

FOREWORD

On 29 January 2004 the House passed a Standing Order establishing the House of Commons Members Estimate Committee. Its membership is the same as that of the House of Commons Commission for the time being, and like the Commission it is chaired by the Speaker.

One of the functions of the Committee as set out in Standing Order No 152D is to "report to the House from time to time, and in any case not less than once a year, the provisions of the Resolutions of this House relating to expenditure charged to the Estimate for House of Commons: Members", as codified and modified by the Committee. The first compilation of these Resolutions, as modified in some cases by the decisions of the Members Estimate Committee, was published in May 2005 as House of Commons paper No. 240-II of session 2004-05.

The Committee agreed to publish a second annual edition of the Concordance at its meeting on 27 February 2006, to be circulated to Members with a revised edition of the Green Book.

For the convenience of Members, the figures given at paras 1.5, 4.2, 6.3, 8.3, 8.9, 8.10 have been published at the level applying at the start of the 2006/07 financial year.

David Natzler
Secretary, Members Estimate Committee
June 2006

House of Commons Members Estimate Committee

**List of provisions of the Resolutions of the House relating to
expenditure charged to the Estimate for House of Commons:
Members, as modified by the House of Commons Members Estimate
Committee**

**June 2006
Second Edition**

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1. Members' Salaries

General

- 1.1 Provision should be made for the payment of salaries to Members of the House. (29 May 1946)
- 1.2 A review of Members' pay should be conducted by the Review Body on Senior Salaries once during the fourth year of each Parliament. Where a shortened Parliament precludes this, a review should be carried out not later than four years after the rates of salary consequent on the previous review first became payable. (10 June 1982)
- 1.3 The yearly rate of pay shall be increased by the average percentage by which the mid-points¹ of the Senior Civil Service pay bands, having effect from 1 April of that year, have increased compared with 1 April of the previous year. (10 July 1996)²
- 1.4 In appropriate cases and in accordance with the recommendations of the Committee on Standards and Privileges, the House may impose a penalty of withholding a Member's salary for a specified period without suspending the Member. (26 June 2003)

Chairmen of Select Committees

- 1.5 The salary of a Member should be £13,239 per annum higher than the figure determined in accordance with the provision set out at paragraph 1.3 above in respect of any period during which he is the Chairman³ of a select committee appointed under Standing Order No. 152 (Select committees related to government departments), the Environmental Audit Committee, the European Scrutiny Committee, the Committee of Public Accounts, the Select Committee on Public Administration, the Regulatory Reform Committee, the Joint Committee on Human Rights, the Joint Committee on Statutory Instruments, the Administration Committee, the Finance and Services Committee, the Liaison Committee, the Procedure Committee, the Committee of Selection, the Committee of Standards and Privileges, or the Select Committee on the Crossrail Bill, or a Committee of another name which exercises the functions of any of the Committees referred to above. (30 October 2003; 13 July 2005; 18 May 2006)

¹ The mid-point of a Senior Civil Service pay band is the point half way between the maximum and the minimum.

² For the year 2006/07 Members' pay, including additional salaries for Chairmen of Select Committees and Standing Committees, shall be increased in two stages, with effect from 1 April 2006 by 1% and by 1% with effect from 1 November in accordance with para 1.3 above. (18 May 2006)

³ The period begins with the day on which a Member becomes Chairman or with the beginning of the next session of Parliament, in the case of a Member who became Chairman before that time, and ends on the day a Member ceases to be Chairman (or, if he is Chairman of more than one such Committee, he ceases to be Chairman of the last of those Committees). Any period of less than 24 hours, and any period in respect of which the Member is entitled to an additional salary by virtue of any provision of the Ministerial and Other Salaries Act 1975 are excluded from this provision.

