum.

Benefits in kind

No benefits in kind were paid to SPCB senior staff or Scottish Parliament office holders in 2021-22 or 2020-21.

Salary Multiples (Audited)

In 2021-22 staff pay increased by a consolidated underpin of £800 for staff earning below £25k full time equivalent, a 2% consolidated increase on all salary points and annual pay progression for those not at the top of their scale and a non-consolidated pay of £250 (pro rata) to all staff. The highest paid member of staff in 2021-22 and 2020-21 was the Clerk/Executive. His remuneration before pension benefits was in the range £150,000-£155,000 which represented a 4.5% increase on 2020-21 (£145,000-£150,000). This included progression as well as the 2% pay uplift.

The median salary of the SPCB workforce in 2021-22 was £36,298 which represented a 2% increase in line with the pay uplift on the 2020-21 median of £35,586. The average percentage change from 2020-21 for employees as a whole was 3.6% which represents the pay award and progression. There were no staff salaries in excess of the Clerk to the Parliament and Chief Executive with the lowest staff salary in 2021-22 being in the band £20,000-£25,000. Pay ratio information when compared to the Clerk/Chief Executive is set out below:

Year	25th percentile pay	25th percentile pay ratio	Median pay	Median pay ratio	75th percentile pay	75th percentile pay ratio
2021-22	£27,749	5.50	£36,298	4.26	£49,354	3.08
2020-21	£27,204	5.42	£35,586	4.16	£47,664	3.09

Accountability Report

Pension benefits SPCB senior staff

	Accrued pension at pension age as at 31/03/22 and related lump sum £'000	Real increase/decrease in pension and related lump sum at pension age £'000	CETV at 31/03/22 £'000	CETV at 31/03/21 £'000	Real increase in CETV as funded by employer £'000
(Audited) David McGill	65-70 Plus lump sum of 140-145	2.5-5 Plus lump sum of 0-2.5	1,279	1,158*	50
Michelle Hegarty	35-40	2.5-5	642	578*	29
Alan Balharrie	25-30 Plus lump sum of 45-50	0-2.5 Plus lump sum of (0-2.5)	516	471*	17
Susan Duffy	35-40 Plus lump sum of 70-75	0-2.5 Plus lump sum of (0-2.5)	694	636*	16
Lorna Foreman	20-25 Plus lump sum of 30-35	0-2.5 Plus lump sum of 0.2.5	355	329*	20
Sara Glass	0-5	0-2.5	35	12*	17
Lynsey Hamill	15-20	0-2.5	167	147*	11
Judith Morrison	35-40	2.5-5	622	561*	28
Callum Thomson	35-40	0-2.5	543	500*	14
Tracey White	35-40	0-2.5	695	640*	16

Accountability Report

Parliament officeholders

	Accrued pension at age 65 as at 31/03/22 £'000	Real increase in pension at age 65 £'000	CETV at 31/03/22 £'000	CETV at 31/03/21 £'000	Real increase in CETV £'000
(Audited) Alison Johnston	1	0	18	n/a	0
Annabelle Ewing	1	1	12	n/a	9
Liam McArthur	1	1	11	n/a	8
Ken Macintosh	n/a	0	109	104*	4
Linda Fabiani	n/a	0	96	94*	1
Christine Grahame	0	0	0	0	0
Lewis Macdonald	n/a	0	17	15*	1

* The opening figures may be different from the closing figures in last year's accounts. This is due to the CETV factors being updated to comply with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2008.

Cash Equivalent Transfer Values (CETV)

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the pension benefits they have accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which the disclosure applies.

The figures include the value of any pension benefit in another scheme or arrangement which the member has transferred to the Civil Service pension arrangements. They also include any additional pension benefit accrued to the scheme member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated in accordance with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2008

Accountability Report

and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

Real increase in CETV

CETV movement may comprise of a number of components such as the age of the individual, inflation, contributions by the employer and the employee, and performance of the fund where relevant. The real increase in CETV reflects the increase effectively funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

Civil Service Pensions

Pension benefits for SPCB employees are provided through the Civil Service pension arrangements. From 1 April 2015 a new pension scheme for civil servants was introduced – the Civil Servants and Others Pension Scheme (CSOPS) or **Alpha**, which provides benefits on a career average basis with a normal pension age equal to the member's State Pension Age (or 65 if higher). From that date all newly appointed SPCB and the majority of those already in service joined **Alpha**. Prior to that date, SPCB employees participated in the Principal Civil Service Pension Scheme (PCSPS). The PCSPS has four sections: 3 providing benefits on a final salary basis (**Classic, Premium or Classic Plus**) with a normal pension age of 60; and one providing benefits on a whole career basis (**Nuvos**) with a normal pension age of 65. The SPCB has few employees still in these older schemes in 2021-22 and from 1 April 2022 all members of PCSPS have moved to the **Alpha** scheme.

These statutory arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under **Classic, Premium, Classic Plus, Nuvos** and **Alpha** are increased annually in line with Pensions Increase legislation. Employee contributions are salary-related and range between 4.6% and 8.05% of pensionable earnings for members of **Classic, Premium, Classic Plus, Nuvos** and **Alpha**. Employer contributions for these schemes were payable at one of four rates in the range 26.6% to 30.3% of pensionable earnings, based on salary bands.

A small number of SPCB employees are part of the **partnership** pension account which is a defined contribution stakeholder pension arrangement. The employer makes a basic contribution of between 8% and 14.75% (depending on the age of the member) into a stakeholder pension product chosen by the employee from a panel of providers. The employee does not have to contribute, but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.5% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The Commissioners and Ombudsman are members of the Civil Service pension arrangements.

Accountability Report

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are already at or over pension age. Pension age is 60 for members of **Classic**, **Premium** and **Classic Plus**, 65 for members of **Nuvos**, and the higher of 65 or State Pension Age for members of **Alpha**. (The pension figures quoted for officials show pension earned in PCSPS or **Alpha** – as appropriate. Where the official has benefits in both the PCSPS and **Alpha** the figure quoted is the combined value of their **benefits** in the two schemes but note that part of that pension may be payable from different ages.)

Information on PCSPS scheme transition arrangements and pension benefits are available on the Civil Service pension scheme website. Notes 1k and Note 4 to the Accounts also contain more information.

The current pension scheme rules for MSPs and office holders (including the Lord Advocate and the Solicitor General for Scotland) are set out in the Scottish Parliamentary Pensions Act 2009 with pension scheme rules in Schedule 1 of the 2009 Act.

The main benefits of the scheme are a pension of 1/50th or 1/40th of final salary for each year of service on retirement at age 65. Pensions are increased annually in line with changes in the Consumer Prices Index. Members accruing benefits at the rate of 1/40th pay a contribution equivalent to 11% of their MSP/office holder salary. Members accruing benefits at the rate of 1/50th pay a contribution equivalent to 6% of their MSP/office holder salary. The SPCB pays the employer contribution representing the balance of cost as advised by the Government Actuary. For 2021-21 the contribution rate was 20.2% of pensionable salary (20.2% 2020-21).

Staff Report

Staff costs, numbers and composition (Audited)

Staff pay costs consist of:

	2021-22	2020-21
	£M	£M
	Total	Total
Salaries		
SPCB	24.1	25.5
Seconded staff	0.1	0.1
Social security costs		
SPCB	2.3	2.4
Seconded staff	0	0
Other pension costs		
SPCB	6.1	6.1
Seconded staff	0	0
SPCB Salary Cost per Note 3 to the Accounts	32.6	34.1

Accountability Report

SPCB Staff salary costs include £926k of Contractors costs and £173k of Agency costs (2020-21 £1,353k and £263k respectively).

Information on staff pay in 2021-22 can be found in the Performance Overview, Financial position section on pages 13 to 14.

Exit packages

In 2021-22 there were staff departures under a voluntary exit scheme in line with the Civil Service Compensation Scheme terms which was notified to the Cabinet Office. The business cases were approved by the SPCB's Strategic Resources Board. More detail is not disclosed to ensure individuals cannot be identified.

