The Scottish Parliament
Pàrlamaid na h-Alba

Guidance for Members who are not standing at the 2026 Scottish Parliamentary Election

Stiùireadh do Bhuill nach eil a’ seasamh ann an taghadh Pàrlamaid na h-Alba 2026

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Foreword

The period before standing down at dissolution presents a range of unique challenges for Members and their staff. There is an enormous amount of work to complete and a range of obligations to fulfil, both as parliamentarian and employer. Staff of the Scottish Parliamentary Service are committed to supporting and assisting Members throughout this process.

This document has been designed to complement the main election guidance and is intended to make the process of winding up parliamentary affairs as straightforward as possible for Members. It is presented in a question-and-answer format for ease of reading. Parliamentary staff will also provide direct support and advice to Members in concluding their affairs, particularly in relation to pay and expenses, staff employment issues and closing down local offices.

In preparing this guidance, we have included as much detail as possible to assist Members in winding up their parliamentary affairs. Should it be necessary to issue further guidance or advice on specific issues, we will update this document and advise Members accordingly.

Personal support for Members and their staff

We recognise that Members who are standing down will have questions or issues on which they need advice that are specific to their own circumstances. The SPCB can provide a more personal service to Members if needed.

Targeted support will be provided to each individual Member across a range of parliamentary services. The following offices will contact you by e mail to offer separate one-to-one meetings: People Services, Allowances, Facilities Management and Business Information Technology.

In terms of support for Members' staff, training will be advertised directly by People Services.

We hope that Members find this guidance helpful.

Rt Hon Alison Johnstone MSP
Presiding Officer

David McGill
Clerk/Chief Executive

Guidance to assist Members who are not standing at the 2026 Scottish Parliamentary Election

This guidance has been produced to assist all Members who are not standing at the election as well as their staff, before and during the election period in 2026.

The current session of Parliament will end at midnight on Wednesday 8 April 2026 and dissolution will begin immediately thereafter on Thursday 9 April 2026, with the election taking place on Thursday 7 May 2026.

The Parliament has agreed there will be a pre-election recess that will begin on **Thursday 26 March** and end on **8 April 2026**. i.e. the date before dissolution on 9 April 2026. Taken together, the pre-election recess and dissolution will be referred to in this guidance as the "campaign period".

This guidance should be read in conjunction with the existing guidance and rules set out in the Code of Conduct, Reimbursement of Members' Expenses Scheme and SPCB policies on the use of parliamentary resources.

Members are asked to direct any questions they have on the information in this guidance to the relevant office. Contact details are provided throughout the text and below. Any questions relating to this guidance document itself should be directed to the Chief Executive's Office.

Any specific access arrangements which are required to be implemented during the campaign period will be notified at the time.

Contacts

Office	Phone Number	Email Address
Allowances Office	0131 348 6610 0131 348 6447	allowancesenquiries@parliament.scot travelenquiries@parliament.scot
Business IT	0131 348 6100	ithelpdesk@parliament.scot
Facilities Management	0131 348 5100	FMHelpdesk@parliament.scot
FOI/Data Protection	0131 348 5281	foi.officer@parliament.scot
People Services	0131 348 6500	PeopleServices@parliament.scot
Colleague Experience (for internal communication and learning and development)	0131 348 6500	colleagueexperience@parliament.scot
Lobbying Register Team	0131 348 5408	lobbying@parliament.scot
Parliament Communications Office	0131 348 6852	communications@parliament.scot
Pay and Pensions	0131 348 6501	PayandPensionEnquiries@parliament.scot
Public Information	0131 348 5000	info@parliament.scot
Scottish Public Pensions Agency	01896 893 000	mspscheme@gov.scot
Security Office	0131 348 6554	memberssecurity@parliament.scot
SPCB Secretariat	0131 348 5307	SPCB-secretariat@parliament.scot
SPICe	0131 348 5300	SPICe@parliament.scot
Standards, Procedures and Public Appointments (committee clerks)	0131 348 5177	SPPA.Committee@parliament.scot

Expenses

Winding Up Provision

1. What expenses can be claimed/paid after the date of dissolution?

Members who are not standing at the election will be entitled to claim expenses to finalise their parliamentary affairs. Costs incurred after dissolution will be met from the Winding Up Provision.

2. What is the Winding Up Provision?

This is the provision made within the Members' Expenses Scheme to meet expenses a Member may incur after dissolution as a result of finalising their parliamentary business. The provision is in two parts: a capped provision of up to one third of each Member's Office Cost Provision to meet accommodation, office and associated costs; and a separate provision to meet staff salary costs during the winding up period and staff redundancy costs. The Allowances Office will confirm each Member's Winding Up Provision amount.

3. When do I become eligible to claim the Winding Up Provision?

For Members who do not stand at the election, eligibility commences when you cease to be a Member. This occurs on the dissolution of Parliament. Therefore, you will be entitled to Winding Up Provision from 9 April 2026.

4. How much is the Winding Up Provision?

The Winding Up Provision is made up of a capped provision of up to one third of the combination of each Member's Office Cost Provision entitlement plus the maximum virement amount from the Engagement Provision to meet accommodation, office and associated costs and a separate provision to meet staff salary costs during the winding up period and staff redundancy costs. The Allowances Office will advise all Members of their entitlement directly.

