GUIDANCE FOR MEMBERS WHO ARE NOT STANDING AT THE 2021 SCOTTISH PARLIAMENTARY ELECTION
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. As at previous elections, 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, however, to issue further guidance or advice on specific issues we will update this document and advise Members accordingly.

Personal support for Members

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. As such we are pleased to inform Members that the SPCB is able to provide a more personal service than has been the case at previous elections.

Targeted support will be provided to each individual Member across a range of parliamentary services. This contact will be in the form of an individual e-mail offering a one-to-one meeting between a Member and a representative from each of the following offices: Human Resources, Allowances, Facilities Management and Business Information Technology.

The HR office is also planning to offer virtual drop in sessions for Members’ staff and these will be available to book through the parliament training website. The HR office is also developing outplacement programmes for Members and their staff. Specific information will be published directly by the HR office.

Finally, two virtual drop-in sessions are planned for December. Representatives from most of the offices mentioned above, along with the Security Office, will be available for these sessions and this will offer Members the opportunity to raise general queries or to be signposted to more tailored or specific advice.

We hope that Members find this guidance helpful.

Ken Macintosh
Presiding Officer

Amanda McEwan
Clerk/Chief Executive
Questions and Answers Guidance to assist Members and their staff

This guidance has been produced to assist all Members who are not standing at the election and their staff before and during the election period in 2021. Subject to passage of the Scottish General Election (Coronavirus) Bill, the current session of Parliament will end at midnight on Tuesday 4 May 2021 and dissolution will begin immediately thereafter on Wednesday 5 May 2021, with the election taking place on Thursday 6 May 2021.

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 period of the election or immediately thereafter due to covid-19 or any other restrictions, will be notified at the time.
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Allowances Office 0131 348 6659 / allowancesenquiries@parliament.scot
6609 travelenquiries@parliament.scot

Business IT 0131 348 6100 ithelpdesk@parliament.scot

Facilities Management 0131 348 5100 FMHelpdesk@parliament.scot

FOI/Data Protection 0131 348 6913 foi.officer@parliament.scot

Human Resources 0131 348 6500 humanresources@parliament.scot

Lobbying Register Team 0131 348 5402

Media Relations 0131 348 6852 mediarelations@parliament.scot

Pay and Pensions 0131 348 6695 PayandPensionEnquiries@parliament.scot

Public Information 0131 348 5000

Scottish Public Pensions Agency 01896 893 090 mspscheme@gov.scot

Security Office 0131 348 6554

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 standards.clerks@parliament.scot

Visitor Services 0131 348 5200
Expenses

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 in order 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 his or her parliamentary business. The provision is in two parts: a capped provision of up to one third of the 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.

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

For those Members who do not stand at the election, eligibility commences the day following the dissolution of Parliament.

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 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.

Where, under the terms of the employment contract between the Member and the employee, the employee’s entitlement to a redundancy payment exceeds the employee’s statutory entitlement, the costs of the contractual provision will be met where the SPCB considers the provision to be reasonable. Where it is not considered reasonable the SPCB may restrict the application for contractual redundancy payment to what it considers reasonable.

In this regard, the Corporate Body agreed that in these circumstances, using a test of ‘reasonableness’, it would be willing to meet a redundancy payment of up to 4 weeks’ salary for each year of service up to a maximum of 1 year’s salary.

5. How do I claim the Winding Up Provision?

Claims against the Winding up Provision for accommodation, office and associated costs should be made using the standard expenses claim forms and should be submitted to the Allowances Office in the normal way. Like all other expenses, claims against the Winding Up Provision require to be supported by the relevant documentation, i.e. receipts, invoices.
The HR Office will liaise with Members directly over the process of making redundancy payments to staff from the Winding Up Provision.

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**

- Support 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.

- Childcare vouchers in respect of support staff for the period they are employed to assist their Member in winding up his or her parliamentary business.

- Travel costs a member of support staff may incur in the course of assisting his or her Member in winding up his or her parliamentary business. This does not include normal commuting costs.

- Pay in lieu of any untaken 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.

- Business 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 the date of dissolution.