As specified by the Scottish Parliamentary Pensions Act (SPPA) 2009, Schedule 2 members salary costs included resettlement grant and associated employers national insurance of £2,334,795 for 43 members who either did not stand for re-election or were not returned. Resettlement grant amounts ranges between 6 months to a full year of MSP salary equivalent depending on the length of continuous service.

Severance pay and associated ERNIC of £207,776 was payable for 8 former Ministers and the former Presiding Officer and Deputy Presiding Officers. Payments are made in line with the terms in the Scottish Parliamentary Pensions Act (SPPA) 2009.

Staff information

Information on MSP and Ministers salaries can be found in Note 3 to the Accounts.

	2021-22	2020-21
Staffing (FTE):	536	564
Comprising:		
SPCB staff	522	547
Seconded	2	1
Contractor	7	9
Agency	5	7
Gender (SPCB staff):		
Female	56%	55%
Male	44%	45%
SPCB:		
Female	80%	33%
Male	20%	67%
Leadership Group:		
Female	70%	63%
Male	30%	38%

Accountability Report

Absence

6.46 days

4.62 days

Information on staff turnover can be found in the Performance Analysis section page 22.

Diversity and inclusion

It is the aim of the Scottish Parliamentary Corporate Body to attract and develop a diverse workforce that reflects a modern Scottish society. The People and Culture Strategy for Session 6 outlines a key priority to create a diverse, respectful, and inclusive working environment. We want a Parliament that is accessible to all of the people of Scotland to work, to visit and to participate.

Each year we publish the SPCB's Diversity Monitoring and Diversity Pay Gaps Reports on the Parliament website with a summary version in British Sign Language (BSL). Our Pay Gap reporting goes beyond the legislative requirement of gender to include ethnicity and disability.

The key highlights this year included the following:

- The SPCB's recognition as a Disability Confident Leader employer was reconfirmed in 2021-22, demonstrating our commitment to the recruitment and career development of disabled people in our workplace. The Parliament is one of only a small number of employers in Scotland to hold this level of accreditation to the award.
- During 2021-22 the Scottish Parliament worked with an external organisation to host three internship places on their Minority Ethnic Leadership Programme. This will be followed up with development of three year long internships for Minority Ethnic people to start in Spring/Summer 2022.
- The Positive about Mental Health and Wellbeing policy was shared with everyone working at the Parliament this year. The Policy and Guidance outlines the support that is provided to MSPs, MSP staff and SPS staff in our aim of a workplace environment that promotes the good mental health and wellbeing of all colleagues.

Further information can be found in our annual Diversity Monitoring and Pay Gaps Report available on our website.

Employment of disabled persons

The Parliament's commitment to the employment and career development of disabled people is supported through the Recruiting for Excellence Policy. Values-based recruitment is used to attract and select people who share the Parliament's values of Stewardship, Inclusiveness, Excellence and Respect.

The Parliament is recognised as a Disability Confident Leader Employer, this means we welcome job applications from disabled people. We ensure that our recruitment process is accessible, disabled people are provided with adjustments and support in the recruitment process and throughout their employment. In addition, the Parliament

Accountability Report

works with an external organisation providing paid internship opportunities for disabled people.

Once in employment, the Parliament provides support through a range of policies and adjustments. Support to disabled employees at the Parliament include flexible working patterns or hours; provision of equipment and assistive technology and through adjustments to the working environment. 'Disability Passports' assist people with moving adjustments they have in place for their disability from role to role.

Policies that support disabled people to work and in their career development at the Parliament include; Dignity at Work Policy, Guidance for Line Managers - Supporting Disabled Staff in the Workplace, Individual Wellbeing Plans. And our Positive About Mental Health and Wellbeing Policy

In the most recently available reporting year (2020-21) when asked to report on a disability for the annual Diversity Monitoring Report, 7.7% of staff reported they had a disability. This was the same as the previous reporting year.

Staff communications

Covid

Covid continued to be the main topic for internal communications during the year. In the early part of the year, public health restrictions were easing and communications focused on informing staff of the SPCB's response to this in line with the Scottish Government's strategic framework "protection levels" document. Colleagues were reminded that they should work from home where this was possible. All stakeholders were kept informed of mitigations in place at Holyrood such as 2m physical distancing and the wearing of face coverings. By the summer, there were stocks of lateral flow tests in place and stakeholders were asked to test before coming to Holyrood.

Parliament was recalled during the summer recess to provide Members with the opportunity to respond to important Covid updates from the Scottish Government and communications were issued to inform staff about this and to acknowledge those who would once again be supporting business during a recess period.

Further communications during the summer and autumn focused on a phased return to Holyrood in line with current Scottish Government guidance. Office heads received advice and information on supporting their teams to return including risk assessments and creating wellbeing plans. A comprehensive list of service opening hours and information on capacity of meeting rooms was issued in light of the many changes that were possible during this phased return.

In December, all stakeholders were informed of the proportionate and preventative steps in relation to the Omicron variant to further reduce the number of people working within the parliamentary campus. From February stakeholders were kept informed about the easing of restrictions again. In March, communications issued about an interim Covid recovery policy which would take effect from 2 May and

Accountability Report

which asked colleagues to be at Holyrood from that date for at least part of their working week.

New ways of working

Staff communications in the autumn regarding the Covid recovery began to refer to this programme of work. They set out for colleagues a clear differentiation between the Covid recovery phase and new ways of working.

All-staff meetings

A series of online all-staff meetings were held by members of leadership group on a number of topics related to our strategic plan - the Public Engagement Strategy and Sustainability. The Chief Executive and Deputy Chief Executive also hosted meetings to provide a summary of corporate priorities and to provide colleagues with the opportunity to ask questions.

Culture of Respect survey

A culture of respect survey was held in April with results communicated in July. A series of reference groups took place in the late summer to allow colleagues to explore the findings

Staff Engagement Survey and policy development

Following the 2020 staff engagement survey, focus groups were held with staff in May. The findings from both the survey and the focus groups were used to inform the creation of a number of policies including the Mental Health and Wellbeing Policy and the Trans and Non-binary policy. The findings were also used to develop the People and Culture strategy which was communicated to staff in November following numerous opportunities offered to staff to review the draft policy. The 2021 staff engagement survey was issued in late November and communications were issued to encourage staff to complete it. Summary results were communicated in late December.

Trade union relationships

The SPCB officially recognises three trade unions for collective bargaining. A partnership agreement is in place between the SPCB and the Scottish Parliament Trade Union side setting out agreed common goals and principles.

Health and Safety

The SPCB is committed to promoting health and safety as a priority issue. Its policy objectives include maintaining a safe and secure place of work, building the resilience of staff members and the organisation, and pursuing continuous improvement in health and safety performance.

To deliver the policy, the SPCB has developed H&S arrangements covering aspects such as fire safety, Covid safe working, risk assessment, first aid, safety monitoring and remote working.

SPCB maintains regular oversight of its approach to H&S management, to adapt and respond to changing risks, legal requirements and operating guidelines.

Accountability Report

Expenditure on consultancy

During 2021-22 £617k was spent on external consultancy including general and property advisors (£426k 2020-21). Expenditure in 2021-22 included property advice on service yard improvements and other facilities management change programmes, Government Actuary advice and advice on an office restructure.

Accountability Report

Parliamentary accountability disclosures

Losses and special payments

There were no individual losses or special payments in excess of £250,000 which would require separate disclosure in either 2021-22 or 2020-21.

Gifts

There were no individual gifts in excess of £250,000 which would require separate disclosure in either 2021-22 or 2020-21.

Remote contingent liabilities

Contingent liabilities that meet the disclosure requirements in IAS 37 Provisions & Contingent Liabilities are included in Note 18 of the Notes to the Accounts. There are no remote contingent liabilities to disclose.