1.6 The provision set out at paragraph 1.3 above shall apply to the salary of a select committee Chairman—determined in accordance with the provision set out at paragraph 1.5 above—as it applies in relation to a salary determined in accordance with the provision set out at paragraph 1.3 above. (30 October 2003)

1.7 The Speaker shall have authority to interpret the provisions set out at paragraphs 1.5 and 1.6 above and to determine rules for their implementation. (30 October 2003)

Chairmen of Standing Committees

1.8 With effect from 1st November 2005, the salary of a Member should be higher by the amount specified in paragraph 1.10 below than the figure determined in accordance with the provision set out at paragraph 1.3 above in respect of any period⁴ during which the Member has been nominated by the Speaker to act as a temporary chairman of committees in accordance with the provisions of Standing Order No. 4 (Chairmen's Panel) ('a member of the Panel'), subject to paragraph 1.9 below.

1.9 There should be disregarded for the purpose of paragraph 1.8 above any period in respect of which the Member is receiving additional payment as Chairman of a Select Committee.

1.10 For a Member who has served on the Panel for less than one year, the additional amount should be £2,642; for a Member who has served on the Panel for at least one year but less than three years, the additional amount should be £7,414; for a Member who has served on the Panel for at least three years and less than five years, the additional amount should be £10,060; and for a Member who has served on the Panel for at least five years, the additional amount should be £13,239; and for the purposes of this paragraph length of service should include membership of the Panel before 1st November 2005 and should be calculated irrespective of breaks in service.

1.11 The provisions set out at paragraph 1.3 above shall apply, with effect from 1st April 2006, to a salary determined in accordance with paragraphs 1.8 and 1.10 as they apply in relation to a salary determined in accordance with the provisions set out at paragraph 1.3 above.

1.12 The Speaker shall have authority to interpret these provisions. (13 July 2005)

⁴ A period begins on the day on which the Member is appointed to the Panel, or on 1st November 2005, whichever is later; and ends on the day in which the Member ceases to be a member of the Panel.

2 Pensions

- 2.1 Regulations governing the Parliamentary Contributions Pension Fund should incorporate the recommendation in the Top Salary Review Body Report presented on 28 June 1991 that Member contributions should be six per cent. of salary.⁵ (18 July 1991)
- 2.2 The annual amount of the pension payable to a Member shall be a sum equal to the aggregate of the following amounts—
- (a) An amount equal to one-fortieth of the relevant terminal salary multiplied by the number of complete years comprised in his aggregate period of reckonable service as a Member, and
 - (b) An amount bearing the same proportion as one-fortieth of the relevant terminal salary as the number of days comprised in that period after the end of the last complete year comprised in it bears to three hundred and sixty-five.⁶ (21 July 1980; 5 July 2001)
- 2.3 The Trustees of the Parliamentary Contributory Pension Fund have power to provide a scheme by which Members may enhance their pensions by making additional voluntary contributions, and to appoint a provider for the scheme. (4 November 1993)
- 2.4 The contribution rate to the parliamentary pension scheme for those scheme members who have opted for the 1/40th accrual rate should be 10 per cent. with effect from 1 April 2004. (3 November 2004)
- 2.5 Regulations governing the Parliamentary Contributory Pensions Fund shall be consolidated and incorporate amendments to implement past recommendations by the Top Salaries Review Body and certain provisions of certain Social Security and Finance Acts. (4 November 1993)
- 2.6 Regulations governing the Parliamentary Contributory Pensions Fund shall incorporate the following recommendations of the Review Body on Senior Salaries Report laid before Parliament on 16 March 2001—
- (a) That the lump sum death in service payment be four times annual basic salary;
 - (b) That service in the Scottish Parliament, National Assembly for Wales and the Northern Ireland Assembly, other than such service concurrent with service at Westminster, should count towards the qualifying period for an early retirement pension; and

⁵ The Parliamentary Pensions (Amendment) Regulations 2002 (S.I., 2002, No. 1807) increased the contribution rate from 6 per cent. to 9 per cent. of salary. Members and office holders were given the option to continue to contribute at the rate of six per cent.

