



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



Contents

Foreword	3
Guidance to assist Members who are not standing at the 2026 Scottish Parliamentary Election	4
Contacts	5
Expenses	6
Winding Up Provision	6
Staff costs	7
Office costs	7
Edinburgh accommodation	8
Members' travel costs	8
Overnight expenses	8
Office leases	9
MSPs' salaries and pensions	9
MSPs' staff	10
Security passes and lone worker devices	10
Office supplies and equipment	11
IT services	13
Mobile devices	13
BT A-Z Directory	14
Postal services	14
Surgeries	14
Casework and other data held – Data Protection	15
Archiving personal papers	18
Registers of Interests	19
Lobbying Register	19
Websites and social media	19
Career support/advice	20
Annexe A: Winding up checklist	21
Annexe B: Redundancy process flowchart	23
Annexe C: Archiving contact details	24

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 and lone worker devices

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. 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

17. 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.

18. 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.

19. 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.

20. 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.

21. 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

22. 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.

23. 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 as part of 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

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

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). BIT can provide guidance on how to do this.

25. 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

26. 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

27. 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

28. 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

29. 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, the condition for processing these types of data will currently last until the fourth day after the day on which the election is held, notably by 11 May 2026.

Members may wish to note that the Data Use and Access Act 2025 has extended the period for which the conditions for processing will last to the thirtieth day after the election is held. This provision is expected to come into force by the end of December 2025.

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.

30. 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 the 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 that you are not seeking re-election and to ask if they object to their casework being passed to the incoming MSP. Where constituents indicate they do not wish their casework to be passed on, you must delete and destroy all documents securely or pass the file back to the constituent, as appropriate. A template letter for this purpose will be added to the [data protection guidance for MSPs](#).

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

- Provide only the personal data relating only to the constituent and about nobody else. You will need to redact the personal data relating to others within the correspondence. This can include for example the thoughts and views of other individuals relating to the constituent.
- Verify that the individual collecting the file (if hard copy) is who they say they are.
- Ensure the secure transfer of the content of the file electronically (please contact the BIT Helpdesk for advice and guidance about this).

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” personal 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” personal data you contact the constituent to advise that you will be standing down and to ask for their agreement to transfer their casework to the 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 will be added to the [data protection guidance for MSPs](#).

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

- Provide only the personal data relating to the constituent and about nobody else.
- Verify that the individual collecting the file (if hard copy) is who they say they are.
- Ensure the secure transfer of the content of the file electronically (please contact the BIT Helpdesk for advice and guidance about this)

MSPs can process personal data in the ways described above until the fourth day after the day on which the election is held, notably by 11 May 2026.

As mentioned above, the Data Use and Access Act 2025 has extended this period to the thirtieth day after the election is held. This provision is expected to come into force by the end of December 2025.

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

Whilst you are not relying on the constituent's consent for processing their personal data, it may be safest to arrange for the secure deletion or disposal of the personal data if you cannot trace the constituent or they do not respond to your inquiry within a reasonable time.

Members should make their own arrangements for the confidential disposal of papers in relation to constituency casework held at their local office. For confidential paperwork 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 on 0131 348 5100.

32. 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 the incoming MSP then you should ask them to sign a letter of authorisation for the casework to be passed to the incoming MSP.

33. 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 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 fourth day after the election, i.e. 11 May 2026, **even if the same person is later taken on by an incoming or other MSP**. The employee is only entitled to process the data that their new employer is entitled to process.

The Data Use and Access Act 2025 has extended this period to the thirtieth day after the election is held. This provision is expected to come into force by the end of December 2025.

Archiving personal papers

34. 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

35. 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

36. 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

37. 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.

38. 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.

39. 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.

40. 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

41. 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. For example, retirement, starting a business, being a consultant or securing full time employment.

The programme will be delivered in-house, supported by external specialists. Following an initial 1:1 meeting with an internal career coach, a bespoke programme will be developed. A separate programme will operate for MSP staff.

In addition to career support, MSPs and their staff will have access to sessions focused on wellbeing and resilience, recognising the emotional and psychological impact that career transitions can bring. Alongside this, a range of learning and development opportunities will be available to help individuals build new skills and prepare confidently for future roles.