Mr David McGill

David McGill
Clerk/Chief Executive

29 September 2022

Accountability Report

Independent Auditor's Report

Report of the Auditor General for Scotland to the Scottish Parliamentary Corporate Body and Scottish Parliament

Reporting on the audit of the financial statements

Opinion on financial statements

I have audited the financial statements in the annual report and accounts of the Scottish Parliamentary Corporate Body for the year ended 31 March 2022 under the Public Finance and Accountability (Scotland) Act 2000. The financial statements comprise the Statement of Comprehensive Net Expenditure, Statement of Financial Position, Statement of Cash Flows, Statement of Changes in Taxpayers' Equity and Notes to the accounts, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and UK adopted international accounting standards, as interpreted and adapted by the 2021/22 Government Financial Reporting Manual (the 2021/22 FReM).

In my opinion the accompanying financial statements:

- give a true and fair view in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers of the state of the body's affairs as at 31 March 2022 and of its net expenditure for the year then ended;
- have been properly prepared in accordance with UK adopted international accounting standards, as interpreted and adapted by the 2021/22 FReM; and
- have been prepared in accordance with the requirements of the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the body in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern basis of accounting

I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Accountability Report

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

These conclusions are not intended to, nor do they, provide assurance on the body's current or future financial sustainability. However, I report on the body's arrangements for financial sustainability in a separate Annual Audit Report available from the [Audit Scotland website](#).

Risks of material misstatement

I report in my Annual Audit Report the most significant assessed risks of material misstatement that I identified and my judgements thereon.

Responsibilities of the Principal Accountable Officer for the financial statements

As explained more fully in the Statement of the SPCB's and Principal Accountable Officer's Responsibilities, the Principal Accountable Officer is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Principal Accountable Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Principal Accountable Officer is responsible for using the going concern basis of accounting unless there is an intention to discontinue the body's operations.

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities outlined above to detect material misstatements in respect of irregularities, including fraud. Procedures include:

- obtaining an understanding of the applicable legal and regulatory framework and how the body is complying with that framework;
- identifying which laws and regulations are significant in the context of the body;

Accountability Report

- assessing the susceptibility of the financial statements to material misstatement, including how fraud might occur; and
- considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the body's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved.

A further description of my responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Reporting on regularity of expenditure and income

Opinion on regularity

In my opinion in all material respects:

- the expenditure and income in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers, the Budget (Scotland) Act covering the financial year and sections 4 to 7 of the Public Finance and Accountability (Scotland) Act 2000; and
- the sums paid out of the Scottish Consolidated Fund for the purpose of meeting the expenditure shown in the financial statements were applied in accordance with section 65 of the Scotland Act 1998.

Responsibilities for regularity

The Principal Accountable Officer is responsible for ensuring the regularity of expenditure and income. In addition to my responsibilities in respect of irregularities explained in the audit of the financial statements section of my report, I am responsible for expressing an opinion on the regularity of expenditure and income in accordance with the Public Finance and Accountability (Scotland) Act 2000.

Accountability Report

Reporting on other requirements

Opinion on audited part of the Remuneration and Staff Report

I have audited the parts of the Remuneration and Staff Report described as audited. In my opinion, the audited part of the Remuneration and Staff Report has been properly prepared in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers.

Other information

The Principal Accountable Officer is responsible for the other information in the annual report and accounts. The other information comprises the Performance Report and the Accountability Report excluding the audited part of the Remuneration and Staff Report.

My responsibility is to read all the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

My opinion on the financial statements does not cover the statutory other information and I do not express any form of assurance conclusion thereon except on the Performance Report and Governance Statement to the extent explicitly stated in the following opinions prescribed by the Auditor General for Scotland.

Opinions on Performance Report and Governance Statement

In my opinion, based on the work undertaken in the course of the audit:

- the information given in the Performance Report for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers; and
- the information given in the Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers.

Matters on which I report by exception

I report to you if, in my opinion:

- adequate accounting records have not been kept; or

Accountability Report

- the financial statements and the audited part of the Remuneration and Staff Report are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit.

I have nothing to report in respect of these matters.

Conclusions on wider scope responsibilities

In addition to my responsibilities for the annual report and accounts, my conclusions on the wider scope responsibilities specified in the Code of Audit Practice are set out in my Annual Audit Report.

Use of my report

This report is made solely to the parties to whom it is addressed in accordance with the Public Finance and Accountability (Scotland) Act 2000 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Stephen Boyle

Stephen Boyle FCPFA
Auditor General for Scotland
102 West Port Edinburgh
EH3 9DN

03 October 2022

Financial Statements

Statement of Comprehensive Net Expenditure

For the year ended 31 March 2022

	Note	2021-22 £M	2020-21 £M
Administration costs			
Staff and members' salaries	3	48.0	46.9
Other administration costs	5	48.6	39.5
Depreciation	7, 8	11.7	11.2
Other related parties	19	12.2	11.5
Gross administration costs		120.5	109.1
Operating income	6	(0.1)	-
Net operating expenditure		120.4	109.1
Other comprehensive net expenditure			
Net (gain)/loss on revaluation of buildings and fixed plant	7	(25.0)	(1.9)
Net loss/(gain) in respect of realised element of revaluation reserve	7(c)	3.3	2.9
Net loss/(gain) on pension reserves	4	9.4	(16.1)
Comprehensive net expenditure		108.1	94.0

The notes on pages 59 to 86 form part of these accounts.

Financial Statements

Statement of Financial Position

As at 31 March 2022

	Note	2022 £M	2021 £M
Non-current assets:			
Property, plant and equipment	7	362.3	345.4
Intangible assets	8	0.4	0.5
Total non-current assets		362.7	345.9
Current assets			
Inventories	9	0.2	0.3
Trade and other receivables	10	1.9	1.5
Cash and cash equivalents	11	1.9	2.3
Total current assets		4.0	4.1
Total assets		366.7	350.0
Current liabilities			
Trade and other payables (within 1 year)	12	(11.2)	(9.8)
Provisions	13	(0.4)	(0.5)
Total current liabilities		(11.6)	(10.3)
Total assets less current liabilities		355.1	339.7
Non-current liabilities			
Members' pension liabilities	14	(32.4)	(17.4)
Total non-current liabilities		(32.4)	(17.4)
Assets less liabilities		322.7	322.3
Represented by:			
Taxpayers' equity			
General fund		198.2	204.5
Revaluation reserve		156.9	135.2
Pension reserve		(32.4)	(17.4)
Total taxpayers' equity		322.7	322.3

The financial statements on pages 54 to 58 were approved by the Scottish Parliamentary Corporate Body on 29 September 2022. The Principal Accountable Officer authorised these statements for issue on 29 September 2022.

Mr David McGill

David McGill
Clerk/Chief Executive

The notes on pages 59 to 86 form part of these accounts.

Financial Statements

Statement of Cash Flows

For the year ended 31 March 2022

	Note	2021-22 £M	2020-21 £M
Cash flow from operating activities			
Net operating cost		(120.4)	(109.1)
Adjustments for non-cash items			
- Non-cash charges	20	5.7	4.8
- Depreciation	7, 8	11.7	11.2
Decrease/(increase) in inventories	9	0.1	-
(Increase)/decrease in trade and other receivables	10	(0.4)	-
Increase/(decrease) in trade and other payables		1.0	1.4
(Decrease)/increase in provisions	13	(0.1)	0.4
Net cash outflow from operating activities		(102.4)	(91.3)
Cash flows from investing activities			
Purchase of property, plant and equipment		(2.7)	(2.1)
Purchase of intangible assets		-	(0.2)
Net cash outflow from investing activities		(2.7)	(2.3)
Cash flows from financing activities			
Financing from the Consolidated Fund		104.7	94.9
Net (decrease)/increase in cash and cash equivalents		(0.4)	1.3
Cash and cash equivalents as at beginning of period	11	2.3	1.0
Cash and cash equivalents as at end of period	11	1.9	2.3
Net (decrease)/increase in cash and cash equivalents		(0.4)	1.3
Net cash requirement			
Cash flows from financing activities	SOCTE	104.7	94.9
Decrease/(increase) in cash	11	0.4	(1.3)
		105.1	93.6

The notes on pages 59 to 86 form part of these accounts.