The SPCB has determined that the enhanced redundancy terms that may apply to staff of Members standing down or not returned at an election is 4 weeks' salary for each completed year of service up to a maximum of 1 year's salary. This is inclusive of the statutory redundancy entitlement.

Where, under the terms of the employment contract between the Member and the employee, the employee's entitlement to a redundancy payment exceeds the agreed enhanced redundancy terms, the SPCB may restrict the application for contractual redundancy payment to the enhanced redundancy terms.

5. **How do I claim the Winding Up Provision?**

Claims against the Winding Up Provision for accommodation, office and associated costs should be submitted to the Allowances Office in the normal way through My Expenses. Like all other expenses, claims against the Winding Up Provision require to be supported by the relevant documentation. i.e. receipts, invoices.

People Services will liaise with Members directly over the process of making redundancy payments to staff from the Winding Up Provision (see Q12). Any staff salary payments up to the date of redundancy will automatically be processed under the Winding Up Provision from the date that provision applies.

6. **Is there a cut-off date for the submission of claims against the Winding Up Provision?**

All claims against this provision must be submitted within six months of ceasing to be a Member or, if that is not possible, within such a longer period as the SPCB may allow.

7. **What costs can be claimed/charged against the Winding Up Provision?**

There are a number of expenses which may be claimed, details of which are as follows:

Staff costs

- Staff salaries together with Employers National Insurance and pension contributions for the period a member of staff is employed to assist in winding up the Member's parliamentary business.
- Contractual staff redundancy payments that are due. (see Q12).
- Travel costs a member of staff may incur in the course of assisting their Member in winding up their parliamentary business. This does **not** include normal commuting costs.
- Pay in lieu of any untaken accrued annual leave.

Office costs

- Rental payments due in respect of constituency/regional offices as a result of any contractual notice to quit period. Please note, any deposits paid on office accommodation that were met from parliamentary resources will require to be refunded to the Parliament. The Allowances Office will confirm how to arrange this.
- Non-domestic rates due in respect of a constituency/regional office as a result of the contractual notice period.
- Utility costs incurred during the notice period.
- Any insurance costs due during the notice period.

- Office running and repair costs a Member may be contractually obliged to meet during the notice period.

- Stationery, photocopying, postage and business telephone costs a Member may incur as a result of winding up their parliamentary business.

Edinburgh accommodation

- For those who rent accommodation in Edinburgh, any contractual rental obligations in relation to the notice to quit period required to be served can be claimed. Any deposit paid on rented accommodation that was met from the Edinburgh Accommodation Provision will require to be refunded to the Parliament via the Allowances Office. The Allowances Office will confirm how to arrange this.

- Please note that if your lease/rental agreement requires you to give notice, you are expected to give that notice prior to dissolution so that the notice period expires on or before the date of dissolution. Should you need to attend Parliament after the expiry date of your lease/rental agreement up to 25 March 2026, you can claim overnight hotel accommodation costs where necessary.

- Council tax, factoring, insurance, gas, electricity and telephone charges and maintenance agreement costs will be met for the same period as any rent is paid.

- Costs incurred as a result of a Member removing their personal belongings from their Edinburgh accommodation can be met.

Members' travel costs

- Any travel costs a Member may incur as a result of winding up their parliamentary business can be met.

Overnight expenses

- If a Member who was eligible to claim the Edinburgh Accommodation Provision requires to stay overnight in Edinburgh to wind up their parliamentary business, they may claim overnight expenses up to the limit set.

- Only those Members who were eligible under the Overnight Accommodation Provision to claim for overnight accommodation costs incurred as a result of staying away from home overnight within their constituency/region will continue to be eligible to claim such costs incurred as a consequence of finalising their parliamentary business.

Office leases

8. What do I need to think about if I want to terminate my local office lease before dissolution?

Any Member wishing to terminate their lease because they are not standing at the election should contact the Allowances Office for guidance.

A Winding Up checklist has been produced and is available at Annexe A.

MSPs' salaries and pensions

9. When will my salary end if I am not standing at the election?

If Members are not standing at the election, they are entitled to a salary up to and including the day before dissolution – Wednesday 8 April 2026. Salaries will be paid on the last working day of the month, in the normal way.

10. When will I be advised about my pension if I am not standing again at the election?

The Scottish Public Pensions Agency (SPPA) will be writing individually to all Members who have announced their intention to stand down at the election, detailing their specific entitlements. Any Member who wishes to obtain an estimate before then should contact the Scottish Public Pensions Agency (please see contacts section).

11. Am I entitled to a resettlement grant and, if so, when will it be paid?

Under Schedule 2 of the Scottish Parliamentary Pensions Act 2009, a Member of the Scottish Parliament is entitled to receive payment of a resettlement grant if the person is a Member immediately before the Parliament's dissolution and, at the subsequent election, either:

- does not stand for election as a Constituency or Regional Member; or
- stands and is not elected.

The amount of resettlement grant payable is the greater of:

- 50% of the annual salary in payment at the time of ceasing to be a Member; or
- a percentage of annual salary which is equal to one month's salary for each complete continuous year of service as a Member, subject to a maximum period of 12 years' service.

