1. The SPCB wishes to draw Members’ attention to additional guidance on the use of the parliamentary resources in the period running up to the Referendum on Scottish Independence.

Access

2. Members and their staff will continue to have full access to and use of parliamentary services during this period as normal. In line with the existing policies, no party political or campaigning activity can be undertaken on the parliamentary complex, including local parliamentary offices.

Expenses

3. Expenses in support of a Member’s parliamentary duties will continue to be met in accordance with the Reimbursement of Members’ Expenses Scheme.

Staff

4. A member of staff, whose salary is met out of the Members’ Expenses Scheme, can participate in the referendum campaign outside their contracted hours or provided they take leave (either paid accrued annual leave or unpaid leave). Therefore:

(a) If a member of staff is taking annual leave in accordance with their contract of employment, no adjustment needs to be made as they are free to do as they wish in their own time and there is no need to tell the Human Resources Office; or.

(b) If a member of staff is taking unpaid leave then the Human Resources Office must be informed accordingly to enable the appropriate adjustments to be made to their pay.

5. Members are encouraged to contact the Human Resources Office as quickly as possible for help and guidance should they have any concerns or questions on any issue relating to the employment of staff and their participation in the referendum campaign.

Parliamentary procedures

6. Members may continue to lodge motions and amendments to motions.

Surgeries

7. Members can continue to hold surgeries in their region/constituency as normal.

IT

8. IT accounts will remain active as normal during this period.
9. Members are reminded that in accordance with existing policies parliamentary resources, including IT equipment or services, must not be used for party political or campaigning activity.

10. The BIT helpdesk will be available as normal for all day to day enquiries.

Other issues

11. The SPCB has already issued a policy document on the use of other resources at the referendum and this can be found at Use of parliamentary resources - referendum

12. Should you wish further clarification on the above or any SPCB policy on the use of its resources please do not hesitate to contact Huw Williams on extension 86836 in the first instance.