

REQUEST FOR INFORMATION: FOI 2013-493695

Part 3 – Emails between the Office of the Scottish Public Services Ombudsman at the clerks of the Local Government and Regeneration Committee in advance of the Committee meeting on 23 January 2013

Email No 1 (with attachment)

From: Sinclair F (Fiona)
Sent: Thursday, December 20, 2012 12:36 PM
To: Gray E (Emma) (EGray@spsso.org.uk)
Cc: Local Government and Regeneration Committee; Wixted S (Seán); Mullen FJ (Fiona); Cullum DJ (David)
Subject: SPSO invitation to LGR Committee

Dear Emma

Please find attached an official invitation for Mr Martin to attend the Local Government and Regeneration Committee meeting on Wednesday 23 January to give evidence on the SPSO Annual Report 2011/12.

We have also arranged for Mr Martin to give the Committee an informal briefing at 9.40am, lasting around 15 minutes.

With best wishes

Fiona Sinclair
Committee Assistant
Local Government and Regeneration Committee

(see attachment next page)



The Scottish Parliament
Pàrlamaid na h-Alba

Local Government and Regeneration Committee

Mr Jim Martin
Scottish Public Services Ombudsman

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20 December 2012

Dear Mr Martin

Scottish Public Services Ombudsman Annual Report 2011/2012

Thank you for agreeing to provide oral evidence to the Local Government and Regeneration Committee on the Scottish Public Services Ombudsman Annual Report 2011/2012 on **Wednesday 23 January 2013**.

Meeting details

We have arranged for you to give the Committee an **informal briefing at 9.40am**, to last around 15 minutes. The official committee meeting would be due to start at 10am with your evidence session expected around **10.30am**. This evidence session should last about an hour. The meeting will be in public and an Official Report (transcript) of the meeting will be prepared. After the meeting your contact details will be passed to the Official Report team so that you can be contacted about your oral evidence.

Arriving at the Scottish Parliament

On the day, please arrive at the witness reception desk in the public entrance of the Parliament building by **9.30am**. You will be given a witness pass and met by a member of the clerking team and escorted to the relevant meeting room. **Please remember to bring this letter with you on the day as a form of identification.**

Further information on appearing before a Committee, including access arrangements, booking tickets for observers and witness expenses, is contained in the enclosed Committee Witness Leaflet.

Committee meeting papers

The Committee's web pages contain agendas, papers and official reports for earlier meetings, as well as other details of the Committee's activities and membership. You can view the Committee's web pages at the link below¹. The agenda and papers for the meeting to which you have been invited will be posted on the web site by Monday 21 January 2013.

Yours sincerely

David Cullum
Clerk to the Local Government and Communities Committee

¹ <http://www.scottish.parliament.uk/parliamentarybusiness/CurrentCommittees/29852.aspx>

Email No 2 (various exchanges)

From: EGray@spsso.org.uk [mailto:EGray@spsso.org.uk]
Sent: Thursday, January 17, 2013 10:28 AM
To: Cullum DJ (David)
Cc: Mullen FJ (Fiona); Sinclair F (Fiona); Wixted S (Seán); VMalloch@spsso.org.uk
Subject: RE: SPSO briefing for 23 January 2013 meeting

Hi David

Thanks for this, and no problem re the slightly revised timings. We'll come to the lobby for the pre-meeting at around 9.20, and thank you for arranging a room for our use between the end of the pre-meeting and the 10.30 – 40 start of the formal discussion of the annual report.

We sent hard copies of the annual report to all MSPs when we published it last October, but as it was a while ago I'll send another seven copies to you and thanks for passing them on.

Kind regards

Emma

From: David.Cullum@scottish.parliament.uk [mailto:David.Cullum@scottish.parliament.uk]
Sent: 17 January 2013 08:55
To: Gray E (Emma) (SPSO)
Cc: Fiona.Mullen@scottish.parliament.uk; Fiona.Sinclair@scottish.parliament.uk; Sean.Wixted@scottish.parliament.uk
Subject: RE: SPSO briefing for 23 January 2013 meeting

Emma

Thank you for this, most helpful and we will get the papers to members. Thanks also for the detail of those attending to support the Ombudsman.

On the annual report itself if you did not send copies direct to the members on publication (and I don't see any reason why you should) could you drop off 7 copies and we will pass them to the members.

On timings for Wednesday I am afraid that there has been some sub-legislation lodged since we spoke which is going to be contentious. The Minister is only available at 10am and therefore have to delay the formal part of the meeting in relation to the SPSO annual report. I hope it will still be possible for you to provide the private briefing at 9:40 (we have a room set aside for that) and anticipate reaching your annual report around 10:30 - 10:40. I have arranged a private room for your use from 10:00 until we formally start and wondered if it might be "useful" giving your team time to reflect on any comments from members during the briefing. Apologies for this late change, regrettably it is out with my control.

I am receiving a steady stream of correspondence from the public in advance of the session, as yet I have not determined how to deal with it but suspect from the content that all and their issues are familiar to you. I am not anticipating any individual issue being raised by members, at least none that arises from the correspondence coming in.

Perhaps you could confirm that the revised timings are OK.

Regards

David

From: EGray@spsso.org.uk [<mailto:EGray@spsso.org.uk>]

Sent: 16 January 2013 16:34

To: Local Government and Regeneration Committee

Cc: JMartin@spsso.org.uk; NMaclean@spsso.org.uk; PMcFadden@spsso.org.uk;
VMalloch@spsso.org.uk

Subject: SPSO briefing for 23 January 2013 meeting

Dear David

Please find attached the SPSO briefing ahead of our 23 January evidence session. Should you require hard copies of the annual report, please let me know and we'll drop some off.

I am also attaching the local government section of the annual report and our updated MSP Guide.

Any questions, please do not hesitate to be in touch.

Kind regards

Emma

Emma Gray
Head of Policy and External Communications
Scottish Public Services Ombudsman