

## PARLIAMENTARY BUREAU

### PARLIAMENTARY CALENDAR: OFFICE OF THE CLERK AND CHRISTMAS RECESS

#### Christmas recess

1. The Parliament has previously agreed that—

- the Christmas recess begins this year on Friday 23 December 2022 and ends on Sunday 8 January 2023; and ([Motion ref. S6M-04616](#))
- the Office of the Clerk is closed on Friday 23, Monday 26 and Tuesday 27 December 2022 and Tuesday 3 and Wednesday 4 January 2023. ([Motion S6M-01333](#))

2. Since 2000, the Bureau has additionally proposed that the Office of the Clerk be closed between Christmas and the New Year. The Bureau is therefore invited to agree to propose to the Parliament that the Office of the Clerk be closed this year on Wednesday 28, Thursday 29 and Friday 30 December 2021 as shown in Annexe A. Questions, motions and amendments cannot be lodged when the Office of the Clerk is closed and the impact of the proposal on some of the deadlines for lodging are discussed below.

3. Additionally, there was a minor error in motion S6M-1333, which did not specify that the Office of the Clerk should be closed only on the afternoon of Friday 23 December. It is therefore proposed that the closure of the office of the Clerk which was previously agreed to by Motion S6M-01333 is adjusted to become a closure of the afternoon only.

#### Impact on deadlines – Parliamentary questions

4. This has an impact on some of the deadlines which would normally apply on a Monday (the deadlines for submission of names for the ballots for Portfolio and General Questions and the associated deadline two days later for the lodging of questions). Proposed deadlines which take this and recess dates into account are set out below and shown at Annexe B.

#### Topical Questions – Tuesday 10 January 2023

5. The deadline for lodging a question would be 12 noon on Monday 9 January 2023 (this is the usual arrangement).

#### Portfolio Questions – Wednesday 11 January 2023

6. For Portfolio Questions on 11 January 2023, names to be entered into the draw should be submitted no later than noon on Monday 19 December 2022, with questions being submitted no later than noon on Wednesday 21 December 2022. This follows the pattern in previous sessions.

#### General Questions – Thursday 12 January 2023

7. Deadlines for the submission of names and questions for General Questions are the same as those for Portfolio Questions (above).

First Minister's Questions - Thursday 12 January 2023

8. The deadline for lodging a question would be 12noon on Monday 9 January (this is the usual arrangement).

Portfolio Questions – Wednesday 18 January 2023 and General Questions – Thursday 19 January 2023

9. For Portfolio Questions on 18 January 2023, names to be entered into the draw should be submitted no later than noon on Monday 9 January 2023, with questions being submitted no later than noon on Wednesday 11 January 2023.

10. Deadlines for the submission of names and questions for General Questions are the same as those for Portfolio Questions (above).

**Impact on deadlines – motions and amendments**

Motions for debate – Tuesday 10 January 2023

11. If a debate on Tuesday 10 January requires a motion, the deadline would be 10.00am on Monday 9 January and for lodging amendments to that motion would be 4.00pm on that Monday (these are the usual arrangements).

Motions for debate – Wednesday 11 January 2023

12. The deadline for lodging motions for debate on Wednesday 11 January would be 4.00pm on Monday 9 January and for lodging amendments to these motions would be 4.00pm on Tuesday 10 January 2023 (these are the usual arrangements).

**Conclusion**

13. The Bureau is invited to—

- agree to propose to the Parliament by motion that the Office of the Clerk be closed on Wednesday 28, Thursday 29 and Friday 30 December 2022; and
- consider the proposed deadlines set out above.

**Proposal to close the Office of the Clerk**

**December 2022/January 2023**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
19	20	21	22	23 (pm)
26	27	28*	29*	30*
2	3	4	5	6
9	10	11	12	13

	Recess
	Office of the Clerk is closed on these previously agreed days
*	Proposal to close the Office of the Clerk on these days

