

Total Members' expenditure for 2020-21 and 2019-20

In 2020-21 the total costs reimbursed to or paid on behalf of Members, or borne by the Scottish Parliamentary Corporate Body (SPCB) on behalf of Members, was £17.289 million. This represented an increase of £0.301 million or 1.8% on the previous year's corresponding figure of £16.987 million.

Scheme	2020-21 (£)	2019-20 (£)	Change (£)	Change (%)
Expenses	16,749,902	16,418,448	331,454	2.0%
Party Leaders' Allowance	38,778	36,873	1,905	5.2%
Stationery and Postage Provision	499,854	531,735	(31,881)	(6.0)%
Totals	17,288,534	16,987,056	301,478	1.77%

Detailed breakdown of Scottish Parliament expenditure

Further details of individual Members' expenses and categories of expense are provided on the MSP expenses section of the Scottish Parliament website.

The following information is reported at an aggregate level only for data protection considerations:

- Salary, pension and national insurance contributions of Members' employees in 2020-21 was £13,891,973 (2019-20: £13,221,224). This included winding up costs for Members' staff including Party Leaders' staff of £4,993 in 2020-21 (2019-20: £81,880). Please note that a listing of all expenditure by Member under the capped Staff Cost Provision Scheme is published for 2020-21. This does not include costs such as Employers' National Insurance Contributions, pensions or winding up costs which are met by the SPCB as part of the Reimbursement of Members' Expenses Scheme rather than allocated out to individual Members.
- Total expenditure on childcare vouchers for 2020-21 was £16,674 (2019-20: £25,106).
- Additional central costs met by the Reimbursement of Members' Expenses Scheme not allocated out to individual Members for Local Office Security Improvements and other security arrangements and centrally organised training was £19,144 in 2020-21 (2019-20: £30,478). Total Members own security related and disability provision expenditure for 2020-21 was £12,639 (2019-20: £19,095).

All other expenditure under the Reimbursement of Members' Expenses Scheme is available on the Members' Expenses Scheme section of the Scottish Parliament website, with detail for individual Members.

Equipment, furniture and office supplies

There are arrangements in place for the central provision of equipment, furniture and office supplies to Members, the costs of which are not claimed against expenses. Equipment and furniture is procured for Members' use but remains the property of the SPCB.

Stationery and postage provision

Since 1 April 2009, Members may incur costs up to an annual capped limit of £5,500 on some items of postage and stationery. Stationery and postage must be used only for parliamentary duties and must not be used for any other purpose, including party political purposes.

Items such as plain paper and envelopes are provided centrally to Members and do not form part of the capped provision. However, items such as postage – including the pre-paid element, stamps, freepost, courier, parcels, parliamentary headed envelopes, costs of personalising office stationery to Members' requirements and the printing of newsletters / surveys / annual reports must be charged to the capped provision up to the maximum annual limit, the Office Costs provision of the Reimbursement of Members' Expenses Scheme or an amalgamation of both.

Expenses rates

The table below indicates expenses and provision limits for 2020-21 and the previous financial year.

Expenses	2020-21 rate	2019-20 rate
Office Cost Provision	£20,300	£19,700
Staff Cost Provision	£93,900	£91,200
Edinburgh Accommodation		
• Annual Provision	£15,700	£15,200
• Overnight Limit	£173	£168
Overnight Expenses		
• London, Brussels, Strasbourg	£201	£195
• UK (Excluding Greater London)	£173	£168

Surgery Advertising	£1,981	£1,929
Telecommunications	£1,503	£1,463
Mileage		
• Motor Mileage	45p per mile up to 10,000 miles	45p per mile up to 10,000 miles
• Motor mileage (continued)	25p per mile thereafter	25p per mile thereafter
• Motor Cycle	24p per mile	24p per mile
• Pedal Cycle	20p per mile	20p per mile
Staff Travel Provision		
• No. of journeys	74	74
Party Leaders Allowance		
• Party with 15 to 29 Members	£16,900	£16,383
• Party with 30+ Members	£32,100	£31,130
Winding – Up		
• Office Cost (Constituency Member)	£6,767	£6,567

Pay range

The 2020-21 table below shows pay ranges for the generic job roles for Members' staff.

Job Groups	Minimum £	Maximum £
Administration level 1 – Admin Assistant	18,519	22,762
Administration level 2 – Admin Officer/Parliamentary Assistant/Constituency Assistant	23,866	27,228
Casework level 1 - Caseworker	22,266	27,228
Casework level 2 – Senior Caseworker	28,550	35,384
Communications level 1 – Communications/Press Officer	22,266	27,228

Communications level 2 – Communications Manager	28,550	35,384
Research level 1 - Researcher	24,472	31,637
Research level 2 – Senior Researcher	33,180	39,132
Management level 1 – Office Manager	28,550	36,266
Management level 2 – Head of Office/Senior Parliamentary Adviser	38,078	44,643