Financial Statements

Statement of Changes in Taxpayers' Equity

For the year ended 31 March 2022

	Note	General fund £M	Revaluation reserve £M	Pension reserve £M	Total reserves £M
Balance at 1 April 2020		212.3	136.2	(28.8)	319.7
Changes in taxpayers' equity for 2020-21					
Revaluation of Buildings and Fixed Plant	7		1.9		1.9
Transfer in respect of realised element of revaluation reserve	7	2.9	(2.9)		-
Net movement in pension reserve	14			16.1	16.1
Non-cash charges – auditor remuneration	20	0.1			0.1
Movement in cash balances		(1.3)			(1.3)
Net operating cost		(104.4)		(4.7)	(109.1)
Net funding	Cash Flow	94.9			94.9
Balance at 31 March 2021		204.5	135.2	(17.4)	322.3

The notes on pages 54 to 86 form part of these accounts

Financial Statements

	Note	General fund £M	Revaluation reserve £M	Pension reserve £M	Total reserves £M
Balance at 1 April 2021		204.5	135.2	(17.4)	322.3
Changes in taxpayers' equity for 2021-22					
Revaluation of Buildings and Fixed Plant	7		25.0		25.0
Transfer in respect of realised element of revaluation reserve	7	3.3	(3.3)		-
Net movement in pension reserve	14			(9.4)	(9.4)
Non-cash charges – auditor remuneration	20	0.1			0.1
Movement in cash balances		0.4			0.4
Net operating cost		(114.8)		(5.6)	(120.4)
Net funding	Cash Flow	104.7			104.7
Balance at 31 March 2022		198.2	156.9	(32.4)	322.7

The notes on pages 54 to 86 form part of these accounts

Financial Statements

Notes to the accounts

1. Statement of accounting policies

The financial statements have been prepared in accordance with the 2021-22 UK Government Financial Reporting Manual (FReM). The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be most appropriate to the particular circumstances of the SPCB for the purposes of giving a true and fair view has been selected. The particular policies adopted by the SPCB are described below. They have been applied consistently in dealing with items considered material to the accounts.

a. Accounting Convention

The accounts have been prepared under the historical cost convention modified to account for the revaluation of property, plant and equipment, financial instruments and inventories where material, at their value by reference to their current costs. In accordance with the principles of resource accounting, the gross funding received from the Scottish Consolidated Fund is reported directly within the General Fund and is not included in the operating income received in the year in the Statement of Comprehensive Net Expenditure.

In common with similar public bodies, the future financing of the SPCB's liabilities will be met by future grants of Supply approved annually by the Scottish Parliament. The approval of amounts for 2022-23 has already been given and there is no reason to believe that future approvals will not be forthcoming. Accordingly, it is considered appropriate to adopt a going concern basis for the preparation of these financial accounts.

b. Property, Plant and Equipment (PPE)

The SPCB hold the legal title to all land, buildings and fixed plant shown in the accounts.

For land, buildings and fixed plant, the minimum level for capitalisation of spend is the greater of £10,000 or 0.5% of asset value, provided it is probable that the spend will bring future economic benefits. For other asset categories, the minimum level for capitalisation of spend is £5,000, including grouped value of related asset purchases. Furniture, fixtures and fittings are not capitalised.

Land, buildings and fixed plant have been valued on a depreciated replacement cost basis for specialised buildings using independent professional valuations every 5 years. The last full valuation took place in 2019-20 with a desktop valuation exercise carried out in 2020-21. In the intervening years between valuations, indices provided by a professional valuer based on the General Buildings Cost (GBC) and the All Tender Price (ATPI) Index are applied. These indices are updated regularly and their value may rise or fall.

Financial Statements

Artwork and donated assets are independently professionally valued on the basis of Insurance every 5 years. The last valuation took place in 2019-20. Donated assets are capitalised at current value on receipt and income is recognised in the year of receipt. The revaluation of purchased and donated artwork is reflected in the Revaluation Reserve (see Statement of Changes in Taxpayers' Equity).

All other assets are reported at depreciated historic cost.

c. Intangible assets

In accordance with the FReM, Intangible assets are accounted for in line with the requirements of IAS 38 Intangible Assets.

Non-income generating assets are carried at depreciated replacement cost which is considered to be a proxy for fair value.

Intangible assets other than assets under development are amortised on a straight-line basis over their estimated useful lives. Intangible assets under development are not amortised.

d. Depreciation and amortisation

Land, historic documents and records and works of art are not depreciated. Assets under construction are depreciated when they are brought into use.

Depreciation has been provided at rates calculated to write off the valuation of Property, Plant and Equipment assets by equal instalments over their estimated useful lives which are normally in the following ranges:

Holyrood building	42 years
Holyrood fixed plant	3-15 years
Equipment and vehicles	5 years
IT systems	3 years

Amortisation is provided at rates calculated to write off the valuation of Intangible assets by equal instalments over their estimated useful lives which are normally in the following range:

IT software	3 years
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e. Realised element on depreciation of revaluation reserve

Depreciation is charged to the Statement of Comprehensive Net Expenditure on the revalued amount of the relevant assets. An element of depreciation arises from the increase in valuation and is in excess of the depreciation that would be charged on the historic cost of the relevant assets. The amount relating to this excess is the realised gain on revaluation and is transferred from the revaluation reserve to the general fund.

f. Inventories

All inventories held are stated at the lower of cost and net realisable value.

Financial Statements

g. Trade Receivables

Trade receivables are recognised and carried at original invoice amount less an allowance for any uncollectable amounts. A provision for impairment of trade receivables is established where there is observable evidence that the SPCB will not be able to collect all amounts due according to original terms. Trade receivable balances are written off when the SPCB determines that it is unlikely that future remittances will be received.

h. Trade and other payables

Trade and other payables are stated at cost.

i. Foreign Exchange

Transactions which are denominated in a foreign currency are translated into sterling at the exchange rate ruling on the date of each transaction, except where rates do not fluctuate significantly, in which case an average rate for a period is used. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the Statement of Comprehensive Net Expenditure.

j. Operating Income

Operating income is income that relates directly to the operating activities of the SPCB and is therefore recognised as revenue in the Statement of Comprehensive Net Expenditure. Income is stated excluding VAT.

k. Pensions

The Civil Service Pension Arrangements

Staff employed directly by the SPCB and the Parliamentary Commissioners and Ombudsman and their staff are members of either the Civil Service and Others Pension Scheme or **Alpha** which was introduced from 1 April 2015. Prior to that date employees participated in the Principal Civil Service Pension Scheme (PCSPS). These statutory arrangements are unfunded multi-employer defined benefit schemes and the SPCB is unable to identify its share of the underlying assets and liabilities and therefore there is no liability in the Statement of Financial Position. The cost of benefits is met by monies voted by the UK Parliament each year. Details can be found in the separate scheme statement of the Cabinet Office: Civil Superannuation (Civil Service Pensions). More information on the costs can be found in Note 4.

The Scottish Parliamentary Pension Scheme (SPPS)

The SPCB uses full IAS 19 pension scheme accounting for the Members' Pension Fund (Scottish Parliamentary Pension Scheme). This means the net position for the Scheme is reflected in the SPCB Statement of Financial Position (Notes 4 and 14).

The scheme is a defined benefit scheme, and applies to the salary of members, to any ministerial salary and the salary of the Lord Advocate and Solicitor General for Scotland. The cost of pension cover provided for the MSPs is by payment of charges

Financial Statements

calculated on an accruing basis, with liability for payment of future benefits charged to the Scottish Parliamentary Pension Scheme (SPPS). Any liabilities of the fund arising from a deficit on assets will be met through increased funding. The liability for this will be met by the SPCB through the Scottish Consolidated Fund.

