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The following Parts A, B and C together with the Annexes attached shall be the Members' Allowances Scheme ("Scheme")-

Part A - General Rules in relation to the Scheme

The following general rules shall, unless the context otherwise requires, govern the Scheme-

Rule 1 - Interpretation

In this Scheme-

"parliamentary complex" means the place where the Parliament or any of its committees or sub-committees meets from time to time;

"remuneration of employees" includes gross salaries, employers' National Insurance contributions and employers' pension contributions;

"main residence" means the property in which the member is resident for council tax purposes under section 75 of the Local Government Finance Act 1992;

"member" means a member of the Scottish Parliament;

"other residence" means any residence which the member owns or leases other than his or her main residence;

"staff" means an employee or employees of a member and/or a person or persons on a contract with an agency and/or on a contract for services;

"motor vehicle allowance" means the maximum rate set for local government under section 46 of the Local Government (Scotland) Act 1973 and shall apply to all motor vehicles irrespective of engine size or annual mileage;

"motor cycle mileage allowance" means the maximum rate set for employees of the Scottish Administration;

"pedal cycle allowance" means the level of the maximum tax free allowance set by the Inland Revenue;

"travelling expenses" means-

(a) the actual cost of any travel ticket purchased or fare paid in making a journey, or part of a journey, by public transport;

(b) where such a journey, or any part of such a journey, is made by means of a motor vehicle, motor cycle or pedal cycle, owned or wholly maintained by the member, such amount per mile travelled on the journey, or that part of the journey, by means of that motor vehicle, motor cycle or pedal cycle as is determined by the motor vehicle, motor cycle or, as the case may be, pedal cycle, mileage allowance;

(c) in exceptional circumstances, with the approval of the Scottish Parliamentary Corporate Body ("the SPCB"), the actual cost of car hire and associated petrol costs; and

(d) tolls and carparking charges;

"public transport" means any service or services provided to the public at large for the carriage of passengers by road, rail, air or sea but includes travel by taxi service only where the use of such a service is required for reasons of urgency or where it is not reasonably practicable for the member to use other forms of public transport.

and any reference to a Part is a reference to the Part so lettered in this Scheme and any reference to an Annex is a reference to the Annex so lettered in this Scheme.

Rule 2 - Verifiable Expenditure

(1) The SPCB may, on an application for the purpose made to it by a member in accordance with this Scheme, make payments to that member by way of allowances for the reimbursement of expenses incurred by that member.

(2) Subject to paragraph (3) of this rule, allowances for which a member is eligible shall be paid by the SPCB only upon the production to the SPCB of evidence of relevant expenditure in the form of invoices or receipts and, in respect of a taxi fare exceeding £10 per journey, written justification for the use of a taxi shall be required and it shall be for the SPCB to determine whether it is satisfied with the justification offered and whether payment should be made.

(3) Supporting invoices and receipts are not required:

(a) for payment of the motor vehicle, motor cycle, or, as the case may be pedal cycle mileage allowance; or

(b) for the reimbursement of travelling expenses where the actual cost of any travel ticket purchased or fare paid in making a journey, or part of a journey, by public transport or tolls and carparking charges is £10 or less.

(4) Paragraph 3 of this rule does not apply to taxi fares and car parking charges, other than parking meter charges.

(5) The SPCB shall provide forms for the purposes of administering the Scheme which members shall complete and sign in order to claim the relevant allowance.

Rule 3 - The Allowances Code

The proper use of allowances payable under this Scheme shall be governed by the Allowances Code at [Annex A](#) .

Rule 4 - Publication

The SPCB shall publish information on allowances under this scheme for each financial year in such form as the SPCB may determine.

Rule 5 - Enforcement

(1) The SPCB shall be responsible for supervising members' adherence to the Scheme.

(2) Where eligibility for any of the allowances in this Scheme is in dispute, and cannot otherwise be resolved, the matter shall be referred to the SPCB for determination.

(3) Any member may make a complaint to the SPCB about another member where he or she has reason to believe that allowances under this Scheme have not been expended in accordance with the Scheme (hereinafter referred to as an improper use of allowances), and where such a complaint is made, the SPCB shall normally hear that complaint within one month.