The provision for payment of resettlement grants under the Act applies from the date of the election. Resettlement grants will therefore be paid in the next available pay run after the election. i.e. 29 May 2026.

MSPs' staff

12. What do I need to do in terms of my staff if I am not standing at the election?

Members will have many issues to consider in terms of the redundancy of their staff and the appropriate notice that is required. People Services will arrange to meet with Members who are standing down from November onwards to provide guidance and assistance.

Annexe B contains a flow chart that summarises the redundancy process that Members will be required to follow.

Security passes, lone worker devices and security upgrades

13. What do my staff and I do with photographic security passes if I am not standing?

Members and their staff should retain their passes during the campaign period and return them after the election. (Passes can either be handed in to Security staff in Holyrood or posted to the Security Office, Scottish Parliament, Edinburgh, EH99 1SP). The passes will be deactivated at the start of the campaign period but will be reactivated if Parliament is recalled.

14. What will happen to the photographic passes of those I have sponsored as a Member?

Organisations or individuals who have a sponsored photographic pass will be required to send their security passes to the Security Office, if the sponsoring Member is not standing at the election. The Member should advise any such passholders of the need to return their passes.

15. What will happen to my partner's pass?

If a Member is not standing at the election then any passes held by their partner will be required to be returned to the Security Office at the same time as the Member's pass.

16. How do I apply for a former Member's pass?

If you are not standing, you can apply for a Former Members' pass by contacting the Security Office. This pass allows you access to the Garden Lobby and to sign in up to three family members to use the Members' restaurant.

If you apply for a former Members' pass in the first session after losing your seat, a shortened security clearance will take place before the pass is issued. This pass will expire at the end of that session at which time you will need to reapply for a Former Members' pass. Future applications will require full security vetting before a pass is issued.

17. I have received security upgrades to my local office, home and/or Edinburgh accommodation. What happens with these?

The Security Office will not recover any security measures installed in your local office or your home or Edinburgh accommodation. You will become responsible for any ongoing alarm and maintenance costs for any security measures installed in your home, should you wish to continue with these services. Further details can be discussed with the Security Office.

18. What should I do with my lone worker device(s)?

If a Member and/or their staff were issued with lone worker devices by the Security Office, these devices can either be returned to the Security Office when you leave Holyrood at the start of the campaign period or once local offices are wound up.

Office supplies and equipment

19. Can I request any new equipment/furniture from Parliament in the run-up to the election?

Requests for new equipment/furniture may be submitted up to 1 January 2026.

Thereafter, up until dissolution, Members can only be provided with equipment and furniture to replace lost, damaged, stolen or faulty equipment or furniture.

20. What should I do if I need to purchase equipment before dissolution from expenses?

Under the Reimbursement of Members' Expenses Scheme, Members can purchase equipment and furniture and meet the costs from their Office Cost Provision (OCP) (for items not supplied by the Parliament) only to replace any lost, stolen, faulty or broken items.

However, from 1 January 2026, Members should seek the endorsement of the Allowances Office prior to incurring any equipment costs in excess of £100 that they wish to be claimed from the OCP.

21. What are the arrangements for the collection of equipment and furniture provided by the Parliament?

Please inform the BIT Helpdesk on 0131 348 6100 or at ithelpdesk@parliament.scot and the FM Helpdesk on 0131 348 5100 or at FMHelpdesk@parliament.scot as soon as you start planning to close your local office. A minimum of three weeks' notice of the closure date where possible should be given to BIT and Facilities Management to allow arrangements to be made to uplift equipment and terminate broadband arrangements.

Please ensure that all equipment and furniture is in good condition and left in the constituency/regional office (or returned to Holyrood). If you do not have a

constituency/regional office whilst winding up your affairs, then all remaining equipment should be at the location you are using.

Facilities Management will arrange for the equipment to be collected at a convenient date and time for the local office staff. The arrangements will take into account the time you need to wind up your affairs.

These collection arrangements apply to furniture supplied centrally by the SPCB. Any furniture purchased from your expenses is your property and may be retained/disposed of locally as you see fit. If there is any doubt as to how to dispose of any items in your local office the FM Helpdesk will be pleased to provide assistance.

You will also be expected to return Scottish Parliament:

- Headed stationery items such as letterheads and envelopes: we can only accept these items if they have not been opened. If you have opened/used headed stationery items, please ensure that these are shredded or recycled securely.

- Pre-paid envelopes: we can accept all unused pre-paid envelopes including envelopes from open boxes.

- Unused postage stamps.

The above items can be returned along with the equipment.

General stationery items: we cannot accept any other general stationery items such as pens, pencils, staplers, box files, note pads, paper or folders.

22. When should I contact the Parliament to arrange the collection of equipment and furniture?

As soon as a Member who is not standing for election has set a date for closing their local office we would suggest they contact the BIT Helpdesk on 0131 348 6100 or at ithelpdesk@parliament.scot and the FM Helpdesk on 0131 348 5100 or at FMHelpdesk@parliament.scot (this also includes arranging the return of any home working equipment or furniture that has been provided).