I. Value Added Tax (VAT)

The SPCB is treated as a Crown Body for the purposes of the Value Added Tax Act 1994 and accordingly for the purposes of Section 41 of that Act (application to the Crown) it is treated as a government department and is exempt for VAT on the provision of parliamentary goods and services. The SPCB is standard rated for VAT on its trading activities, such as the Parliament shop. Where output tax is charged or input VAT is recoverable, the amounts are stated excluding VAT.

m. New accounting standards not yet effective

The SPCB consider accounting standards not yet applied and assess the potential impact the initial application would have on the financial statements. The SPCB do not consider that any new or revised standard or interpretation would have a material impact on the financial statements.

n. Reimbursement of Members' Expenses Scheme

By virtue of sections 81(2) (5) (6) and 83 (5) of the Scotland Act 1998, the SPCB reimburses members in respect of expenses or costs incurred in each financial year in accordance with the Reimbursement of Members' Expenses Scheme, subject to the various limits on expenses or costs under the Scheme.

o. Accounting estimates

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The SPCB makes estimates and judgements concerning the future. The resulting accounting estimates will, by definition, seldom equal the actual results. The SPCB makes judgements in applying accounting policies. The estimates, assumptions and judgements that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities in the financial statements within the next financial year are addressed below:

Accruals relating to the SPCB's operating activities are estimated on the basis of contractual obligations and goods and services received during the financial year.

The accounting for pensions, and indexation movements for buildings and fixed plant, are areas in which accounting estimates may change. The carrying amount of the pension liability may change as a result of the Government Actuary's reassessment of the expected future benefits and obligations associated with the pension liability. The relevant assumptions used by the Government Actuary are based on a number of complex judgements including discount rate, salary increase rate, retirement ages, mortality rates and expected returns on pension fund assets and these are set out in Note 4.

Financial Statements

A professional surveyor provides the appropriate indices from using the Building Cost Information Service (BCIS) of the Royal Institution of Chartered Surveyors provide the indices which we use for the indexation of Buildings and Fixed Plant. These indices are updated regularly and their value may rise or fall. The indexation of Buildings and Fixed Plant is disclosed in Note 7.

p. Provisions

Under IAS 37, Provisions, Contingent Liabilities and Contingency Assets, the SPCB provides for legal or constructive obligations that are of uncertain timing or amount at the year-end date on the basis of the best estimate of the expenditure required to settle the obligation.

Financial Statements

2. Summary of Outturn against Budget

A. Summary of Outturn against Resource Budget

	2021-22			2020-21		
	Budget £M	Outturn £M	Variance £M	Budget £M	Outturn £M	Variance £M
Net Operating Cost (Statement of Comprehensive Net Expenditure) (i)	126.2	120.4	5.8	110.9	109.1	1.8
Capital – Purchase of non-current assets (Note 7)	1.5	3.4	(1.9)	0.9	2.3	(1.4)
Total outturn	127.7	123.8	3.9	111.8	111.4	0.4

(i) Explanation of the variation between Budget and Outturn Net Operating Cost for 2021-22:

£3.7m of the underspend is in Parliamentary Service partly offset by capital overspend of £1.9m resulting in a net underspend of £1.8m. Of the remaining net £2.1m underspend against budget, Members' costs account for an underspend of £1.5m, Commissioners' funding £0.5m and £0.1m of the underspend against budget is in respect of non-cash items, with the main element being depreciation (£0.2m) with an offset by overspend in pension net finance costs.

(ii) Explanation of the variance between Budget and Outturn Capital for 2021-22:

An overspend variance of £1.9m occurred on Capital where the SPCB was able to take forward planned capital expenditure on lift replacement, network and server refreshes, IT kit refreshes, digital meeting room and conferencing equipment slightly earlier than originally forecast as a result of compensating changes to the phasing of planned revenue expenditure.

Financial Statements

B. Summary of Outturn against Cash Budget

	Budget £M	2021-22 Outturn £M	Variance £M	Budget £M	2020-21 Outturn £M	Variance £M
Net Cash Outflow		105.1			93.6	
Net increase / (decrease) in cash and cash equivalents		(0.4)			1.3	
Overall Cash Outturn (Statement of Cash Flows) (iii)	110.3	104.7	5.6	95.5	94.9	0.6

(iii) Explanation of the variation between Cash Budget and Cash Outturn for 2021-22:

The actual cash drawdown (£104.7m) was within the cash budget for the year (£110.3m). The net (decrease)/increase in cash and cash equivalents is disclosed in the Statement of Cash Flows.

Financial Statements

3. Staff and members' salaries

Pay costs consist of:

	2021-22			2020-21		
	£M	£M	£M	£M	£M	£M
	Total	Staff	Members and Office Bearers	Total	Staff	Members and Office Bearers
Salaries						
SPCB	34.8	24.1	10.7	34.0	25.5	8.5
Seconded staff	0.1	0.1	-	0.1	0.1	-
Ministers	1.5	-	1.5	1.3	-	1.3
Social security costs						
SPCB	3.3	2.3	1.0	3.4	2.4	1.0
Seconded staff	-	-	-	-	-	-
Ministers	0.2	-	0.2	0.2	-	0.2
Other pension costs						
SPCB	7.8	6.1	1.7	7.7	6.1	1.6
Seconded staff	-	-	-	-	-	-
Ministers	0.3	-	0.3	0.2	-	0.2
Total Salary Cost per Statement of Comprehensive Net Expenditure	48.0	32.6	15.4	46.9	34.1	12.8

Social security costs for SPCB in 2021-22 include Apprenticeship levy costs of £0.1m (2020-21 £0.1m).

Information on the staff costs in 2021-22 can be found in the Performance Overview, Financial position section on pages 13 to 14.

Financial Statements

Members' salaries in 2021 -22 include £2.3m of resettlement grant and Ministers salaries include £0.2m of severance costs associated with the election in May 2021.

The number of MSPs and ministers during 2021-22 was as follows:

	2021-22	2020-21
	Total	Total
Ministers (including 2 Law Officers)	30	28
MSPs	101	103
Total Ministers and MSPs	131	131

The number of Members of the Parliament at 31 March 2022 and 2021 is 129.

Information on SPCB staff numbers can be found in the Remuneration and Staff Report, pages 43.

Financial Statements

4. Pensions

a. Members of the Civil Service Pension Arrangements

The scheme actuary valued the PCSPS as at 31 March 2016. You can find details in the resource accounts of the Cabinet Office: Civil Superannuation. For 2021-22, employers' contributions of £6,054,616 were payable to the PCSPS (2020-21 £6,053,946). The Scheme Actuary reviews employer contributions usually every four years following a full scheme valuation. The contribution rates are set to meet the cost of the benefits accruing during 2021-22 to be paid when the member retires and not the benefits paid during this period to existing pensioners. There were no individuals retiring early on ill-health grounds in 2021-22 (2020-21, none).

The SPCB expects to contribute £7,026,000 to the PCSPS in 2022-23.

Employers' contributions of £17,066 (2020-21 £25,659) were paid to the appointed stakeholder pension providers for those staff members who are part of the partnership pension account. In addition, employer contributions of £606 (2020-21 £909), 0.5% of pensionable pay were payable to the PCSPS to cover the cost of the future provision of lump sum benefits on death in service or ill health retirement of these employees.

Contributions due to the **partnership** pension providers at the balance sheet date were £1,339 (2020-21 £2,182). Contributions prepaid at that date were £nil (2020-21 £nil).

Staff seconded to SPCB from other organisations are members of the pension schemes operated by their respective employers.

b. Members of the Scottish Parliamentary Pension Scheme (SPPS)

The pension scheme for the Parliament Members provides benefits based on final pensionable pay. The assets of the scheme are held separately from those of the SPCB and are managed by an Investment Manager. The Government Actuary was required to produce an initial actuarial valuation of the assets and liabilities of the SPPS as at 6 May 1999 and thereafter to conduct a full valuation at three yearly intervals. The last valuation was finalised by the Trustees on 26 May 2021 and covers the period 1 April 2017 to 31 March 2019.

The pension scheme was established in 1999 and is immature, with contribution income still exceeding regular benefit outgoings. The weighted average duration of the scheme's liabilities is around 20 years.