⁶ The Parliamentary Pensions (Amendment) Regulations 2002 (S.I., 2002, No. 1807) increased the accrual rate from fiftieths to fortieths. Members and office holders were given the option to continue to accrue their pension in fiftieths.

- (c) That the rules of the pension scheme should be revised in respect of benefits for children to ensure that all dependent children receive equality of treatment. (5 July 2001)

2.7 Arrangements for pension sharing on divorce should be made pursuant to the Welfare Reform and Pensions Act 1999. (5 July 2001)

2.8 Regulations governing the Parliamentary Contributory Pensions Fund shall incorporate the following recommendations of the Review Body on Senior Salaries Report laid before Parliament on 21 October 2004—

- (a) That pensions calculated on the same basis as pensions for widows and widowers should be introduced for surviving unmarried partners of members in service on or after 3 November 2004;
- (b) That pensions for the widows, widowers and unmarried partners of members in service on or after 3 November 2004 should be payable for life;
- (c) That the early retirement provisions which permit a member who has accrued at least 15 years service to retire before the age of 65 on favourable terms should be removed for those who become members of the scheme after 3 November 2004 and phased out for existing members from 1 April 2009, or the day after the General Election after next, whichever is the later. (3 November 2004)

3 Additional Costs Allowance

3.1 Provision should be made for Members who are Members for constituencies other than those specified in the Schedule set out below at paragraph 3.2 below to receive an allowance in respect of the additional expenses necessarily incurred⁷ by any such Member in staying overnight away from his only or main UK residence for the purpose of performing his parliamentary duties as follows:

- (a) Where his only or main residence is in the London area (that is, the area covered by the constituencies specified in the schedule at paragraph 3.2 below), parliamentary duties performed in his constituency;
- (b) Where his only or main residence is in his constituency⁸ either—
 - (i) Parliamentary duties performed in the London area⁹, or

⁷ Members may claim for overnight stays on journeys to and from the constituency when it is not practicable to complete the journey in one day, so long as any such arrangements are cleared in advance with the Department of Finance and Administration. (*Members Estimate Committee, 19 June 2006*)

⁸ Members who claim ACA in respect of constituency homes may claim only for constituency homes within a twenty mile radius of the constituency boundary. (*Members Estimate Committee, 14 June 2004*)

- (ii) Parliamentary duties performed in an area of his constituency where a stay overnight is reasonably necessary in view of its distance from his only or main residence;
- (c) Where his only or main residence is neither in the London area nor in his constituency, that (at the option of the Member, to be exercised in notice by writing to the Department of Finance and Administration) either—
 - (i) Parliamentary duties performed in the London area, or
 - (ii) Parliamentary duties performed in his constituency. (*20 December 1971; Members Estimate Committee, 9 February 2004*)

3.2 Schedule:

Battersea; Bethnal Green and Bow; Camberwell and Peckham; Cities of London and Westminster; Dulwich and West Norwood; Eltham; Greenwich and Woolwich; Hackney North and Stoke Newington; Hackney South and Shoreditch; Hammersmith and Fulham; Hampstead and Highgate; Holborn and St. Pancras, Islington North; Islington South and Finsbury; Kensington and Chelsea; Lewisham, Deptford; Lewisham East; Lewisham West; North Southwark and Bermondsey; Poplar and Canning Town; Putney; Regent's Park and Kensington North; Streatham; Tooting; Vauxhall. (*27 June 1997*)

3.3 The annual limit on the Additional Costs Allowance should be the amount obtained by increasing the limit for the immediately preceding year¹⁰ by the percentage by which the Retail Prices Index¹¹ for December in that immediately preceding year has increased compared with the Retail Prices Index for the previous December. (*13 July 1994; Members Estimate Committee, 15 March 2004*)

4 London Supplement

4.1 Provision should be made for—

- (a) Members who are Members for constituencies specified in the schedule at paragraph 3.2 above, and
- (b) Members (not being Members for those constituencies) who are officers of the House, Ministers and Ex-Prime Ministers

⁹ Members who claim ACA in respect of overnight stays in London should stay within 20 miles of Westminster. (*Members Estimate Committee, 14 June 2004*)

¹⁰ A year is taken to be a period of 12 months beginning with 1 April.

