



The Scottish Parliament
Pàrlamaid na h-Alba

Reimbursement of Members Expenses Scheme – Annual Uprating of Provisions

7 March 2024

Reference: SPCB (2024) Paper 17

Executive summary

1. The SPCB is invited to agree the uplifting detailed in this paper to be used to increase the Members' Expenses Provisions and the Party Leaders' Allowance for the financial year 2024-25.

Issues and options

2. Provision is made under paragraph 1.2.4 of the Reimbursement of Members' Expenses Scheme and Rule 6(1) of the Party Leaders' Allowance Scheme to increase the provision made on the 1st of April each year having regard to such indices as the SPCB considers appropriate. Paragraph 1.2.5 of the Members' Expenses Scheme also determines that any increased expenses limit for the major expense categories will be rounded up to the nearest £100 at each uprating.
3. The SPCB agreed in March 2020 to continue to increase the Office Cost Provision and other expenses provisions in line with the January All Items RPI figure whilst the Staff Cost Provision (SCP) would be increased by using a mix of Average Weekly Earnings (AWE) and the Annual Survey of Hours and Earnings (ASHE). In January 2024 the SPCB considered the SCP uplift for 2024-25 as part of the budget submission process and agreed to an uplift using AWE only.
4. The figure for the Average Weekly Earnings (AWE) is 6.7%, meaning an increase of £9,900 to £156,900 per Member (when rounded up to the nearest £100 as per the requirements of the Scheme) equating to an actual increase of 6.73%.
5. The January All Items RPI figure is 4.9%, which equates to an increase of £1,000 for the Office Cost Provision bringing the figure for constituency Members to £21,100 when rounded up to the nearest £100 and equating to an actual increase of 4.98%.

6. The 4.9% All Items RPI increase also applies to the Edinburgh Accommodation Provision and the Engagement Provision as follows:
 - a. Engagement Provision increases by £900 meaning Engagement provision is £17,400 when rounded up to the nearest £100 equating to an actual increase of 5.45%
 - b. Edinburgh Accommodation provision increases by £1,000 when rounded up and equates to £20,700 for the year and an actual increase of 5.08%.
7. The party leader's allowance also increases, and this is calculated using a combination of the staff cost provision and office cost provision increases as detailed in the Allowances notice attached as an Annex to this paper.

Governance

8. The rules of the Scheme enable the SPCB to set any uplift it deems appropriate to the provisions laid out within the Scheme.

Resource implications

9. The approved 2024-25 budget contains adequate provision for the indexation of Members' expenses in line with the standard uprating provisions of the Scheme and as included in the SPCB's budget submission for 2024-25.

Publication Scheme

10. This paper will be published in line with the SPCB's publication Scheme.

Next steps

11. The Allowances Office will publish the attached notice to advise Members of the increases and provision limits for the year 2024-25 and update My Expenses as required. Regional Members will be advised separately of their office cost provision calculation based on the number of Members returned for the party in each region.
12. The necessary steps will be taken to apply the salary increases of those on the minimum of any point in the attached pay scales with their employing Members.

Decision

13. The SPCB is invited to agree the uprating of the Members Expenses Scheme provisions as detailed in the paper.

Allowances Office

26 February 2024

Allowances Notice xx/2024

To All MSPs

Expenses Provision 2024-25

The purpose of this notice is to advise Members on the uprated Members' Expenses Provision levels for the 2024/25 financial year.

The SPCB have agreed:

- the Office Cost and other provisions will be increased in line with the January All Items RPI figure of 4.9%;
- the Staff Cost Provision will be increased by 6.7% in line with the AWE; and
- the Party Leaders Allowance will be increased by a combination of both above figures.

The rates for 2024/25 as agreed by the SPCB are as follows:

Provision	NEW Rate
Start Up Provision	Not available to Members until new session or following a by-election.

