



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Scottish Parliamentary Corporate Body (SPCB) meeting held on Thursday 9 October 2025 at 9.00am

Present:

- Alison Johnstone MSP (chair)
- Jackson Carlaw MSP
- Maggie Chapman MSP

Apologies:

- Claire Baker MSP
- Christine Grahame MSP

In attendance:

- David McGill
- Michelle Hegarty
- Peter Walker, Christina Young
- Heather MacLennan
- David Hershaw
- Lynsey Hamill, Tommy Lynch, John McArthur
- Willie Heigh
- Eric MacLeod
- Mark Brough
- Allan Campbell
- Lisa Creamer
- Lynn Russell, Head of Secretariat

Previous minutes

1. The SPCB agreed the minutes of the meeting held on 25 September 2025.

Matters arising

2. The following items were dealt with by correspondence since the meeting on 25 September 2025—
 - The SPCB approved the 2026 election guidance.
 - The SPCB agreed to fly the flags at half-mast on 3 October 2025 following the Manchester synagogue attack on 2 October 2025.
3. Paper 53: The SPCB discussed a proposed public exhibition in 2026 and agreed to seek further information.

Chief Executive's Report

4. The SPCB considered the Chief Executive's Report which highlights activities across the organisation from June to September 2025 and includes Quarter 1 Finance, Performance and Workforce Data reports.
5. The SPCB discussed the strategic change objective 'A modern, dynamic parliamentary democracy' and the reasons for the revised timescales in three areas, as set out in the report. The SPCB noted that at this point in the year, the staffing budget is tracking close to target. It also discussed the current projected overspend for staff costs, while noting that this may reduce during 2025/26 if an increase in staff turnover results in further vacancy gap savings.
6. The SPCB welcomed the 96.3% staff attendance rate, which compares favourably against the same period in 2024/25 which was 95.3%.
7. The SPCB noted the report.

Use of Scottish Parliament Corporate Identity: Paper 48

8. The SPCB noted that a breach of the rules regarding the SPCB's policy on the use of the Scottish Parliament Corporate Identity had occurred. The SPCB agreed that the Head of Allowances should write to the Member to remind them of the requirements policy and advise the complainant of the outcome of the matter.

Officeholders - Staffing Determination: Paper 49

9. The SPCB approved a staffing determination from the Scottish Biometrics Commissioner.

Officeholders – Staffing Determination: Paper 50

10. The SPCB approved a staffing determination from the Patient Safety Commissioner for Scotland.

Major projects

11. The SPCB discussed two major projects, as detailed in Paper 51 and Paper 52, proposed for inclusion in the SPCB's 2026/27 Budget Bid.

Any other business

12. The SPCB discussed a catering services matter and MSP office planning arrangements.

Date of next meeting

13. The next meeting of the SPCB was scheduled for 30 October 2025.

SPCB Secretariat
October 2025