

**Commission on
Parliamentary
Reform**

Your Parliament
Your Voice

Coimisean air
Ath-leasachadh
Pàrlamaideach

Do Phàrlamaid
Do Ghuth

Minutes

1st Meeting

Monday 7 November 2016

Present:

John McCormick (Chair)
Jackson Carlaw MSP
The Very Rev. Dr Lorna Hood
Geoff Mawdsley
Boyd Robertson

Katie Burke MSYP
John Finnie MSP
Johann Lamont MSP
Fiona McLeod

Apologies were received from Pam Duncan-Glancy and Jeremy Purvis.

The meeting opened at 1.00 pm.

1. The Commission was welcomed by John McCormick, Chair of the Commission on Parliamentary Reform.
2. The Commission received a briefing on the establishment and procedures of the Scottish Parliament from:

Ken Hughes, Assistant Chief Executive, and Judith Morrison, Group Head of Legal Services, Procurement and Audit, the Scottish Parliament.
3. The Commission considered its working practices and agreed:
 - (a) to consider further the principles which should underpin the Commission's work;
 - (b) its approach to confidentiality of private discussions and papers;
 - (c) to hold its planning meetings at the Scottish Parliament;
 - (d) its policy on the publication of written views;
 - (e) that whilst the Commission's business will be conducted in English, the Commission will publicise its approach to its engagement activities in Gaelic and British Sign Language. Otherwise the Commission will broadly adopt the

approach set out in the [Scottish Parliament Corporate Body Language Policy](#) as appropriate to Commission business;

(f) to delegate to the Chair responsibility for approval of any witness requests for travel expenses;

4. The Commission considered its approach to developing its work programme and:

(a) considered the range of speakers the Commission would like to hear from at its meetings planned until the end of December 2016, and to explore hearing those views in public;

(b) agreed to write to a range of organisations to identify future potential engagement opportunities;

(c) noted it could appoint an advisor to the Commission in future should it consider it necessary;

The meeting closed at 4.25 pm.

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