



The Scottish Parliament  
Pàrlamaid na h-Alba

Information Management and Governance  
Scottish Parliament  
Edinburgh  
EH99 1SP

foi.officer@parliament.scot

23 March 2022

Dear Requester

**REQUEST FOR INFORMATION: 2022-672394**

We acknowledge your request for the following information:

*Please provide copies of any advice sought by the Scottish Parliament Corporate Body to inform its decision-making about access to the Parliament building by members of the public in response to the Covid pandemic, including advice from Public Health Scotland and the Scottish Government. Please provide advice sought for the period from 1 September 2021 onwards.*

Your request was received on 1 March 2022 and has been handled in accordance with the Freedom of Information (Scotland) Act 2002 (FOI(S)A).

At the beginning of the pandemic a Covid Working Group (CWG) was established and chaired by the Parliament's Deputy Chief Executive, with expertise from our Legal, Health and Safety, Facilities Management and operational teams.

The CWG has analysed the Scottish Government regulations and guidance at every iteration and discussed the impact of every statement from the First Minister. The CWG provides recommendations to the Scottish Parliament's Corporate Body on the changes required to meet the letter and spirit of regulations and guidance, including public access to Holyrood.

The CWG consults all publicly available material, including guidance and regulations published by the Scottish Government, Public Health Scotland and Health and Safety regulators. It has not requested any additional information over and above what is publicly published by the government.

We also speak to other organisations in Scotland and where appropriate other legislatures in the UK. When deciding on our approach we consider this

advice and guidance against our strategic intent which is to safely and sustainably deliver parliamentary business.

When considering our policy for public access, due regard was given to regulations and guidance and safely running parliamentary business. Public access resumed on 31<sup>st</sup> May 2021, for committee witnesses, time for reflection speakers and constituency related or business meetings. This was extended on 21<sup>st</sup> February 2022 to include the re-opening of the Chamber gallery for MSPs' constituents for First Minister's Questions and Members Business. Tours for those meeting with a Member were also reintroduced at the same time as well as Education visits.

We are currently planning for re-opening to the general public.

In line with the technical requirements of FOI(S)A we have provided a notice advising that the information you have requested is not held by the Scottish Parliament.

In keeping with our FOI procedures, this information may also be posted on the Parliament's disclosure log (usually within 24 hours). For further details on the Parliament's Disclosure Log and the information released under FOI, visit:

<https://archive2021.parliament.scot/abouttheparliament/17700.aspx>

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<https://www.parliament.scot/about/copyright>

We would welcome feedback or comment on how we handled your request. Please feel free to contact the Head of Information Governance at

[foi.officer@parliament.scot](mailto:foi.officer@parliament.scot)

Please find below Annex A, which explains how we handle FOI requests and reviews.

**We are currently working remotely and so would ask you to contact us by email at [foi.officer@parliament.scot](mailto:foi.officer@parliament.scot)**

Yours sincerely,

Robin Davidson  
Head of Information Governance

## REQUESTS MADE UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

### How we handle FOI requests

Information on how we handle FOI requests is available on the Parliament's website at:

[Privacy notice: Information rights: Freedom of Information request handling | Scottish Parliament Website](#)

Alternatively, please contact the Public Information & Resources Team to request a copy.

<https://www.parliament.scot/contact-us>

### Review

If you are dissatisfied with the way in which we have dealt with your request for information, you can ask us to review our decision and actions. You must do this in writing (or other permanent form) within 40 working days of the date of this letter, stating the reasons for your dissatisfaction, and we will respond within 20 working days of receipt. A request for a review should be made to the Head of Information Governance:

Post: Head of Information Governance  
The Scottish Parliament  
Edinburgh  
EH99 1SP  
Telephone: 0131 348 5281

We welcome calls using the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).

E-mail: [foi.officer@parliament.scot](mailto:foi.officer@parliament.scot)

### Application to the Scottish Information Commissioner

If, on the outcome of any review, you are still dissatisfied, or if we are unable to resolve any other complaint, then you can contact the Scottish Information Commissioner:

Post: The Office of the Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Email: [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)

Telephone: 01334 464610

Fax: 01334 464611

Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

A decision by the Scottish Information Commissioner may be appealed on a point of law to the Court of Session.

### **Copyright in relation to information provided**

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### **Feedback or comment**

We would welcome feedback or comment on how we handled your request. Please contact the Head of Information Governance.

### **Data Protection**

If you wish to find out more about how we use your personal data then you can access our Privacy Notice at the following link:

[Privacy notice: Information rights: Freedom of Information request handling | Scottish Parliament Website](#)

### **Complaints**

If you are dissatisfied with the way in which we dealt with your enquiry, then you may wish to raise the matter with Public Information and Resources.

### **How to contact us**

Post: The Scottish Parliament  
Edinburgh  
EH99 1SP

Telephone: 0131 348 5000  
0800 092 7500 (Public Enquiries)  
0131 348 5395 (Gàidhlig)

We also welcome calls using the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).

E-mail: [info@parliament.scot](mailto:info@parliament.scot)