Wherever possible, a minimum of three weeks' notice of the closure date should be given. This will allow the necessary arrangements to be made and a date and time that is suitable for the Member to be confirmed.

23. Will there be any exceptions to these arrangements?

Low-value items such as fans, heaters, kettles and second-hand furniture that have been purchased from the Office Cost Provision are the property of the Member and need not be returned to the Parliament.

Members may retain or dispose of these items locally as they see fit. If there is any doubt as to how to dispose of any items in the local office, the Facilities Management Helpdesk 0131 348 5100 will be pleased to provide assistance.

IT services

24. What IT support will I receive if I am not standing?

BIT will assist and provide advice to any Member not standing for election to copy and clear out their IT network account. IT accounts will remain active for the duration of the winding up period (normally 3 months) and will not be closed without agreement of the Member. Pooled staff who work for more than one MSP may retain IT equipment and access IT services if one or more of the employing Members is standing at the election.

25. What should I do about IT equipment if I am not standing for re-election?

Laptops, mobile devices and local office equipment supplied centrally to Members and their staff must be returned to the Parliament during the Winding Up period.

Members should contact the IT Helpdesk to arrange a suitable time for retrieval of this equipment, ideally from one pick-up point, e.g. a local office. Please note that Members will be responsible for ensuring all IT equipment assigned to them or their staff is returned.

Mobile devices

26. What should I do with smartphones and tablets provided by the Parliament?

Smartphones and tablets supplied centrally to Members and their staff must be returned to the Parliament during the Winding Up period.

If Members would like to keep their mobile number, then please contact BIT, who will arrange for a Porting Authorisation Code (PAC) to be provided to facilitate the transfer to another network. Note that the PAC will expire after 30 days.

Smartphones and tablets must be completely wiped and free of Apple IDs and equivalent, otherwise they cannot be redeployed. BIT can provide help with this if needed.

If Members are intending to use Apple devices in the future, they must either set up a new Apple ID or edit their existing one to be associated with a non-parliamentary email address (allowing continued access to purchased Apps and photos stored on iCloud). Full guidance on returning mobile devices can be found on the Intranet.

27. Will the costs of using mobile phones by me and my staff be met from the Winding Up Provision?

The cost of using a mobile phone for the purpose of winding up a Member's parliamentary business will be met from the Winding Up Provision, where it is not met centrally, and should be claimed in the usual way.

It should be noted that all of the above guidance in relation to Members and the arrangements for their mobile devices applies equally to Members' support staff.

BT A-Z Directory

28. What will happen to my entries in the BT A-Z Directory after polling day?

Printed versions of the BT Phone Book were discontinued in 2024, but PDF versions remain available on the BT website.

Members are responsible for removing the entries against their names under 'Members of the Scottish Parliament' in the Business Listings section of the online BT A-Z Directory PDFs. Parliament staff do not have the authority to get these entries deleted, as communication providers and BT will not accept instructions from them in relation to Members' entries.

When a Member who is not standing for election has set a date for closing their local office, they should contact the communication provider (phone service provider) for the local office as soon as possible and ask them to arrange for:

- removal of their name and number(s) from the Directory Management Solutions (DMS) portal
- redaction of their listing from the relevant directory PDF.

Both instructions are necessary for permanent deletion.

(For example, if the communication provider is Vodafone, the Member should contact Vodafone.)

Once changes made through a Member's communication provider have been processed, the entry in the PDF should be redacted in approximately 10 days.

Postal services

29. What will happen to my mail if I am not standing?

If Members are not standing, their mail will continue to be redirected to an agreed address for a period of 3 months after dissolution. This will help Members during the winding up of their parliamentary affairs.

Surgeries

30. Can I hold surgeries in my region/constituency in the run up to the election?

Surgeries can be held up until the start of the campaign period on 26 March 2026.

Parliamentary resources must not be used to support surgeries following the date of the start of the campaign period.

Casework and other data held – Data Protection

31. Can I take on new casework during the campaign period?

You can continue to process personal data for the purposes of carrying out constituency casework during the campaign period in the usual way. Members, as individual data controllers, are required to process personal data in terms of the requirements for data protection in the UK which are set out in the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).

To assist you with this the UK Information Commissioner's Office (ICO) has provided detailed guidance aimed at elected representatives (which includes MSPs) who process personal data for the purposes of undertaking constituency casework. The guidance provides the most up to date information on constituency casework and the processing of sensitive personal data which can be found on the ICO website.

There are specific requirements for processing special category (more information about special category data can be found at Q30) and criminal offence data for constituency casework in terms of which Members must have a condition for processing. For Members who are either not seeking re-election or not returned, they will be able to continue processing these types of data until the thirtieth day after the day on which the election is held, notably by 6 June 2026.

Members will wish to note that this section of the guidance has been updated from the guidance published in November 2025 to reflect the extended period for data processing in line with the commencement of the provision in the Data (Use and Access) Act 2025 on 5 February 2026.

Members may continue with existing casework. Where Members are approached to take on new casework during the campaign period, we would encourage Members to ask correspondents whether they would accept a delay in dealing with the matter. We realise however that in certain circumstances some correspondents may require urgent assistance and this is permissible under the guidance.