(4) Where the SPCB has reason to believe that a member has made an improper use of allowances or where the SPCB has received a complaint under sub-paragraph (3), the SPCB may, after raising the matter with the Business Manager of the relevant political party, initiate investigations into the matter.

(5) Where the SPCB has reason to believe that a member has made excessive or unreasonable use, in the opinion of the SPCB, of taxis the SPCB is empowered to:

(a) refuse to pay to that member any further taxi fares; and

(b) set a financial limit on future taxi fares for that member; and

(c) set a financial limit for taxi fares which shall apply to all members;

and to take such other action as the SPCB deems appropriate.

(6) Where the SPCB has initiated investigations in accordance with paragraph (4) and finds that a member has made an improper use of allowances, the SPCB may report to the Standards Committee with its recommendation; and such a recommendation may propose the removal of all or part of the member's allowances.

Rule 6 - Virement

A member shall not vire amounts between one allowance and another allowance.

Rule 7 - Uprating

(1) Subject to paragraphs (2), (3) and (4) of this rule, the SPCB shall uprate allowances in [Part B](#) and the notional amount referred to in paragraph 1(a) of Part B on 1 April each year from the year 2002 onwards, having regard to such indices as the SPCB considers appropriate. The amounts of the uprated Members' Support Allowance (paragraph 1(1)) and Edinburgh Accommodation Allowance (paragraph 4(2)) shall be rounded up to the nearest £100 at each uprating.

(2) The SPCB shall, unless the Parliament does not agree, uprate the motor vehicle allowance in line with the maximum rate in respect of vehicles over 1999cc set for local government under section 46 of the Local Government (Scotland) Act 1973, and the

uprating will become effective and payable at the same time as it does for local government.

(3) The SPCB shall uprate the motorcycle mileage allowance at the same time as and in accordance with the corresponding allowance set for staff of the Scottish Administration.

(4) The SPCB shall uprate the pedal cycle mileage allowance at the same time as and in accordance with the maximum tax-free allowance set by the Inland Revenue.

Rule 8 - Parliamentary Duties

(1) All of the allowances referred to in this Scheme are to be used only for the purpose of members carrying out their Parliamentary duties.

(2) In this Scheme, "Parliamentary duties" means the undertaking of any task or function which a member could reasonably be expected to carry out in his or her capacity as a member of the Parliament including:

(a) attending a meeting of the Parliament;

(b) attending a meeting of a committee or sub-committee of the Parliament of which the member is a member or which the member is required to attend because of being in charge of a Bill or other matter under consideration by the committee or sub-committee or for any other valid reason relating only to the business of the committee or sub-committee;

(c) undertaking research or administrative functions which relate directly to the business of the Parliament;

(d) attending meetings for the purpose of representing electors or explaining the application of policy including attending meetings for the purpose of seeing a constituent or constituents;

(e) attending Parliamentary party group meetings in Edinburgh or such other place in Scotland as may be approved in advance by the SPCB;

(f) attending a meeting, ceremony or official function which relates directly to, or in connection with, the business of the Parliament;

(g) attending an international conference which relates directly to, or in connection with, the business of the Parliament with the prior approval of the SPCB.

but does not include a member's activities which are wholly in relation to that member's role as a Party spokesperson or representative.

Rule 9 - Equality

All members shall be treated equally irrespective of whether they have been returned as constituency members or as regional members, subject to paragraph 1 of [Part B](#) .

Rule 10 - Allowances: general

(1) Where a member has claimed an allowance from any other source or had expenses reimbursed from any other source, the member shall not be eligible to claim the same allowance or reimbursement of expenses (as the case may be) under this Scheme.

(2) Where a person becomes eligible for an allowance part way through the financial year, then the amount of any allowance payable under this Scheme shall be apportioned on a pro rata basis.

(3) Where a person ceases to be a member part way through the financial year, the SPCB shall decide whether or not any allowance shall be apportioned on a pro rata basis.