- 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.

- Any unused rail tickets purchased through the Travel Desk must be returned.

**Overnight Expenses**

- If a Member who was eligible to claim the Edinburgh Accommodation Provision requires to stay overnight in Edinburgh to wind up his or her 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 consequence of finalising their parliamentary business.

**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 Annex 1 for your ease.
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 – Tuesday 4 May 2021.

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 SPPA (please see contacts section).

11. Am I entitled to a Resettlement Grant and, if yes, 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;
- 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, ie 27 May 2021.

MSP 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.
Annex 2 contains a flow chart that summarises the redundancy process that Members will require to follow. The HR Office will arrange to meet with Members who are standing down from December onwards to provide guidance and assistance with this process.

Security Passes and lone worker devices

13. What do I and my staff 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. 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 pass holders 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 in the run-up to dissolution?

Requests for new equipment/furniture may be submitted up to 1 January 2021.

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) to replace any faulty or broken items.

However, from 1 January 2021 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 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.

The SPCB will provide an inventory of equipment and furniture centrally provided. Please ensure that all equipment and furniture on the list, 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 all Scottish Parliament stationery e.g. envelopes, unused stamps, letter headed paper and public information leaflets along with the equipment.

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 (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.
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 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. Some mobile devices may be available for Members to purchase (the cost will vary depending on the make and model but will generally be between £200 and £400 in line with market value). Someone from BIT will be in touch in the months preceding dissolution to discuss and provide detailed costs.

**Mobile Devices**

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

Someone from BIT will contact Members to arrange retrieval of any centrally provided devices. Please note that Members will be responsible for returning all IT equipment assigned to them or their staff.

If Members would like to keep their telephone number then please contact BIT, who will arrange to have the number transferred out of the corporate account. If it is to another provider then the Porting Authorisation Code (PAC) will be provided to facilitate the transfer to another network.

Members are permitted to purchase smartphones or tablets that have made up part of their centrally provided allocation (cost will be based on the market value of the model) however the Member will remain responsible for any data that resides on the device. Please speak to BIT for precise costs.

Please note that phones may be locked to EE and you will need to contact BIT if you
intend to change provider.

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

**25. What should I know if I am purchasing a smartphone or tablet?**

If you decide to purchase a mobile device that was supplied centrally as part of your MSP allocation:

1. Let BIT know that you would like to purchase the device.
2. Provide payment for the agreed amount. This can be arranged to be deducted from your salary.
3. If you have contacts on your device that are stored in your parliamentary email then BIT can advise you on how to move these to the device.
4. If your AppleID or equivalent is associated with your parliamentary email address then you will need to change this to a different email address. BIT can advise you on how this is done.
5. BIT will show you how to remove parliamentary mailboxes set up on your device.
6. If you have purchased apps from the Apple store or equivalent then these will be associated with your Apple ID and will be available for you to use in the future.

Please be aware that Members are responsible for any documents and data that may remain on the device as per the Data Protection Act 2018.

Smartphones or tablets purchased using the Members’ Expenses Scheme belong to the Member.

If you have any questions in the meantime, please contact the IT Helpdesk on (0131) 348 6100.

**26. 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 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.

**27. What should I do with Surfaces and laptops allocated to me and my staff?**

If your Surfaces and/or laptops were provided centrally as part of your MSP allocation, then they are not available for purchase, since the software licences are provided on a subscription basis and not bought outright. Members are responsible for the return of all IT equipment assigned to them or their staff (note that equipment can be picked up as part of the local office closure).
Surfaces and laptops purchased using the Members’ Expenses Scheme belong to the Member, however the Member will need to contact BIT to remove the Parliament’s software from the device. Surfaces and laptops will be restored to the standard Windows build that they came with when purchased.

**BT Phone Book**

**28. What will happen to my entries in the BT Phone Book after polling day?**

Members are responsible for removing the entries against their names under ‘Members of the Scottish Parliament’ in the Business Listings section of the BT Phone Book. Parliament staff do not have the authority to get these entries deleted, as telephone suppliers 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 constituency office, they should contact the company that provides the local office with a telephone/fax line as soon as possible and ask them to remove their name and number(s) from the Phone Book. (For example, if the constituency office has a BT telephone line, the Member should contact BT.)