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.

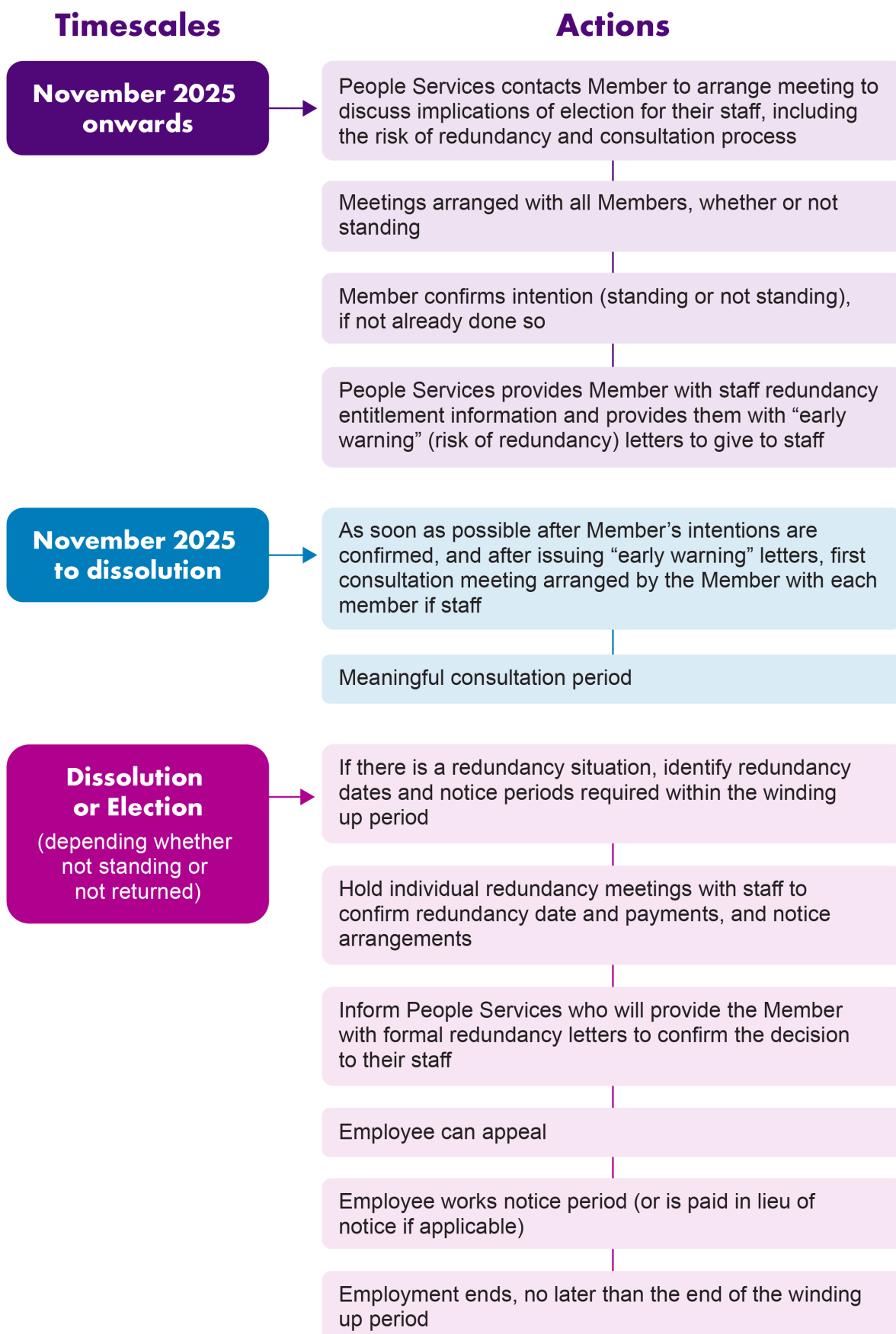
Annexe A: Winding up checklist

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



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@ercultureandleisure.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