Financial Statements

i. The amounts recognised in the Statement of Financial Position are as follows:

	Note	31 March 2022 £M	31 March 2021 £M
Present value of scheme liabilities		136.8	129.2
Fair value of scheme assets		104.4	111.8
Net liability (surplus)	14	32.4	17.4

ii. The amounts recognised in the Statement of Comprehensive Net Expenditure are as follows:

	2021-22 £M	2020-21 £M
Current service cost	7.2	5.9
Reduction in past service cost *	-	-
Total operating charge	7.2	5.9

* Past service costs arise when an employer undertakes to provide a different level of benefits than previously promised. The Government Actuary's Department is not aware of any material past service costs which have arisen over 2021-22 or 2020-21.

Analysis of the amount recognised in Statement of Financial Position		
Interest cost	2.6	2.5
Interest on scheme assets	(2.2)	(1.8)
Total cost	0.4	0.7

Total cost in the Statement of Comprehensive Net Expenditure	7.6	6.6
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Allocated in the accounts as follows:

	Note	2021-22 £M	2020-21 £M
Other pension costs (contributions by employer)		1.9	1.9
Pension Finance Cost (Net)	5	5.6	4.7
Total		7.5	6.6

Financial Statements

iii. Analysis of amount recognised in Statement of Change in Taxpayers' Equity (SCITE):

	2021-22 £M	2020-21 £M
Actual less expected return on scheme assets	(9.2)	28.9
Experience adjustments on scheme liabilities	0.1	3.1
Changes in assumptions underlying the present scheme liabilities	(0.3)	(15.9)
Total actuarial gain/(loss) recognised in SCITE	(9.4)	16.1

The actuarial loss of £9.4m for 2021-22 is a combination of the changes in assumptions amounting to a loss of £0.3m (arises from the changes to the financial assumptions – see section vii offset by change in mortality improvement assumption), experience gains on the liabilities of £0.1m which arises mainly from actual salary increases being lower than assumed and offset by CPI increases being higher than assumed and actual return on assets exceeding expected interest in by assets (loss of £9.2m). The actuarial gain of £16.1m for 2020-21 is a combination of the change in assumptions (a loss of £15.9m arises from the changes to the financial assumptions- see section vii), experience gains on the liabilities (a gain of £3.1m which arises mainly from actual salary and CPI increases being lower than expected) and actual return on assets exceeding expected interest on assets (a gain of £28.9m).

The demographic assumptions determine the incidence of the benefit outflow and include factors such as mortality (in service and in retirement), withdrawal from service, proportions married and ages of dependants. The demographic assumptions are chosen by reference to the specific experience of the scheme membership and were reviewed as part of the actuarial valuation of the scheme at 31 March 2019. The report for this valuation was issued on 26 May 2021.

The demographic assumptions (including mortality) adopted to determine the Current Service Cost for the year ending 31 March 2022 are those applicable at the start of the year; that is, those adopted to calculate the liability at 31 March 2021 for the 2021-22 Resource Accounts.

The demographic assumptions adopted for the assessment of liabilities as at 31 March 2022 have been set by the SPCB based on assumptions used for the 2019 valuation. The baseline mortality assumption is as used in the actuarial valuation of the scheme as at 31 March 2019. This has not changed from the baseline mortality assumption used in the 2020-21 Resource Accounts. For the 2021-22 the assumed levels of future mortality improvement are in accordance with the improvements incorporated in the 2020-based principal population projections for the United Kingdom (prepared by ONS) which were published on 12 January 2022. This is consistent with the assumptions used by GAD for other accounting assessments of this sort. For the 2020-21 accounts this was based on the 2018-based principal population projections for the United Kingdom (prepared by ONS).

Financial Statements

These are set out in section vii.

iv. Changes in the present value of the scheme liabilities are as follows:

	31 March 2022	31 March 2021
	£M	£M
Opening liability	129.2	108.4
Current service cost	7.2	5.9
Interest cost	2.6	2.5
Contributions by members	1.0	1.0
Actuarial losses/(gains)	0.1	12.8
Net transfers-in, less benefits paid out	(3.3)	(1.4)
Closing liability	136.8	129.2

v. Changes in the fair value of scheme assets are as follows:

	31 March 2022	31 March 2021
	£M	£M
Opening fair value of scheme assets	111.8	79.6
Interest on scheme assets	2.2	1.8
Actual return less expected return on scheme assets	(9.2)	28.9
Contributions by employer	1.9	1.9
Contributions by members*	1.0	1.0
Benefits paid and expenses	(3.3)	(1.4)
Closing fair value of scheme assets	104.4	111.8

* including transfers in and transfers out by members

The SPCB expects to contribute £2,025,000 to the Members' Pension Fund in 2022-23. Employer contributions from 1 April 2022 were 20.2 % of pensionable pay, the rate recommended in the 2019 formal valuation.

vi. Movement in deficit during the year:

	31 March 2022	31 March 2021
	£M	£M
Deficit at 1 April	(17.4)	(28.8)
Current service cost (net of members contributions)	(7.2)	(5.9)
Contributions by SPCB	1.9	1.9
Other finance income	(0.3)	(0.7)
Actuarial gain/(loss)	(9.4)	16.1
Deficit at 31 March	(32.4)	(17.4)

Financial Statements

- vii. The major categories of scheme assets as a percentage to total scheme assets are as follows:

	2021-22	2020-21
Equities	62%	62%
Bonds	30%	28%
Cash	5%	7%
Property	3%	3%

Principal actuarial assumptions at the Statement of Financial Position date:

	31 March 2022	31 March 2021
Discount rate	2.65%	2.00%
Future salary increases *	4.65%	4.15%
Rate of return in excess of:		
Pension increases (CPI)	(0.5%)	(0.4%)
Earnings increases	(2.00%)	(2.15%)
Expectation of life at age 65 (years)		
Current pensioners – men	23.5	23.8
Current pensioners – women	25.1	25.2
Current pensioners – widows	23.9	24.0
Future pensioners – men	25.1	25.4
Future pensioners – women	26.7	26.8
Future pensioners – widows	25.4	25.6

* This is a long term salary increase assumption and has been derived as 1.5% (2020-21 1.75%) per annum in excess of cost price inflation. GAD's long-term view of earnings increases is based on long-term historical earnings increases relative to inflation and considering possible future trends. This reduction in long-term assumed earnings inflation was driven by a combination of short-term high inflation environment which would suppress real earnings growth, together with historical earnings growth over the past 10 years being below RPI.

The long-term salary assumption is intended to be an average over the future careers of scheme members, with a recognition that increases in any particular year may be higher or lower than the assumption.

- viii. Sensitivity to main assumptions:

The results of any actuarial calculation are inherently uncertain because of the assumptions which must be made. In recognition of this uncertainty GAD has set out the approximate effects on the actuarial liability as at 31 March 2022 of changes to the main actuarial assumptions. The principal financial assumptions are the real rates of return in excess of pension increases and earnings growth. A key demographic assumption is pensioner mortality.

Financial Statements

If the real rate of return in excess of earnings changes by 0.5% a year, the total actuarial liability would change by around 2% and the change in total liabilities by circa £2.7m.

If the real rate of return in excess of pension changes by 0.5% the total actuarial liability would change by about 10% and the change in total liabilities by circa £13.6m.

If each pensioner is subject to longevity of an individual 2 years younger than assumed then this would increase the actuarial liability by 8.5% and increase total liability by circa £11.6m.

ix. Covid implications:

As with the accounts last year, the 2021-22 Resource Accounts are being produced at a time when the UK continues to deal with the Covid pandemic. The Actuary has considered the potential implications of how this pandemic could impact on the actuarial calculations required for the accounts.

The assumptions for the discount rate and pension increase assumptions reflect market conditions at the accounting date. The long-term salary assumption is set by taking actuarial advice and is intended to be an average over the future careers of scheme members, with a recognition that increases in any particular year may be lower or higher than the assumption. The increase in the amount of Government debt being taken on to pay for its response to the Covid pandemic is likely to affect salary growth. In response to this we have reduced our proposed long-term salary growth assumption to CPI+1.50%.