Office Cost Provision	<p>£21,100</p> <p>Members can flex up to £6,357 from Engagement Provision to Office Cost Provision in 2024/25.</p> <p>Regional Members will be advised on an individual basis.</p>
Engagement Provision	<p>£17,400</p> <p>Members can flex up to £6,357 from Office Cost Provision to Engagement Provision in 2024/25.</p>
Staff Cost Provision	£156,900
Edinburgh Accommodation Provision	£20,700
Edinburgh Accommodation Provision – Overnight Rate	£225 (includes dinner, bed and breakfast)
Overnight UK (excluding Greater London)	£225 (includes dinner, bed and breakfast)
Overnight (Greater London and outside UK)	£262 (includes dinner, bed and breakfast)
Winding Up Provision	<p>£9,152 – Constituency Members</p> <p>Regional Members will be advised on an individual basis as required but will equate to one third of their maximum OCP</p>
Party Leaders Allowance 30+ members	£48,885
Party Leaders Allowance	£25,738

15 to 29 Members	
Motor Mileage	45p per mile for first 10,000 miles and 25p per mile thereafter
Motorcycle Mileage	24p
Pedal Cycle Mileage	20p

Members are required to ensure that their staff are paid in accordance with the minimum terms and conditions of employment and within the job families and associated salary ranges as determined by the SPCB. Annex A provides the updated job families and associated salary ranges which will come into effect from 1 April 2024.

Staff who are currently on the minimum of a job family range will automatically be moved to the new minimum as appropriate from 1st April 2024. Members who wish to increase staff salaries beyond the new minimums or who wish to increase the salary of those not on the minimum should contact the People and Culture Office (formerly known as HR), providing details of any proposed salary increases.

Should you have any queries in relation to this notice please contact the Allowances Office by email (AllowancesEnquiries@parliament.scot) or if your query relates to the Staff Cost Provision please contact the Pay and Pensions Office by emailing (PayandPensionEnquiries@parliament.scot).

Allowances Office

March 2024

Job Families and Pay Range Annex A

Job Family	Minimum	Maximum
<p>Administration & Office Management:</p> <p>This family comprises the following activities: acting as the first point of contact, using initiative and responding to and/or directing queries, managing diaries, including resolving conflicting demands, providing support for meetings and surgeries, collating and analysing information and producing documents. Moving up the range, individuals may also oversee the running of the office, including ensuring work is commissioned out effectively, collating papers and briefings, compiling reports, developing systems and managing staff in accordance with the Member's office structure.</p>	£23,304	£42,703
<p>Casework:</p> <p>This family comprises the following activities: managing and progressing portfolio of casework, gathering relevant information to resolve or progress cases appropriately, drafting responses, arranging and attending surgeries, liaising with Government agencies, voluntary sector and others to resolve constituency matters. Moving up the range, individuals may also maintain in-depth knowledge of the constituency/regional matters, develop knowledge in specialist areas, oversee the running of the office, including ensuring work is commissioned out effectively and managing staff in accordance with the Member's office structure.</p>	£27,252	£41,665
<p>Communications:</p> <p>This family comprises the following activities: promoting the Member's parliamentary work, including via broadcast, print and social media, building relations with journalists, drafting press materials and organising campaign activities. Moving up the range, individuals will also carry out research into local, regional, national and international issues as required, brief the Member on relevant issues and produce high quality written</p>	£28,508	£42,381

<p>materials, manage provision of communications/press advice, oversee the running of the office, including ensuring work is commissioned out effectively and managing staff in accordance with the Member's office structure.</p>		
<p>Research & Policy:</p> <p>This family comprises the following activities: researching and interpreting complex information, searching and extracting evidence from published reports, presenting data in different formats, drafting speeches, providing advice and recommendations on policy matters, proactively engaging with internal and external expertise as appropriate and presenting complex issues clearly and persuasively with excellent written and verbal communication. Moving up the range, individuals will also develop new areas of research and sources of information, take lead on specialist areas, oversee the running of the office, including ensuring work is commissioned out effectively and managing staff in accordance with the Member's office structure.</p>	<p>£29,953</p>	<p>£52,566</p>