In offering help, Members may continue to draw on the support of their staff funded from the Reimbursement of Members' Expenses Scheme and to use parliamentary stationery. However, the Parliament building will be shut and the SPICe inquiry service will also be suspended for that period. Members and staff would be expected to undertake any casework in their local office or at home.

In replying to correspondents there should be no party political or electioneering material included in any replies nor should any publicity be generated in respect of the casework.

32. How do I process casework containing personal data in a way that is lawful and fair?

The UK GDPR and the Data Protection Act 2018 require that personal data is processed fairly, lawfully and in a transparent manner.

Individuals have the right to be informed about the collection and use of their personal data and you must therefore provide individuals with privacy information including the purpose(s) for processing their personal data, and who it will be shared with by an MSP (including with members of staff working for an MSP). Information about how personal data will be processed following your decision to stand down must be provided to constituents.

A template privacy notice for MSPs to use will be added to the data protection guidance for MSPs.

Transferring personal data contained in constituency casework to an incoming or other MSP is 'processing' for the purpose of data protection law and a legal basis is required for this to be lawful. The legal basis that is likely to apply is that transferring current casework to an incoming MSP is necessary for 'democratic engagement'.

Any "normal category" personal data that falls into the above category can be passed on to an incoming MSP covering the same constituency. However, there may be reasons why a constituent may not want their personal data/casework file to be transferred to an incoming MSP and so the constituent should be contacted and provided with alternatives.

It is therefore recommended that you contact all individuals whose casework you hold to advise them that you are not seeking re-election and ask for their consent to either:

- securely delete or destroy their casework where they do not wish the casework to be passed to an incoming MSP
- return the casework to them so that they can take the matter forward
- transfer the casework to an incoming MSP.

You must keep a record of the consent form completed by the constituent indicating what they would like to happen to their casework. A template letter and consent form for this purpose can be found at Annexe D and will be added to the data protection guidance for MSPs.

If returning the casework to the constituent, you must consider the following:

- Provide only the personal data relating only to the constituent and about nobody else.
- Verify that the individual collecting the casework (if hard copy) is who they say they are.
- Ensure the secure transfer of the content of the casework electronically (please contact the BIT Helpdesk for advice and guidance about this). MSPs can continue to process personal data in the ways described above until the thirtieth day after the day on which the election is held, notably by 6 June 2026.

Members will wish to note that this section of the guidance has been updated from the guidance published in November 2025 to reflect the extended period for data processing in line with the commencement of the provision in the Data (Use and Access) Act 2025 on 5 February 2026.

Transferring personal data to a different MSP not serving the same constituency

Personal data should not be transferred to a different MSP not serving in the same constituency – see Section 8: Engaging with Constituents in the Code of Conduct for MSPs.

Special category personal data

The GDPR defines special category personal data as:

- personal data revealing **racial or ethnic origin**
- personal data revealing **political opinions**
- personal data revealing **religious or philosophical beliefs**
- personal data revealing **trade union membership**
- **genetic data**
- **biometric data** (where used for identification purposes)
- data concerning **health**
- data concerning a person's **sex life**
- data concerning a person's **sexual orientation**.

Further justification is required in order to process "special category" data because the risks associated with processing it are higher than for normal category personal data. Even if you have inferred personal data about an individual which falls into one of the above categories this data may count as being "special category" personal data.

Please note that casework containing special category data can only be processed when the following applies:

- where it is necessary for a task in the substantial public interest; or
- where you have received explicit (usually written) agreement by the data subject or their legal representative to proceed (for example from a parent or guardian).

It is recommended that where you hold casework containing "special category and/or criminal offence data" you contact the constituent to advise that you will be standing down and to ask for their consent to transfer their casework an incoming MSP, to another MSP or for their file to be securely deleted or destroyed or for the file to be returned to the constituent. A template letter for this purpose can be found at Annexe D will be added to the data protection guidance for MSPs.

33. What if I cannot trace the constituent or the constituent does not respond?

If you cannot trace the constituent or the constituent does not respond to your correspondence within a reasonable time (and you are unable to obtain their consent on

what they would like you to do with their casework) then it may be safest to arrange for the secure deletion of the casework held electronically.

Members should make their own arrangements for the confidential disposal of hard copy records of constituency casework held at their local office. For hard copies of constituency casework held at Holyrood, Facilities Management can assist by arranging the provision of the necessary confidential waste bags and their uplift for shredding once filled. Any Member wishing to take up this offer should contact the Facilities Management Helpdesk.

34. Do Paragraphs 23 and 24 of part 2 of Schedule 1 to the DPA allow a new MSP to access records held by me?

No, paragraphs 23 and 24 do not create a right for a new MSP to access records held by a current Member. If you are processing constituency casework at the time of the election and the constituent advises that they would like the matter to be passed to an incoming MSP then you should ask them to sign a letter of authorisation for the casework to be passed to an incoming MSP.

35. If I am not returning as an MSP in the next Parliament, and a person formerly acting with my authority is taken on by another MSP, can that person continue to process my casework in line with Paragraphs 23 and 24 of part 2 of Schedule 1 to the DPA?