BT Phone Books are updated on a rolling programme every 18 months. Changes will appear in the next published edition of the Phone Book.

**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 the dissolution date. This will provide assistance to Members during the winding up of their parliamentary affairs.

**Surgeries**

**30. Can I hold surgeries in my region/constituency up until dissolution?**

Parliamentary resources must not be used to support surgeries following the date of the start of the campaign period (25 March 2021).

**Casework and other data held - Data Protection**

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

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 constituents whether they would accept a delay in dealing with the matter. We realise
however that in certain circumstances some constituents 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 constituents there should be no party political or electioneering material included in any replies nor should any publicity be generated in respect of the casework.

Both in respect of existing and new casework, Members should have regard to Q32 below.

### 32. Processing constituency casework containing personal data in a way that is lawful and fair:

The 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 your purposes for processing their personal data, and who it will be shared with 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 here:


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 in order for this to be lawful. The legal basis that is likely to apply is that transferring current casework to an incoming MSP is that it 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 added to the data protection guidance for MSPs here:

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. The reasons for this are set out in Section 8 Of 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**; and
- 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 here:
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 10 May 2021.

33. 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.

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, Clauses 23 and 24 of the DPA do not create a right for a new MSP to access records held by a current Member.

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. Clauses 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, ie. 10 May 2021, 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 his or her new employer is entitled to process.
Registers of Interests

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

As Members continue to be MSPs, their obligations in relation to the registration and declaration of interests continue until dissolution. 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. Any queries or requests to update Registers should be directed in the normal way to the Standards Clerks.

Lobbying Register

37. 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 Session 5. 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

38. 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 5. 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.

39. I have a personal website funded from the Office Cost Provision. 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.

40. 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 web but should make clear that you will no longer be a Member of the Scottish Parliament with effect from 5 May 2021.
41. What should I do about my social media accounts I use as an MSP?

In accordance with the SPCB’s policy statement on MSP Status, this should not be used on any social media comments relating to election campaigning.
Winding up Checklist

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

- **Office Lease** - Check lease to ascertain whether there is a termination clause and issue notice to quit accordingly bearing in mind the time required to windup 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.

- **Office Signage** - Arrange to have this removed.

- **Websites** - Remove all reference to status as an MSP and Scottish Parliament logo as applicable.

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

- **Mobile Phones** - If appropriate, contact BIT Office to arrange the transfer from the SPCB’s contract.

- **Mobile devices** - Contact BIT if you would like to know more about purchasing your tablet or smartphone.

- **Edinburgh Accommodation** - Check lease to ascertain whether there is a termination clause and issue notice to quit accordingly.

- **Utilities** - Arrange final reading of utility meters as appropriate.

- **Edinburgh Accommodation Telephones** - Arrange to have these disconnected with all number listings removed as appropriate.

- **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.

- **BT Phone book** - Arrange through local office telephone provider to have all listings removed.
Annex 2

REDUNDANCY PROCESS FLOWCHART

**Timescales**

- December 2020

**Process**

1. The Human Resources Office contacts Member to discuss redundancy process
2. Member announces intention (standing or not standing) to staff, ensuring all are notified
3. Issue early warning letters (risk of redundancy)
4. Hold individual consultation meeting(s)
5. Hold redundancy meeting
   - Advise if you require employee to work notice period or if you wish to pay in lieu of notice (if contract allows for this)
   - Issue letter confirming outcome
   - Notify Human Resources Office
6. Appeal (where applicable)
7. Employee works notice (where required)
   - Facilitate paid time off to seek alternative employment/training
8. Employment ends

- Notice period varies according to length of service as set out in contract of employment. The notice period can range from 1 to 12 weeks.
- First consultation meeting should be held as soon as possible after intention announced. The HR Office will assist with timetabling.
- The HR Office will provide guidance to ensure a meaningful period of consultation.
- The HR Office will provide letters and details of redundancy entitlements.