Part B - Allowances

1. Members' Support Allowance

(1) A Member shall be eligible for an allowance of up to £49,300 for each financial year ("the maximum Member's Support Allowance") for the purposes set out in sub-paragraph (2) and subject to the conditions as appropriate set out in sub-paragraphs (3) to (13).

(2) The purposes of this allowance are to enable a member: -

(a) to engage as an employee (whether full-time or part-time, temporary or permanent) or through an agency or on a contract for services, personnel to assist the member in carrying out his or her Parliamentary duties. The allowance shall include employers costs other than employers' National Insurance contributions and employers' pension contributions which are provided for under paragraph 2;

(b) to establish and run an office, within the constituency/region from which the member was returned;

(c) to meet with constituents either on a one-to-one basis or as a group;

(d) subject to sub-paragraph (16), to meet his or her travelling expenses and overnight expenses relating to travel commencing within Scotland to destinations within the UK (but outside Scotland) and return incurred whilst undertaking Parliamentary duties;

(e) to pay fees of attending a seminar/conference which relates to the member carrying out his or her Parliamentary duties;

(f) to meet travelling expenses, overnight expenses, and fees of attending a seminar/conference incurred by a member's staff or volunteers who are assisting the member in his or her Parliamentary duties, which costs are not otherwise covered by paragraph 7;

(g) to pay staff and volunteer training costs;

(h) where any member pays an employee a "one-off" bonus payment, to meet any employers' National Insurance contributions which arise;

(i) subject to sub-paragraphs (16) and (17) to meet travelling expenses and overnight expenses relating to travel to Brussels/Strasbourg for meetings with members of the European Parliament and/or representatives of European Union institutions, as part of his or her Parliamentary duties.

(3) An employee of a member shall be employed on the terms and conditions determined by the SPCB from time to time.

(4) A member may employ his or her employee on conditions which are more favourable to the employee, provided that this does not entail the member exceeding the amount of this allowance.

(5) Staff and volunteers of a member shall be bound by the Allowances Code at Annex A.

(6) Whilst the remuneration of employees shall be the responsibility of the member the SPCB shall provide: -

(a) payroll services for members' employees; and

(b) arrangement for employers' pension contributions to be paid to an employees' choice of pension scheme,

and members shall provide the SPCB with details about their employees to enable the SPCB to provide such services and make such arrangements.

(7) A member may pool his or her allowance with another member or other members in order to employ employees who are shared between or amongst them, provided that: -

(a) the employee remains employed by a single member; and

(b) the members concerned give written notice to the SPCB.

(8) Where a member establishes an office under sub-paragraph (2)(b) the allowance shall be used for the following: -

(a) lease of a property or rental of premises;

(b) the provision of utilities;

(c) the purchase or lease of office furniture or equipment or the purchase of stationery;

(d) the member or his or her staff using telecommunications, IT and photocopying equipment at a location other than the member's Parliamentary office base; and

(e) other purposes ancillary to those specified in (a) to (d) above.

(9) Where in a particular region more than one regional member is returned from a registered political party's regional list the notional amount in this allowance for establishing and running an office in each financial year shall be £12,000 and the maximum Members' Support Allowance for regional members concerned shall be computed as follows:

(a) there shall be added together the notional amount of £12,000 per financial year in respect of one such regional member and 30% of that amount in respect of each of the other such regional members;

(b) the resulting total sum shall be divided by the number of such regional members; and

(c) that amount shall be deducted from the notional amount and the difference (if any) shall be deducted from the maximum amount in sub-paragraph 1 above. The sum thereby produced shall be the limit of Members' Support Allowance for which a regional member shall be eligible.

(10) Subject to sub-paragraph (11) below, where sub paragraph (9) applies, whatever amount of the allowance is used for establishing and running an office shall be used to enable the regional members concerned: -

(a) to run only one office in a particular region; and

(b) to meet constituents on a one-to-one basis or as a group;

and accordingly some or all of the regional members concerned may pool all or part of their allowances under this paragraph in order to run such an office provided the members concerned give written notice to the SPCB.

