

**Minutes of Meeting held in person and by videolink at
10:00am on Thursday 6 October 2022**

Present

Mr R Hinds, Chair
Prof. A Henderson, Deputy Chair
Mr R Bean
Mr J Collins
Mr G Macmillan
Dr S Walker

Mr C Wilson
Mr D Campbell
Mr A Grant
Mrs Y Croll

Apologies:

Ms I Drummond-Murray, Secretary

Declaration of Interests

1. There were no declarations of interest.

Minutes of previous meeting

2. The Commission agreed the minutes of the meeting of 27 July 2022 without amendment.

Matters Arising/Business Update

3. The Chair reported that following the announcement of the death of Her Majesty The Queen, he had been invited, by the Presiding Officer of the Scottish Parliament, to attend a Motion of Condolence and Reception at the Scottish Parliament. He was unable to attend but the Deputy Chair had attended on behalf of the Commission.
4. The Chair reported that he and the Secretary had met with the SPPA (Standards, Procedures and Public Appointments) Committee Convenor, Martin Whitfield MSP, on 24 August 2022. A note of the meeting has already been circulated to the Commission. Since that meeting a date had been scheduled for the Commission to meet with the Committee on 3 November 2022.
5. The Secretariat reported that no further update had been received from the Acting Ethical Standards Commissioner. The Commission noted the outcome of the Argyll and Bute, Kintyre and the Islands ward election results on 29 September 2022.
6. The Secretariat advised they were still awaiting an update from the Local Government Boundary Commission for England regarding their work on customer satisfaction and council size.
7. The Secretariat stated that all but one of the Commissioner appraisals had now been completed.
8. The Chair reported that he had met with Scottish Government in mid-October 2022 to discuss the job description and person specification for advertising the Chair and Commissioner vacancies. The Chair was confident that the timetable

being followed would allow a new Chair and new Commissioners to be in post by May 2023.

9. The Commission noted that the process to replace a member of the Secretariat staff, who had left in August 2022, was still at an early stage. The Commission was concerned and asked that an update be provided by the Secretary indicating what action had been taken and when an outcome could be expected.
10. The Secretariat reported that an updated Registers of Interest had been received from all Commissioners and that the Secretary was dealing with a query with one of them. An updated Registers of Interest will be published on the Commission's website thereafter.
11. The Commission were informed that the upcoming UK Commissions meeting is to be held in Cardiff on 24 and 25 November 2022. The Chair, Deputy Chair and Mr Collins indicated they would like to attend.
12. Following the announcement of the start of the Second Review of Scottish Parliament Boundaries on 1 September 2022, one article had appeared in The National newspaper.
13. The Secretariat stated they had just received all of the electorate data for the Second Review of Scottish Parliament Boundaries. The processing of the electorate data should be completed by the end of October 2022.
14. The Secretariat advised that three members of staff now spend most of their working week at Thistle House. The current occupancy for all tenants of Thistle House is approximately 25%.
15. The Commission were informed that the Boundary Commission for Scotland will publish its 2023 Review Revised Proposals for public consultation on 8 November 2022.

Scottish Government Electoral Reform (Paper BS 18)

16. The Commission discussed Paper BS 18 and noted the response sent to Scottish Government in Appendix A.
17. The Chair reported that he is meeting the Minister for Parliamentary Business, George Adam on 28 October 2022.

Second Review of Scottish Parliament Boundaries – Stakeholder Engagement (Paper BS 19)

18. The Commission considered Paper BS 19 and discussed its approach for stakeholder engagement and communications for the Second Review of Scottish Parliament Boundaries.
19. The Chair provided a further update following his meeting with the Convener and Clerk of the SSPA Committee on 24 August 2022. The Clerk of the SPPA Committee and Secretary will consider how best to engage with MSP's.
20. The Chair and Deputy Chair will make a presentation at an informal session of the SPPA Committee on 3 November 2022. The Commission asked the Secretariat to enquire if the session will be streamed on Scottish Parliament TV.

21. The Commission further considered the paper and agreed a number of actions for the Secretariat including publicising the Review through social media and other forms of media.

Second Review of Scottish Parliament Boundaries – Project Plan (Paper BS 20)

22. The Commission discussed Paper BS 20 and noted the draft project plan. The Commission is keen to adhere to the original planned timescales and asked the Secretariat to prepare provisional proposals for its meeting in a December to enable this to happen. It was agreed that any need for further input from Commission members to support this could be provided in correspondence or a further discussion if required.

Second Review of Scottish Parliament Boundaries – Risk Register (Paper BS 21)

23. The Commission discussed the Risk Register and made some minor amendments.

24. The Commission asked the Secretariat to order the risks on impact order and requested that the following risks were added to the register: delays from the sponsor department with regards to Secretariat recruitment; insufficient staff in the sponsor department; and the date of the next UK general election clashing with a public consultation stage of the Second Review of Scottish Parliament Boundaries.

Finance Update (Paper BS 22)

25. The Commission noted the finance update and asked the Secretariat to provide a breakdown on salary costs for the next meeting.

UK Commissions meeting (oral)

26. This item was discussed under Matters Arising/ Business Update.

Future meetings (oral)

27. The Commission had agreed to meet on Wednesday 14 December 2022. The Secretariat were asked to canvass for dates in January, February and March 2023 and enquire if Commissioners wished to attend online or in person at Thistle House.

Any other business

28. There was no other business.