

# MINUTE Meeting date: Wednesday 22 May 2024

## IN ATTENDANCE ONLINE

- Helen Donaldson (Chair)
- Lezley Stewart
- Lorna Johnston, Executive Director & Accountable Officer
- Sarah Nicholson, Office Manager
- Liz Maconachie, Senior Audit Manager, Audit Scotland
- Andy Munro, Head of Internal Audit, Scottish Parliamentary Corporate Body (SPCB)

ITEM	CONTENT	ACTION
<b>STANDING ITEMS</b>		
1.	<p><b>WELCOME, APOLOGIES and DECLARATIONS OF INTEREST</b></p> <p>Ms Donaldson welcomed all attendees. In particular, Ms Donaldson welcomed Ms Stewart to her first meeting.</p> <p>Apologies were received from Gillian McCreadie, Audit Manager, Audit Scotland.</p> <p>No declarations of interest were made.</p>	
2.	<p><b>DRAFT MINUTE OF PREVIOUS MEETING</b></p> <p>The draft minutes of the meeting on 23 January 2024 were approved.</p>	
3.	<p><b>MATTERS ARISING</b></p> <p>The Committee noted that all matters arising had been completed, with an update on the payroll contract to be discussed later in the meeting.</p>	
<b>BUSINESS ITEMS</b>		
4.	<p><b>RISK REGISTER 2024/25</b></p> <p>The Committee reviewed the contents of the Risk Register for 2024/25 and agreed to recommend to the Standards Commission that:</p> <ul style="list-style-type: none"> <li>• The probability score for risk <b>one</b> (“Promotion”) be reduced from a 3 to a 2, with the overall score decreasing from 9 to 6, in light of the engagement undertaken to date and particularly the appearance by Standards Commission before the Parliament’s Finance and Administration Committee to contribute to its inquiry on Commissioners and Ombudsman.</li> <li>• The probability score for risk <b>three</b> (“Stakeholders”) be reduced from a 3 to a 2, with the overall score decreasing from 12 to 8, in light of the engagement and joint work undertaken to date with the Ethical Standards Commissioner.</li> <li>• The overall score for risk <b>five</b> (“Decision-Making”) remains at a 12 until both new Standards Commission Members have been successfully inducted and participated in at least one Hearing.</li> <li>• While the appeal against one of its decisions was conceded, in quarter one, without any expenses being due by the Standards Commission, it was still required to pay external legal fees. It is recommended that the overall score for risk <b>seven</b> (“Budget”) remains at 12 in light of this, and until the level of the pay award for staff and Members was known.</li> <li>• The probability score for risk <b>eight</b> (“Availability”) be reduced from a 3 to a 2, with the overall score decreasing from 12 to 8, in light of two new Standards Commission Members being appointed and being available to sit on Hearings scheduled in quarter 1.</li> </ul>	



	<p>Architecture &amp; Design Scotland). The current contract was effective from 1 July 2021 and expires in July 2024.</p> <p>The Committee noted that, as discussed at the Audit and Risk Committee meeting on 23 January 2024, it was anticipated that officeholders would elect to enter into a new three-year contract, with a further option to extend for a further year.</p> <p>The Committee noted that the officeholders had in April 2024 and formally decided to extend the contract for three years from 30 June 2024. CGI had confirmed that payroll processing costs will increase by 26.1% which results in the overall annual cost for the Standard Commission increasing from £530 to ~£670. An increase of 22% has been assumed in the budget for 2024/25 and the additional 4.1% can be funded from other administration costs.</p> <p>The Committee noted that the Executive Team would review the new contract when it was received, but anticipated it would be a straightforward process.</p>	<b>Executive Team</b>
<b>ANY OTHER BUSINESS</b>		
9.	The Chair congratulated Ms Vestri on her recent appointment as Convener of the Standards Commission and thanked her for her support and hard work as Chair of the Audit & Risk Committee.	
<b>NEXT MEETING</b>		
10.	The Committee noted that it was next scheduled to meet online on Tuesday 23 July 2024.	