(11) Where sub-paragraph (9) applies in relation to a region mentioned in [Section C of Annex C](#) (Eligibility for exceptional needs allowance: The largest regions), the SPCB:

(a) may determine after inquiry that the regional members concerned may run one additional office because that is necessary for the regional members concerned to carry out their Parliamentary duties effectively; and

(b) in those circumstances may increase the amount of this allowance to which each of the regional members concerned is entitled by such a sum as the SPCB may determine but the total of such increases shall not exceed 100% of the notional amount of £12,000 referred to in sub-paragraph (9) above, and under no circumstances shall any increase under this provision result in the maximum Members' Support Allowance specified in sub-paragraph (1) above being exceeded.

(12) Where the SPCB has made a determination under sub-paragraph (11) the regional members concerned may pool their allowances under this paragraph with any other member or members for that region provided that all members concerned first notify the SPCB.

(13) A constituency member may locate his or her Parliamentary office base in a constituency other than the one from which the member was returned provided that the location has prior approval of the member returned from that other constituency and the SPCB is notified immediately.

(14) An amount of £12,000 for each constituency member and the amount computed in accordance with sub-paragraph (9) above for regional members per financial year for the establishment and running of an office are notional but the actual amount to be spent shall be for each member to determine subject to the limit of his or her Members' Support Allowance.

(15) Where local office costs are higher than in other parts of Scotland due to the state of the local economy, a member may refer the matter to the SPCB for its determination as to whether the member should be eligible for an allowance greater than the maximum Members' Support Allowance mentioned in sub-paragraph (1) but any increase shall be not greater than 10% of the notional amount of £12,000 per financial year.

(16) The rates applicable to travelling and overnight expenses referred to in sub-paragraph (2)(d) and (f) above shall not exceed those specified in paragraphs 3 and 6 below.

(17) A member who intends to travel to Brussels/Strasbourg in accordance with subparagraph (2)(i) above shall be required to give the SPCB a minimum of 14 days advance notice thereof unless there are exceptional circumstances, in the opinion of the SPCB, which would justify a lesser period of notice.

2. Support Fund - Employees and Contingencies

(1) There shall be a Support Fund, maintained, administered and subject to qualifying conditions determined by the SPCB, from which shall be disbursed the following:

(a) the National Insurance contributions incurred by a member as an employer under this Scheme;

(b) pension contributions by a member as an employer under this Scheme but subject to a maximum of 10% of gross basic annual salary except in the case of existing employees in post as at 1 March 2001 where the actual contributions, if in excess of 10%, will be paid;

(c) the salary and employment costs including pension contribution to limits set in subparagraph (b) above in respect of the employment of an employee of a member to cover for sickness absence or maternity leave of an employee of that member but subject to the following:

(i) that the salary payable to the temporary employee does not exceed, pro-rata, the salary payable to the absent employee;

(ii) that the requirements of paragraph 1 (3), (5) and (6) are met;

(d) the cost of telephone line provision, up to a standard and price specified by the SPCB from time to time, in the constituency or regional office of a member;

(e) the cost, up to a maximum to be set by the SPCB from time to time, for each financial year, of advertising, (which includes the production of posters and leaflets) a member's availability, at specified times and places, for consultation in relation to enquiries and problems of the public in the constituency or region of the member;

(f) the cost of such other items of a kind which reflect good employment or workplace practices and facilities for members and employees of members as may be determined, and with such conditions as may be specified, by the SPCB from time to time.

3. Members' Travel Allowance

(1) A member shall be eligible for the reimbursement of travelling expenses, at the rates or level specified, necessarily incurred by that member within Scotland in performing his or her Parliamentary duties.

(2) Subject to the provisions of paragraph 1(2)(i) any travel outside the UK shall be eligible for reimbursement only where the travel concerned has been authorised in advance by the SPCB.

(3) Reimbursement will not be made of the cost of travel between the Parliamentary complex and accommodation rented or bought under paragraph 4(3)(b) where the accommodation is outside the City of Edinburgh.