**Parliamentary week and Chamber Desk deadlines w/c 19 December 2022, 2 January and 9 January 2023**

<p><b>Monday 19 December</b></p> <ul style="list-style-type: none"> <li>• TQs for 20 December and FMQs for 22 December - no later than 12 noon</li> <li>• Names for the ballot for Portfolio Questions to be answered on Wednesday 12/13 January – no later than 12 noon</li> <li>• Names for the ballot for General Questions to be answered on Thursday 13 January – no later than 12 noon</li> </ul>	
<p><b>Tuesday 20 December</b></p>	<p><b>Chamber business to include</b> Topical Questions (if selected) Members' Business Decision Time</p>
<p><b>Wednesday 21 December</b></p> <ul style="list-style-type: none"> <li>• Questions for Portfolio Questions to be answered on 12/13 January – no later than 12 noon</li> <li>• Questions for General Questions to be answered on 13 January – no later than 12 noon</li> </ul>	<p><b>Chamber business to include</b> Portfolio Questions Members' Business Decision Time</p>
<p><b>Thursday 22 December</b></p> <ul style="list-style-type: none"> <li>• Motions/amendments and written questions – no later than 4.30pm</li> </ul>	<p><b>Chamber business to include</b> General Questions First Minister's Questions Decision Time</p>
<p><b>Friday 23 December</b></p> <ul style="list-style-type: none"> <li>• Motions/amendments and written questions – no later than 12.30pm</li> </ul>	<p><b>Recess: Office of the Clerk is closed from 12.30pm.</b></p>
<p><b>Monday 26 December – bank holiday – Office of the Clerk is closed</b></p>	
<p><b>Tuesday 27 December – bank holiday – Office of the Clerk is closed</b></p>	
<p><b>Wednesday 28 – Friday 30 December: proposed closure of Office of the Clerk</b></p>	
<p><b>Monday 2 January – bank holiday – Office of the Clerk is closed</b></p>	
<p><b>Tuesday 3 January – bank holiday – Office of the Clerk is closed</b></p>	
<p><b>Wednesday 4 January</b></p> <ul style="list-style-type: none"> <li>• Motions/amendments and written questions – no later than 3.30pm</li> </ul>	<p>Recess: Office of the Clerk is open</p>
<p><b>Thursday 5 January</b></p>	<p>Recess: Office of the Clerk is open</p>

<ul style="list-style-type: none"> <li>• Motions/amendments and written questions – no later than 3.30pm</li> </ul>	
<p><b>Friday 6 January</b></p> <ul style="list-style-type: none"> <li>• Motions/amendments and written questions – no later than 2.30pm</li> </ul>	Recess: Office of the Clerk is open
<p><b>Monday 9 January</b></p> <ul style="list-style-type: none"> <li>• Motions for Tuesday 11 January debate – no later than 10 am</li> <li>• Amendments to motions for Tuesday 11 January debate – no later than 4.00 pm</li> <li>• Motions for Wednesday 12 January debate – no later than 4.00 pm</li> <li>• Topical Questions for answer on 11 January – no later than 12 noon</li> <li>• First Minister's Questions to be answered on 13 January – no later than 12 noon</li> <li>• Names for the ballot for Portfolio Questions to be answered on 19/20 January – no later than 12 noon</li> <li>• Names for the ballot for General Questions to be answered on 20 January – no later than 12 noon.</li> <li>• Other motions/amendments and written questions – no later than 4.30 pm</li> </ul>	
<p><b>Tuesday 10 January</b></p> <ul style="list-style-type: none"> <li>• Amendments to motions for Wednesday 12 January debate – no later than 4.00pm</li> <li>• Motions for 13 January debate – no later than 4.00pm</li> <li>• Other motions/amendments and written questions – no later than 4.30 pm</li> </ul>	<p><b>Chamber business to include</b>  Topical Questions (if selected)  Members' Business  Decision Time</p>
<p><b>Wednesday 11 January</b></p> <ul style="list-style-type: none"> <li>• Questions for Portfolio Questions to be answered on 19/20 January – no later than 12.00 noon.</li> <li>• Questions for General Questions (to be answered on 20 January) – no later than 12.00 noon.</li> </ul>	<p><b>Chamber business to include</b>  Portfolio Questions  Members' Business  Decision Time</p>

<ul style="list-style-type: none"> <li>• Amendments to motions for 13 January debate – no later than 4.00pm.</li> <li>• Other motions/amendments and written questions – no later than 4.30pm.</li> </ul>	
<p><b>Thursday 12 January</b></p> <ul style="list-style-type: none"> <li>• motions/amendments and written questions – no later than 4.30pm.</li> </ul>	<p><b>Chamber business to include</b>  General Questions  First Minister's Questions  Members' Business  Decision Time</p>
<p><b>Friday 13 January</b></p> <ul style="list-style-type: none"> <li>• Motions/amendments and written questions – no later than 3.30pm</li> </ul>	