No. Paragraphs 23 and 24 only operate so as to allow you or a person acting with your authority to process special category personal data, but only until the end of the thirtieth day after the election, i.e. 6 June 2026. **This authority does not carry over if the same person is later taken on by an incoming or other MSP**. In that instance, the employee is only entitled to process the data that their new employer (as a separate data controller) is entitled to process.

Archiving personal papers

36. I have personal papers of historical interest — who should I contact to ensure they are properly archived?

Members may hold personal papers or collections of potential archival value. While the Parliament and National Records of Scotland, the Parliament's archive, are unable to accept personal collections, there are more suitable alternatives available.

We encourage Members to consider bequeathing materials to the Scottish Political Archive or an appropriate local archive that has expressed an interest in receiving materials. These archives are well-equipped to preserve materials of historical or community interest and offer better access for researchers and the public.

If you have materials you believe may be of interest, please contact the Scottish Political Archive or your local archive directly. They will be happy to assist you in preserving your records for future generations. Relevant contact details can be found at Annexe C.

Registers of Interests

37. What are Members' responsibilities in relation to their Registers of Interests?

As Members continue to be MSPs until dissolution, their obligations in relation to the registration and declaration of interests continue until that time. This will include the annual assessment they are required to make in relation to the value of any heritable property or interest in shares on 5 April every year. The Standards Clerks will write to all Members in relation to this assessment in early March 2026.

Any queries or requests to update Registers should be directed in the normal way to the Standards Clerks.

Lobbying Register

38. What about the Lobbying Register and relevant Information Returns?

The Lobbying Register is a public document and former Members can search for and scrutinise published returns, which relate to regulated lobbying relevant to their role as an MSP in previous sessions of the Scottish Parliament. If any former Member finds a return is inaccurate, they can use the 'Report Inaccurate Information' function button within that return to report this (or feel free to also contact the Lobbying Register Team direct.

Websites and social media

39. What will happen to my details on the Parliament's website after the date of dissolution?

The biographical information on the Parliament's website relating to current MSPs will be moved to the section on previous Members for Session 6. Each will be edited to add closing dates for the end of the session where appropriate and contact details will be removed.

A separate list of contact details during the campaign period will be available on the website.

40. I have a personal website funded from the Members' Expenses Scheme. Can I continue to use it during the campaign period?

Members may continue to use the website but it cannot be used for political electioneering or canvassing. From dissolution, all Parliamentary Identity, links and references to the Member being an MSP should be removed.

41. I have a private website paid for by myself. What do I need to do?

Websites which have been paid for by a Member need not be removed from the internet but should make clear that you will no longer be a Member of the Scottish Parliament with effect from dissolution on 9 April 2026.

42. What should I do about my social media accounts I use as an MSP?

All social media profiles must be amended so that there is no reference to the MSP status of a Member during the campaign period.

Career support/advice

43. What career support is available to MSPs and their staff who are leaving the Parliament?

In the lead up to and following the election, People Services and Colleague Experience will be offering a programme of career support and assistance to MSPs leaving the Parliament. The services on offer aim to support MSPs to prepare for the next stage in their career, whatever that might be.

The programme has been designed internally and will be supported by external specialists.

For MSPs, following an initial 1:1 meeting with a career coach, a programme will be developed. This may involve additional career coaching, CV review/creation, executive recruitment advice, or signposting to other sources of support. To take up this offering, please contact ColleagueExperience@parliament.scot.

MSPs also have access to the Individual Assistance Programme (IAP). As well as providing short-term confidential counselling services, this service, provided by Spectrum.Life, offers support in relation to life transitions including career progression or retirement. The service can be accessed by contacting: 0800 0668350

MSP staff have access to redundancy support and career advice through the Managing Your Career programme. Support includes e learning modules (on demand online courses) available via MyLearning, as well as virtual workshops covering the job hunting process and pre retirement planning. People Services are also running Q&A drop in sessions about redundancy. An MSP staff CV bank will be available. CVs can then be made available to new and returning MSPs seeking to recruit staff after the election. MSP staff will also have an opportunity to join the SPCB Admin Resourcing Pool. Further information on these resources can be found on the intranet and will be communicated to MSP staff via email and the Corporate Bulletin.

MSP staff also have access to the Employee Assistance Programme (EAP). This service, provided by Spectrum.Life, provides short-term confidential counselling services. The service can be accessed by contacting **0808 196 2016** or **0808 196 2703**.

Further information will be communicated to Members over the coming weeks.

If you are interested in exploring how this might look for you, please contact peopleservices@parliament.scot.

Annexe A: Winding up checklist

When winding up your parliamentary business you may find the following checklist helpful:

- **Office Lease:** Check your lease to ascertain whether there is a termination/break clause and issue notice to quit accordingly, bearing in mind the time required to wind up parliamentary duties. Should you require any advice in relation to terminating your lease or your responsibilities under that lease please contact the Allowances Office for further advice.

- **Office Telephones:** Arrange to have these disconnected with all number listings removed giving the required notice in line with your office closure date. At the end of your winding up period, ensure that a final bill is issued and seek confirmation that the account is now closed from your supplier.

- **Office Signage:** Arrange to have this removed in line with your office closure.