(4) Where a member has spent or has commitments to spend his or her Members' Support Allowance and the member can establish to the satisfaction of the SPCB that there are very exceptional circumstances and there is a definite need which would justify an additional payment from this allowance for travel outside Scotland but within the UK as set out in paragraph 1(2)(d), or travel to Brussels/Strasbourg as set out in paragraph 1(2)(i), application may be made to the SPCB for its determination.

4. Edinburgh Accommodation Allowance

(1) Where a member's main residence lies within a constituency mentioned in Group One of [Annex B](#), he or she shall not be eligible for any allowance under this paragraph.

(2) Where a member's main residence lies within a constituency mentioned in Group Two of [Annex B](#), the member shall be eligible for an overnight expenses allowance of up to £83.97 per night for each night that he or she requires to stay overnight for Parliamentary duties in Edinburgh.

(3) Where a member's main residence lies within a constituency mentioned in Group Three of [Annex B](#), the member shall be eligible for a total allowance of £9,446 for each financial year comprising either-

(a) an allowance of up to £83.97 per night for each night that he or she requires to stay overnight for Parliamentary duties in Edinburgh; or

(b) subject to sub-paragraph (4), an allowance in order to cover the costs of those items mentioned in sub-paragraph (5) below, where such costs are a necessary consequence of having to stay overnight for Parliamentary duties in Edinburgh.

(4) Where the member claims an allowance under sub-paragraph (3)(b) part way through the financial year, then the amount of the allowance payable under that paragraph shall be apportioned on a pro rata basis.

(5) The costs referred to in sub-paragraph (3) relate only to the provision and use as residential accommodation of a property located within a constituency mentioned in Group One of [Annex B](#) and are-

- (a) the rent payable for the lease of the property;
- (b) the interest on the capital required to purchase the property;
- (c) the conveyancing fees and outlays, and the surveyors' fees, incurred in the purchase of the property;
- (d) council tax;
- (e) factoring charges;
- (f) the provision of utilities;
- (g) building and contents insurance;
- (h) TV Licence;
- (i) reasonable removal costs; and
- (j) reasonable costs of securing the property such as:
 - (i) the provision of door/window locks;
 - (ii) the installation and maintenance of an intruder alarm;
 - (iii) the installation and maintenance of external security lighting;

but not major capital items such as security cameras nor the hiring of security guards.

(6) Where a member's main residence falls within Group Two of [Annex B](#) and the member believes that there are exceptional circumstances applying to him or her, that member may apply in writing to the SPCB setting out those circumstances, requesting that the SPCB treat that member's residence as being in Group Three of Annex B and it shall be a matter within the sole discretion of the SPCB whether to grant such a request.

5. Exceptional Needs Allowance

(1) This paragraph applies to members returned from those constituencies or regions which are set out in [Annex C](#) .

(2) A member shall be eligible to claim an exceptional needs allowance of up to £83.97 per night where it is unreasonable for the member to return to his or her main or other residence before or after undertaking Parliamentary duties within the member's constituency or region.

6. Overnight Expenses Allowance

(1) Subject to sub-paragraphs (4) and (5), a member shall be eligible for an overnight expenses allowance where he or she requires for the purpose of carrying out his or her Parliamentary duties to spend a night away from his or her main or other residence.

(2) The amount of the overnight expenses allowance shall be-

(a) up to £83.97 per night; or

(b) up to £104.96 per night in Greater London; or

(c) in respect of a stay outside the United Kingdom an amount determined by the SPCB.

(3) Subject to the provisions of paragraph 1(2)(i) any claim for overnight expenses in connection with a stay outside the UK shall be eligible for reimbursement only where the stay concerned has been authorised in advance by the SPCB.

(4) A member is not eligible for an allowance under this paragraph in connection with Parliamentary duties in Edinburgh.

(5) A member is not eligible for an allowance under this paragraph in connection with Parliamentary duties within his or her constituency or region.

(6) Where a member has spent or has commitments to spend his or her Members' Support Allowance and the member can establish to the satisfaction of the SPCB that there are very exceptional circumstances which would justify an additional payment from this allowance for overnight expenses outside Scotland but within the UK as set out in paragraph 1(2)(d), or overnight expenses in Brussels/Strasbourg as set out in paragraph 1(2)(i) application may be made to the SPCB for its determination.