The current population mortality projections make an allowance for the short-term impact of the Covid pandemics. The starting rates of mortality improvement are based on projections of past trends in UK mortality and these converge over time to assumed long-term improvement rates. The assumed improvements have been reduced, for those over age 30, from this projected initial level to allow for the Covid pandemic. The reductions made are in line with observed improvement rates, where known, and an average of the views of an independent panel of mortality experts in respect of the aggregate period from 2019 to 2024. Mortality improvements after this date have not been changed as a result of the Covid pandemic.

The resulting life expectancies are generally lower under the current projections than under the mortality projections used for last year's accounts, which did not make any allowance for the Covid pandemic. Life expectancy broadly catches up in 2019 levels in 2022 but there is no allowance for life expectancy under the current mortality projections to return to the level assumed for last year's accounts at any year in the future.

The progress of the pandemic remains uncertain so actual death rates from Covid may differ from the allowance made in any projections. Any difference between actual and assumed mortality rates over the next year would emerge as an experience gain or loss in next year's accounts.

Financial Statements

x. Amounts for the current and previous four periods are as follows:

	31 March 2022	31 March 2021	31 March 2020	31 March 2019	31 March 2018
	£M	£M	£M	£M	£M
Defined benefit obligation	136.8	129.2	108.4	110.7	100.2
Scheme assets	104.4	111.8	79.6	81.0	75.5
Net Liability	(32.4)	(17.4)	(28.8)	(29.7)	(24.7)
Experience gains and losses arising on pension liabilities	0.1	3.2	1.9	0.8	1.8
Actual return less interest on scheme assets	(9.2)	28.9	(5.0)	2.3	2.6

Further information on the Scottish Parliamentary Pension Scheme can be found in the accounts for the scheme ending 31 March 2022 which are published on the Parliament website.

Financial Statements

5. Other administration costs

	Note	2021-22 £M	2020-21 £M
Reimbursement of Members' expenses:			
Members' staff costs including staff winding up costs, ERNIC, pension and temporary staff costs		18.8	13.9
Office costs including winding up		1.3	1.5
Travel, accommodation and other costs		2.2	1.4
Total Members' expenses	(a)	22.3	16.8
Financial assistance for registered political parties	(b)	0.6	0.6
Funding of Electoral Commission	(c)	2.6	-
Accommodation costs:			
Rates		3.6	3.6
Planned and reactive maintenance		3.5	3.2
Utilities		1.0	0.9
Cleaning		0.7	0.7
Other		0.5	0.6
		9.3	9.0
Travel and expenses, hospitality		0.1	-
Other expenditure:			
Equipment, IT maintenance and telephony		4.2	4.2
Other facilities contracts		1.8	2.1
Postage, stationery and publications	(d)	0.5	0.9
Other staff costs		0.6	0.4
External consultants		0.6	0.4
Other		0.3	0.3
		8.0	8.3
Non-cash items:			
Pension finance cost (net)	20	5.6	4.7
Auditor's remuneration and expenses	20	0.1	0.1
		5.7	4.8
Total other admin cost per Statement of Comprehensive Net Expenditure		48.6	39.5

Financial Statements

- (a) Details of reimbursement of members' expenses is published on the SPCB website. More information on members expenditure in 2021-22 can be found within the Financial Position section of the Performance Overview in page 13-14.
- (b) 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.
- (c) In 2021-22, under Section 15 of the Scottish Elections (Reform) Act 2020, the SPCB assumed responsibility for the funding of devolved electoral activities of the Electoral Commission. The Commission also receives funding from the Speakers Committee of the House of Commons and the Senedd.
- (d) Other expenditure – postage, stationery and publications - includes the costs incurred by members in 2020-21 in respect of their postage and stationery provision supplies to assist them in the discharge of their parliamentary duties. From 2021-22 this provision was replaced as part of a wider engagement provision under the revised Members Expenses Scheme with cost included in Reimbursement of Members Expenses.

6. Operating income

	2021-22 £M	2020-21 £M
Operating income analysed by classification and activity, is as follows:		
Hospitality income	0.1	-
Total income	0.1	-

Income figures, disclosed above, are shown before the deduction of expenses incurred. Income is low in 2021-22 and 2020-21 is due to the impact of Covid restrictions on our activities.

Financial Statements

7. Property, plant and equipment

2021-22

	Land	Buildings and Fixed Plant	Equipment and Vehicles	IT systems	Assets Under Construction	Artwork and Donated Assets	Total £M
Cost or valuation	£M	£M	£M	£M	£M	£M	£M
At 1 April 2021	15.7	416.8	4.0	3.5	0.7	1.7	442.4
Additions (purchased)	-	0.1	1.0	1.1	1.2	-	3.4
Transfers	-	1.7	0.1	-	(1.7)	-	0.1
Disposals	-	-	-	-	-	-	-
Revaluation	1.9	27.9	-	-	-	-	29.8
At 31 March 2022	17.6	446.5	5.1	4.6	0.2	1.7	475.7
Depreciation							
At 1 April 2021	-	91.7	2.9	2.4	-	-	97.0
Charged in year	-	10.7	0.4	0.5	-	-	11.6
Disposals	-	-	-	-	-	-	-
Revaluation	-	4.8	-	-	-	-	4.8
At 31 March 2022	-	107.2	3.3	2.9	-	-	113.4
Net book value							
At 31 March 2022	17.6	339.3	1.8	1.7	0.2	1.7	362.3
At 1 April 2021	15.7	325.1	1.1	1.1	0.7	1.7	345.4

Financial Statements

7 (b) Valuation

The principal non-current asset of the SPCB is the parliamentary building at Holyrood, Edinburgh. This was occupied in the 2004-05 financial year when the Parliament land and building were first professionally valued on a depreciated replacement cost basis as at 7 January 2005 by GVA James Barr (Chartered Surveyors). In line with the SPCB's non-current asset accounting policy of a full revaluation commissioned at a minimum of every five years, Avison Young undertook the fourth full revaluation of the Parliament land and buildings as at 31 March 2020 (at £349.0m). In 2020-21 Avison Young undertook a desktop valuation which included structural buildings valued at £298.1m, a land value of £15.7m and £27.0m in respect of fixed plant. The valuation is an assessment of Fair Value, referenced to Depreciated Replacement Cost, with an inherent assumption of on-going use by the Parliament. Revaluation may result in an increase or decrease of the previous recorded value.

Revaluation may result in an increase or decrease of the previous recorded value.

In intervening years between the valuations, indices are applied as set out in the accounting policy for Property, Plant and equipment on page 59. Avison Young have provided the indexation advice applied in the 2021-22 values.

Financial Statements

2020-21

	Land £M	Buildings and Fixed Plant £M	Equipment and Vehicles £M	IT systems £M	Assets Under Construction £M	Artwork and Donated Assets £M	Total £M
Cost or valuation							
At 1 April 2020	15.7	416.7	3.7	2.8	0.3	1.7	440.9
Additions (purchased)	-	0.3	0.2	1.0	0.7	-	2.2
Transfers	-	-	0.3	-	(0.3)	-	-
Disposals	-	-	(0.2)	(0.3)	-	-	(0.5)
Revaluation	-	(0.2)	-	-	-	-	(0.2)
At 31 March 2021	15.7	416.8	4.0	3.5	0.7	1.7	442.4
Depreciation							
At 1 April 2020	-	83.4	2.7	2.4	-	-	88.5
Charged in year	-	10.4	0.4	0.3	-	-	11.1
Disposals	-	-	(0.2)	(0.3)	-	-	(0.5)
Revaluation	-	(2.1)	-	-	-	-	(2.1)
At 31 March 2021	-	91.7	2.9	2.4	-	-	97.0
Net book value							
At 31 March 2021	15.7	325.1	1.1	1.1	0.7	1.7	345.4
At 1 April 2020	15.7	333.3	1.0	0.4	0.3	1.7	352.4

Financial Statements

7 (c) Net loss/(gain) in respect of realised element of revaluation reserve

	2021-22 £M	2020-21 £M
Depreciation on Buildings and Fixed Plant		
Charged in year (calculated on Current Cost basis)	10.7	10.4
Calculated on Historical Cost basis	(7.4)	(7.5)
Net loss/(gain) in respect of realised element of revaluation reserve	3.3	2.9