- **Corporate Payment Cards:** add final transactions to My Expenses and notify the credit card mailbox. Return your card to the Allowances Office.

- **Websites:** All reference to your status as an MSP and, where parliamentary funded, the Scottish Parliament logo should be removed from the date of dissolution. After dissolution, you should ensure your website is closed down and removed in line with your local office closure.

- **Refunds of Office Costs:** Arrange to have any refunds due to Parliament in respect of rental deposits, business rates, annual costs such as insurances and subscriptions, and utility provision submitted to the Allowances Office.

- **Mobile devices:** Return these to BIT.

- **Edinburgh Accommodation:** Check your lease to ascertain whether there is a termination/break clause and issue notice to quit accordingly. Please note you are expected to vacate your Edinburgh Accommodation and end your lease on or before dissolution.

- **Utilities:** Arrange final reading of utility meters as appropriate. If paying by direct debit, please give meter readings in January to your provider if you do not have a smart meter so that you receive an up-to-date bill, allowing any credit balance to be managed or returned as appropriate. At the end of your winding up period, ensure that a final bill is issued and seek confirmation that the account is now closed from your supplier.

- **Edinburgh Accommodation Telephones:** Arrange to have these disconnected with all number listings removed as appropriate. Ensure that a final bill is issued and seek confirmation that the account is now closed from your supplier.

- **Refunds of Edinburgh Accommodation Costs:** Arrange to have any refunds due in respect of rental deposits, council tax, annual insurances/maintenance agreements, factoring charges and utility provision submitted to the Allowances Office. Contact the Allowances Office for further information.

- **BT A-Z Directory:** Arrange through your communication provider to have all data removed from the DMS portal and listing redacted from the relevant directory PDF.

Annexe B: Redundancy process flowchart

Timescales	Actions
November 2025 onwards	People Services contacts Member to arrange meeting to discuss implications of election for their staff, including the risk of redundancy and consultation process
	Meetings arranged with all Members, whether or not standing
	Member confirms intention (standing or not standing), if not already done so
	People Services provides Member with staff redundancy entitlement information and provides them with "early warning" (risk of redundancy) letters to give to staff
November 2025 to dissolution	As soon as possible after Member's intentions are confirmed, and after issuing "early warning" letters, first consultation meeting arranged by the Member with each member if staff
	Meaningful consultation period
Dissolution or Election (depending whether not standing or not returned)	If there is a redundancy situation, identify redundancy dates and notice periods required within the winding up period
	Hold individual redundancy meetings with staff to confirm redundancy date and payments, and notice arrangements
	Inform People Services who will provide the Member with formal redundancy letters to confirm the decision to their staff
	Employee can appeal
	Employee works notice period (or is paid in lieu of notice if applicable)
	Employment ends, no later than the end of the winding up period

Annexe C: Archiving contact details

Archive	Postal Address	Email
Scottish Political Archive	University of Stirling, Stirling, FK9 4LA	archives@stir.ac.uk
Aberdeen City & Aberdeenshire Archives	Old Aberdeen House, Dunbar Street, Aberdeen, AB24 3UJ	archives@aberdeencity.gov.uk
Angus Archives	Arbroath Library, Hill Terrace, Arbroath, DD11 1AH	angusarchives@angusalive.scot
Argyll and Bute Council Archives	Lochgilphead Community Centre, Manse Brae, Lochgilphead, PA31 8QU	archives@liveargyll.co.uk
Ayrshire Archives (South, East and North Ayrshire Councils)	Ayrshire Archives HQ, South Harbour Street, Ayr KA7 1JA	archives@south-ayrshire.gov.uk
Clackmannanshire Archives	Speirs Centre, Primrose Place, Alloa FK10 1AD	archives@clacks.gov.uk
Comhairle nan Eilean Siar Archive	Lews Castle, Stornoway, Eilean Leòdhais, HS2 0XS	archives@cne-siar.gov.uk
Dumfries and Galloway Archives	Ewart Library, Catherine Street, Dumfries DG1 1JB	heritage@dumgal.gov.uk
Dundee City Archives	21 City Square, Dundee DD1 3BY	archives@dundeecity.gov.uk
East Dunbartonshire Archives	William Patrick Library, 2-4 West High Street, Kirkintilloch G66 1AD	archives@eastdunbarton.gov.uk
East Lothian Council Archives	John Gray Centre, Haddington EH41 3DX	history@eastlothian.gov.uk
East Renfrewshire Culture & Leisure Heritage Service	Giffnock Library, Station Road, Giffnock G46 6JF	localstudies@erculturеandleisure.org