7. Employee Travel Allowance

(1) This paragraph applies only to employees paid through the SPCB payroll service.

(2) Each member is eligible for an allowance in respect of the travelling expenses incurred by his or her employees on journeys:

(a) between the constituency or region from which the member was returned, or the main residence of the employee, and the Parliamentary complex; or

(b) within that constituency or region undertaken in support of the member in undertaking his or her Parliamentary duties; or

(c) a combination of (a) and (b).

(3) A journey shall be the sum of all such travel completed within one day.

(4) The maximum number of journeys in relation to which reimbursement may be claimed under this allowance in each financial year shall be equivalent to twice the number of weeks that the Parliament meets in that year, not including weeks when only committees of the Parliament meet.

(5) The SPCB shall keep a record of each member's entitlement to an allowance under this paragraph and its use to date.

(6) Daily commuting journeys by an employee to and from his or her normal place of work do not qualify for payment under this allowance.

8. Family Travel Allowance

(1) Each member is eligible for an allowance in respect of the travelling expenses of 12 single journeys for each financial year between his or her constituency, region or main residence and Edinburgh for each member of his or her immediate family.

(2) In this paragraph, "immediate family" means-

(a) the member's spouse or another nominated person; and

(b) any child under the age of 18; and

for the purposes of this paragraph "child" includes any step child, adopted child, foster child or any other child living with that member as part of his or her family.

(3) The SPCB shall keep a record of each member's entitlement to an allowance under this paragraph and its use to date.

(4) In order to qualify for the family travel allowance, a member must register with the SPCB who are his or her immediate family eligible to take part in the Scheme.

9. Disability Allowances

(1) This and the following sub-paragraph apply to any member whose ability to undertake his or her role as a member is impaired by reason of disability.

(2) The SPCB may award an allowance up to a maximum of £10,496 per session to a member for him or her to use in any way which the SPCB decides is helpful to the member in undertaking his or her work.

(3) Any member may apply to the SPCB for an allowance to meet costs the member may incur in:

(a) making reasonable adjustments to his or her local office to accommodate a member's employee who has a disability and/or facilitating access for disabled members of the public;

(b) providing equipment and/or parking spaces for disabled persons;

(c) facilitating meetings for disabled persons by hiring (on an occasional basis) alternative office and meeting premises; and

(d) contracting sign language interpreters for meetings with members of the public;

and the SPCB may determine, from time to time, such other services which qualify for consideration for payment from this allowance.

10. Winding Up Allowance

(1) Where a member ceases to serve as a member of the Parliament, he or she shall be eligible for a winding up allowance.

(2) The amount of the winding up allowance shall be the equivalent of one third of the Members' Support Allowance payable in any one financial year to which the member would otherwise have been entitled.

ANNEX A: ALLOWANCES CODE

A Offices

(1) Each member will normally have one Parliamentary office base within the area from which he or she was returned that will be his or her registered local address for correspondence.

(2) Parliamentary offices may be acquired in association with political party premises, but must be a clearly definable office space. Party political material is not permitted to be externally displayed in areas occupied by the Parliamentary office.

(3) Parliamentary offices should be suitable for public access.

(4) Each member will be able to use offices/locations, other than his or her main base, within the area for which he or she was returned for surgery purposes.

B Activities

(1) Premises, or the relevant part of premises, acquired as Parliamentary offices shall be used only for parliamentary activities, and not for party business.

(2) During the hours that they are employed by a member under his or her Members' Support Allowance, a member's employees may not undertake any significant party political activity.

(3) A member will be responsible to the SPCB for his or her own activities and for the activities of his or her staff.

(4) Premises, or the relevant part of premises, acquired as Parliamentary offices shall not be used as a base for canvassing or election campaigning, or any party activity related to elections.

(5) Parliamentary stationery and office equipment must not be used for party purposes.