Financial Statements

8. Intangible assets

	2021-22			2020-21		
	IT Software	Assets Under Construction	Total	IT Software	Assets Under Construction	Total
	£M	£M	£M	£M	£M	£M
Cost or valuation						
At 1 April	0.8	0.4	1.2	0.7	0.4	1.1
Additions (purchased)	-	-	-	0.1	-	0.1
Transfers	0.4	(0.4)	-	-	-	-
At 31 March	1.2	-	1.2	0.8	0.4	1.2
Amortisation						
At 1 April	0.7	-	0.7	0.6	-	0.6
Charged in year	0.1	-	0.1	0.1	-	0.1
At 31 March	0.8	-	0.8	0.7	-	0.7
Net book value						
At 31 March	0.4	-	0.4	0.1	0.4	0.5
At 1 April	0.1	0.4	0.5	0.1	0.4	0.5

Financial Statements

9. Inventories

	31 March 2022	31 March 2021
	£M	£M
Retail	0.1	0.1
Other stock	0.1	0.2
	0.2	0.3

10. Trade and other receivables: amounts falling due within one year

	31 March 2022	31 March 2021
	£M	£M
VAT	0.6	0.5
Trade receivables	-	0.1
Prepayments and accrued income	1.1	0.8
Other receivables	0.2	0.1
	1.9	1.5

11. Cash and cash equivalents

	31 March 2022	31 March 2021
	£M	£M
Balance at 1 April	2.3	1.0
Net (decrease)/increase in cash and cash equivalents	(0.4)	1.3
Balance at 31 March	1.9	2.3
Balances at Government Banking Service	1.9	2.3
Balances at Commercial banks and cash in hand	-	-
Balance at 31 March	1.9	2.3

Financial Statements

12. Trade and other payables: amounts falling due within one year

	31 March 2022	31 March 2021
	£M	£M
Accruals and deferred income	5.0	4.6
Trade payables	1.8	0.4
Other payables	2.5	2.5
Scottish Consolidated Fund (SCF)	1.9	2.3
	11.2	9.8

13. Provisions for liabilities and charges

Restructuring provision	Note	2021-22	2020-21
		£M	£M
Balance at 1 April		0.5	-
(Utilised) in year		(0.2)	-
Increase in provision		0.1	0.5
Balance at 31 March		0.4	0.5
Amount due within one year		0.4	0.5
Amount due after one year		-	-
Balance at 31 March		0.4	0.5

A targeted voluntary redundancy specific exit scheme was agreed with Cabinet Office in 2020-21 with terms under the Civil Service Compensation Scheme Arrangements for exits in 2021-2 and 2022-23.

14. Net funded Members Pension Scheme Liability

Under IAS 19, a liability is recognised for the Scottish Parliamentary Pension Scheme. Further information is provided on this in note 4.

	Note	2021-22	2020-21
		£M	£M
Balance at 1 April		17.4	28.8
Net movement in Pension Reserves	4(iii)	9.4	(16.1)
Pension Finance Cost (Net)	5	5.6	4.7
Balance at 31 March	4(i)	32.4	17.4

Financial Statements

15. Capital commitments

At 31 March 2022 there were capital commitments of £0.2m for server replacement programme (31 March 2021 £0.8m on the contract for the Service Yard security improvements, including VAT not recoverable).

16. Commitments under leases

There are no leases in operation (2020-21 none).

17. Financial instruments

As the cash requirements of the SPCB are met through the Scottish Consolidated Fund budgeting process, financial instruments play a more limited role in creating risk than would apply in a non-public sector body of a similar size. The majority of financial instruments relate to contracts to buy non-financial items in line with the SPCB's expected purchase and usage requirements. The SPCB is therefore exposed to little credit, liquidity or market risk.

18. Contingent liabilities

The SPCB has provided letters of indemnity for loaned artwork which is on display within the Parliament. At 31 March 2022 the maximum contingent liability in respect of these indemnities was £0.2m (31 March 2021 £0.2m).

19. Related party transactions (including Commissioners and Ombudsman)

Scotland's Futures Forum Limited (SFF) was established on 16 August 2005 as a Company Limited by Guarantee. It was created by the Parliament to help its Members, along with policy makers, businesses, academics, and the wider community of Scotland, look beyond immediate horizons, to some of the challenges and opportunities in the future. All shares are owned by the Parliamentary Corporate Body who also hold the controlling interest in the SFF. The net contribution is included in these accounts but the SPCB does not consolidate on grounds of immateriality. A set of the accounts is available on request.

The SPCB has transactions with the Scottish Government and with other government departments and public bodies, including HM Revenue & Customs. Additionally, regular transactions take place with the Scottish Parliamentary Pension Scheme, see note 4.

During the year, the SPCB had material transactions with the Scottish Parliamentary Pension Scheme. In 2021-22 short term funding of £1,302,383 was provided to the SPPS (£2020-21 £0) by the SPCB with £1,176,901 repaid in year. Short term funding is provided to temporarily cover the costs of lump sum payments to Members who retire and there were more retirements in 2021-22 due to the election. Lump sums and short-term funding are repaid from monthly contributions to the SPPS. This reduces the requirement for the SPPS to sell units to cover these costs. The SPPS is due to repay the SPCB £125,482 as at 31 March 2022 for a lump sum cost arising in March 2022. This was repaid in June 2022.

Financial Statements

In 2021-22 the Scottish Public Services Ombudsman, the Scottish Information Commissioner, the Scottish Commission for Human Rights, the Commissioner for Children and Young People in Scotland, the Commissioner for Ethical Standards in Public Life in Scotland, and the Standards Commission for Scotland were responsible for the management of their funds and preparation of their accounts. Further detail on their accounts can be found on the appropriate websites. 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 arrangements.

The Scottish Biometrics Commissioner, appointed under the Scottish Biometrics Commissioner Act 2020, was established with 2021-22 as the first year of expenditure. Further details including the annual report and accounts can be found on the Scottish Biometrics Commissioner website.

Funding provided to independent officeholders was:

	2021-22	2020-21
	£M	£M
Scottish Public Services Ombudsman	6.1	6.0
Scottish Information Commissioner	1.9	2.0
Scottish Commission for Human Rights	1.2	1.1
Commissioner for Children and Young People in Scotland	1.2	1.1
Commissioner for Ethical Standards in Public Life in Scotland	1.1	0.9
Standards Commission for Scotland	0.3	0.3
Scottish Biometrics Commissioner	0.3	-
Scotland's Futures Forum Limited	0.1	0.1
Net Cost (Statement of Comprehensive Net Expenditure)	12.2	11.5

Financial Statements

20. Non-cash charges

The following non-cash charges have been included in the accounts:

	Note	2021-22	2020-21
		£M	£M
Pension finance cost (net)	5	5.6	4.7
Auditor's Fee	5	0.1	0.1
		5.7	4.8

21. Post Statement of Financial Position events

There are no material post Statement of Financial Position events that require to be adjusted in the accounts or to be disclosed (2020-21 none).

Financial Statements



SCOTTISH PARLIAMENTARY CORPORATE BODY

DIRECTION BY THE SCOTTISH MINISTERS

in accordance with section 19(4) of the Public Finance and Accountability (Scotland) Act 2000

The statement of accounts for the financial year ended 31 March 2007 and subsequent years shall comply with the accounting principles and disclosure requirements of the edition of the Government Financial Reporting Manual (FReM) which is in force for the year for which the statement of accounts are prepared.

The accounts shall be prepared so as to give a true and fair view of the net resource outturn, resources applied to objectives, recognised gains and losses and cash flows for the financial year, and of the state of affairs as at the end of the financial year.

This direction shall be reproduced as an appendix to the statement of accounts. The direction given on 15 July 2002 is hereby revoked.

A handwritten signature in blue ink, appearing to read 'Alison Stelfox'.

Signed by the authority of the Scottish Ministers

Dated 17 January 2006