



The Scottish Parliament
Pàrlamaid na h-Alba

Scottish Parliamentary Corporate Body

Thursday 9 October 2025 (Session 6)

Officeholders – Patient Safety Commissioner for Scotland Staffing Determination

Reference: SPCB (2025) - Paper 50

Executive summary

1. This paper invites the SPCB to consider a staffing determination from the Patient Safety Commissioner for Scotland and approve the appointment of three staff on SPSO Grades 6 and 4. The staffing determination is attached at **Annexe A**.

Background

2. Under Schedule 1 of the Patient Safety Commissioner for Scotland Act 2023, the Commissioner may, with the consent of the Parliamentary corporation as to numbers, appoint staff. Staff appointed by the Commissioner are appointed on such terms and conditions as the Commissioner, with the approval of the Parliamentary corporation, determines.
3. The Financial Memorandum accompanying the Bill suggested that the Commissioner would require four staff, estimated to be one Grade 2 and three Grade 4 staff, but as she is to be co-located with the SPSO at Bridgeside House, and the SPSO is to provide shared services (HR, payroll, finances, facilities management etc) she has determined that she only needs to employ three members of staff.
4. Following analysis, the Commissioner is proposing a revised structure comprising one Grade 6 Executive Director and two Grade 4 Policy and Investigations Officers. The role analysis for the Executive Director demonstrates the necessity for senior strategic oversight, complex problem-solving, and corporate accountability that exceeds the remit of Grade 4 staff. The Commissioner notes this model balances operational delivery with senior management expertise, enabling effective leadership, integration of functions, and the delegation of responsibilities in line with Schedule 1, Paragraph 18 of the Act.

5. The Financial Memorandum which was prepared in 2022 estimated the total staffing costs include employer's costs (national insurance (NI) and pension) was approximately £216,628. This was based on the SPCB pay scale for 2022/23, uplifted by 3% per annum to bring out an estimate for financial year 2025/26. Since then, costs, in particular NI costs, have increased more rapidly than anticipated. Under the shared services arrangement the Commissioner's staff will be on SPSO rather than SPCB pay scales.
6. The tables below show the up-to-date costs associated with the staffing determination in the Financial Memorandum and then the costs associated with the requested staffing determination. This shows a cost saving of approximately £8,500 per annum for the proposed model.

Financial memorandum staffing estimate costs, updated for 2025-26

Staffing	Salary	Pension	ERNIC	Total	
SPCB G4 x 3	47,660	13,807	7,149	68,616	205,848
SPCB G2 x1	33,187	9,614	4,978	47,779	47,779
Total					253,627

Requested staffing determination costs

Staffing	Salary	Pension	ERNIC	Total	
SPSO G6 x1	74,890	21,695	11,233	107,819	107,819
SPSO G4 x 2	47,660	13,807	7,149	68,616	137,232
Total					245,051

Governance

7. Under the shared services arrangement, HR and payroll functions will be provided by the SPSO, with staff employed under SPSO terms and conditions. Job specifications for each post have been prepared by the Commissioner and reviewed by the SPSO HR Manager. Following their review, the roles were validated and aligned to SPSO grading structures.

Publication Scheme

8. This paper may be published.

Decision

9. The SPCB is invited to approve the Commissioner's staffing determination as to numbers and grades and to her employing staff on the same terms and conditions as the staff of the SPSO.

Officeholder Services
October 2025