C Responsibilities

(1) A member has a duty to ensure that he or she utilises the allowances to which he or she is eligible for the purpose for which they were intended. This includes any allowances for which he or she is eligible, but which are utilised by staff or immediate family of the member. A member has the responsibility of ensuring that his or her staff and volunteers adhere to the terms of this Code.

(2) A member has a duty to ensure that he or she adheres to the terms of this code in spirit and in practice.

ANNEX B: ELIGIBILITY FOR EDINBURGH ACCOMMODATION ALLOWANCES

Group One

Edinburgh West
Edinburgh Pentlands
Edinburgh Central
Edinburgh North & Leith
Edinburgh South
Edinburgh East &

Group Two

East Lothian
North East Fife
Central Fife
Kirkcaldy
Dunfermline East
Dunfermline West

Group Three

Aberdeen Central
Aberdeen North
Aberdeen South
Aberdeenshire West &
Kincardine
Angus

Musselburgh
Linlithgow
Livingston
Midlothian

Ochil
Falkirk East
Falkirk West
Cumbernauld & Kilsyth
Airdrie & Shotts
Coatbridge & Chryston
Hamilton North & Bellshill
Motherwell & Wishaw
Hamilton South
Glasgow Anniesland
Glasgow Ballieston
Glasgow Cathcart
Glasgow Govan
Glasgow Kelvin
Glasgow Maryhill
Glasgow Pollok
Glasgow Rutherglen
Glasgow Shettleston
Glasgow Springburn
Strathkelvin & Bearsden
Paisley North
Paisley South
Stirling
Perth
Dundee East
Dundee West
Tweeddale, Ettrick and
Lauderdale

Argyll and Bute
Ayr
Banff & Buchan
Caithness, Sutherland &
Easter Ross
Carrick, Cumnock & Doon
Valley
Clydesdale
Clydebank & Milngavie
Cunninghame North
Cunninghame South
Dumbarton
Dumfries
East Kilbride
Eastwood
Galloway and Upper Nithsdale
Gordon
Greenock & Inverclyde
Inverness East Nairn &
Lochaber
Kilmarnock & Loudon
Moray
North Tayside
Orkney
Renfrewshire West
Ross, Skye & Inverness West
Roxburgh & Berwickshire
Shetland
Western Isles

ANNEX C: ELIGIBILITY FOR EXCEPTIONAL NEEDS ALLOWANCE

A: Constituencies of over 250,000 hectares

Argyll & Bute
Caithness, Sutherland & Easter Ross
Galloway & Upper Nithsdale
Inverness East, Nairn & Lochaber
North Tayside
Ross, Skye and Inverness West
Roxburgh & Berwickshire
West Aberdeenshire and Kincardine
Western Isles

B: Constituencies which contain significant island communities

Orkney
Shetland
Cunninghame North

C: The largest regions

Highlands & Islands
North East Scotland
South of Scotland
Mid Scotland and Fife.

ALLOWANCES AND EXPENSES RATES 2008/2009

Members Support Allowance £ 63,100 *

Support Fund

- Surgery Advertising £ 1,519
- Telephone Line Rental £ 816
- Telephone Line Conversion £ 367

Edinburgh Accommodation

- Annual Allowance £ 11,900
- Overnight Rate Up to £ 114.98

Exceptional Needs & Overnight Expenses

- Overnight Rate Up to £ 127.87 (London)
 Up to £ 102.85 (elsewhere)

Disability Allowance

- Members Support £ 12,672 per Parliamentary Session
- Employee/Constituency Support SPCB to determine on application
- Translation and Interpretation Services Limit £ 208

Winding Up Allowance

- Constituency Member £21,033
- Regional Member 1/3 of Members Support Allowance

Members Travel Allowance

- Motor Mileage 49.3p per mile
- Motor Cycle 24p per mile
- Pedal Cycle 20p per mile

Employee Travel Allowance

- No of journeys 74 journeys
- Motor Mileage Rate 40p per mile

Family Travel

- No of journeys 12 single journeys per family member per year

* Regional Members will be advised of their Members Support Allowance on an individual basis