Archive	Postal Address	Email
Edinburgh City Archives	City Chambers, 253 High Street, Edinburgh EH1 1YJ	archives@edinburgh.gov.uk
Falkirk Archives	Callendar House, Callendar Park, Falkirk FK1 1YR	archives@falkirk.gov.uk
Fife Council Archives	Fife Archives Centre, Bankhead Central, Glenrothes KY7 6GH	archive.enquiries@onfife.com
Glasgow City Archives	Mitchell Library, North Street, Glasgow G3 7DN	archives@glasgowlife.org.uk
Highland Archive Service	Bught Road, Inverness IV3 5SS	archives@highlifehighland.com
Inverclyde Archives	Watt Institution, 15 Kelly Street, Greenock, PA16 8JX	wattinstitution@inverclyde.gov.uk
Midlothian Council Archives	Local Studies, Dalkeith Library, 2 White Hart Street, Dalkeith EH22 1AE	local.studies@midlothian.gov.uk
Moray Council Local Heritage Centre	Grant Lodge, Cooper Park, Elgin IV30 1HS	archives@moray.gov.uk
North Lanarkshire Archives	Heritage Centre, High Road, Motherwell ML1 3HU	mcgheewi@northlan.gov.uk
Orkney Archive	Orkney Library and Archive, 44 Junction Road, Kirkwall KW15 1AG	archives@orkney.gov.uk
Perth and Kinross Archive	AK Bell Library, York Place, Perth PH2 8EP	archives@culturepk.org.uk
Renfrewshire Archives	Heritage Centre, 12 Seedhill Road, Paisley PA1 1JS	heritage@renfrewshire.gov.uk
Scottish Borders Archive	Heritage Hub, Kirkstile, Hawick TD9 0AE	archives@scotborders.gov.uk

Archive	Postal Address	Email
Shetland Museum and Archives	Hay's Dock, Lerwick, Shetland ZE1 0WP	info@shetlandmuseumandarchives.org.uk
South Lanarkshire Council Archives	Hamilton Town House Library 102 Cadzow St Hamilton ML3 6HH	archives@southlanarkshire.gov.uk
Stirling Council Archives	Stirling Council Archives, 5 Borrowmeadow Road, Stirling FK7 7UW	archive@stirling.gov.uk
West Dunbartonshire Archives	Dumbarton Library, Strathleven Place, Dumbarton G82 1BD	archives@west-dunbarton.gov.uk
West Lothian Council Archives	Kirkton Service Centre, 1 Lister Road, Kirkton Campus, Livingston, EH54 7BL	archive@westlothian.gov.uk

Annexe D: Data protection and constituency casework following the election – template letter to constituent for MSP not standing

Dear **[Constituent Name]**,

As I will not be standing for election in the Scottish Parliament election on 7 May 2026, I am writing to you to confirm the position regarding the casework information I hold which is likely to contain your personal data.

As explained in my Privacy Notice **[add link]** the legal basis for my processing casework information, including correspondence between us, in relation to matters raised by you is set out in Article 6(1)(e) of the UK General Data Protection Regulation (UK GDPR). This provision allows processing where it "is necessary for the performance of a task carried out in the public interest".

In line with Paragraph 23(4)(c) of Schedule 1 to the Data Protection Act 2018, I am permitted to use the time between the date of the election on 7 May 2026 and 6 June 2026 to manage my existing casework. After 6 June I will no longer have a legal right to collect or store any constituency casework containing personal data. Given this, my default position will be to securely delete all closed casework after that date.

To comply with fairness and data minimisation requirements I am contacting you in my role as a Data Controller to ask for your consent to what you would like to happen to your open casework. The available options include:

- passing your casework to an incoming MSP if you wish them to act on your behalf
- securely deleting the casework (including destruction of hard copy records) if you do not wish to proceed further with the matter
- providing the casework to you so that you can take the matter forward.

If you want to have all or part of your open casework passed to the next constituency or regional MSP, please contact me at **[add email address]** as early as possible and before 6 June 2026.

Any casework content will only be passed to you in line with data protection requirements, meaning that no information relating to third party individuals will be provided. This may mean that I am not able to provide you with your casework if I am unable to separate the two. I shall also need information from you to confirm your identity before providing any information to you as I can only provide personal data directly to the data subject (the person the personal data is about).

Please complete the attached consent form advising how you would like your casework to be handled. Please note that you have the right to withdraw consent at any time in which event I will stop processing your personal data. If I do not hear from you within seven days with your instructions on how you would like to proceed your casework will be securely destroyed.

Yours sincerely

Consent form (to be completed by the constituent)

[Name and address of constituent]

Please select ONE of the following options

1. Transfer your case to an incoming MSP

I give my consent for **[name of MSP]** as data controller to securely pass my casework to **[name of MSP]** as incoming MSP after the election so that they may continue to act on my behalf.

☐ **YES, I consent to the transfer of my casefile to an incoming MSP.**

2. Secure deletion of your casefile

I do not wish for my casework to be taken forward by an incoming MSP. I therefore request that my casework be securely deleted or destroyed.

☐ **YES, please securely delete or destroy my casework.**

3. Have your casework provided to you

I would like my casework to be provided to me, and I will decide myself whether to raise the matter again with any future MSP.

☐ **YES, please provide my casefile to me.**

Your Details

Name: _____

Address: _____

Preferred contact details: _____

Signature: _____

Date: _____

Your Right to Withdraw Consent

You have the **right to withdraw your consent at any time**, and doing so will not affect the lawfulness of the processing carried out before the withdrawal.

If you wish to withdraw consent, change your choice, or ask any questions about how your information is handled, please contact:

[MSP Office Contact Email / Phone]

Your information will always be handled in accordance with data protection legislation in terms of the UK GDPR and the Data Protection Act 2018.