



The Scottish Parliament  
Pàrlamaid na h-Alba

Bill Kidd MSP  
Convener, Standards, Procedures and  
Public Appointments Committee

By email: [SPPACcommittee@parliament.scot](mailto:SPPACcommittee@parliament.scot)

26 September 2018

*Dear Bill*

### **Guidance for Conveners and Acting Conveners**

The Conveners Group has agreed an updated version of the Guidance for Conveners. This version includes a section on Acting Conveners and a rewritten section on information gathering to reflect the wide range of engagement activities that Committees now undertake.

The Guidance on Committees also needs to reflect these revisions and some references in this Guidance also need to be updated. I will arrange for an updated version to be sent to you for consideration by the Committee.

When the Conveners Group discussed the changes regarding acting conveners, we noted that acting conveners can be appointed when a member is on an extended period of maternity, paternity, parental or adoption leave. We are aware this is the basis on which the Bureau originally asked the Committee to propose changes.

The Group discussed whether the rules for acting conveners should be revised so that they could also apply in any other circumstances where a Convener is likely to absent for an extended period of time, for example due to longer-term caring responsibilities and illness. The Group agreed to write to you, asking the Committee to consider this further.

Yours sincerely

**Christine Grahame MSP**  
**Chair, Convener's Group**