¹¹ The general index of retail prices (for all items) published by the Office for National Statistics. If that index is not published for a month which is relevant for the purposes of paragraph 3.3 above, those references shall be construed as references to any index or index figure published by the Office for National Statistics in place of that index.

except any such Member who holds (whether as a Minister or otherwise) a paid office in respect of which an official residence is provided from public funds, to receive a Supplementary London Allowance. (20 December 1971)

4.2 The London Supplement should be £2,712 and this sum should be adjusted on 1 April each year in line with the Average Earnings Index for public and private sectors combined; and it should not be payable to any Member who receives the Additional Costs Allowance. (3 November 2004)

4.3 Provision should be made for any Member of the House who is a Member for a constituency—

(a) Falling wholly or partly within Greater London, and

(b) Not being a constituency mentioned in the schedule at paragraph 20 above

to receive a Supplementary London Allowance in place of an Additional Costs Allowance, if he so chooses. (30 July 1974)

5 Incidental Expenses Provision

5.1 The Incidental Expenses Provision should meet any expenditure which Members may incur wholly, necessarily and exclusively in discharging their duties as Members. (5 July 2001)

5.2 Up to 10% of the Incidental Expenses Provision payable to a Member in any allowances year, may be anticipated in the previous allowances year or carried forward to the subsequent allowances year, subject to detailed rules issued under the authority of the House of Commons Members Estimate Committee. (*Members Estimate Committee, 9 February 2004*)

5.3 The Incidental Expenses Provision should be uprated annually in line with the percentage increase (if any) by which the retail prices index for the previous December has increased compared with the index for the December before that. (5 July 2001; *Members Estimate Committee, 15 March 2004*)

6 Staffing Allowance

6.1 The salaries of staff employed by Members to help them in their duties as Members, and pension contributions equivalent to ten per cent. of each employee's salary, should be paid centrally by the Department of Finance and Administration. (5 July 2001)

6.2 All such staff who become employed by a Member should be employed on pay rates to be linked to job descriptions and standard contracts prepared by the Department of Finance and Administration. (5 July 2001)

- 6.3 The total costs of employing such staff, attributable to a particular Member, excluding the pension contribution set out at paragraph 6.1 above, should not in any financial year exceed £87,276 with up to 10 per cent. of the Staffing Allowance being available to transfer to the Incidental Expenses Provision to fund a Member's office in his or her constituency; and these sums should be adjusted on 1 April each year in line with the Average Earnings Index for public and private sectors combined. (3 November 2004; Members Estimate Committee, 13 December 2004)
- 6.4 Provision should be made under arrangements approved by Mr Speaker to enable a Member in receipt of the Allowance to incur further expenses for parliamentary duties by obtaining temporary secretarial or research assistance while a person to whom a salary is paid by him is prevented through illness from providing such assistance. (5 June 1981)
- 6.5 Up to 10% of the Staffing Allowance payable to a Member in any allowances year may be anticipated in the previous allowances year or carried forward to the subsequent allowances year, subject to detailed rules issued under the authority of the House of Commons Members Estimate Committee. (Members Estimate Committee, 9 February 2004)

7 Travel Entitlements

- 7.1 The cost to Members of all first or standard class travel within the United Kingdom on parliamentary business should be reimbursed or qualify for payment of the car mileage allowance. (10 April 1924¹², 4 March 1980)

Mileage Allowance

- 7.2 Provision should be made with respect to the rates of the car mileage allowance payable to Members in respect of journeys—
- (a) By Members
 - (b) By spouses or persons in respect of whom the Staffing Allowance is payable. (10 July 1996)
- 7.3 The Car Mileage Allowance should be payable at the same rate as the car mileage rates approved by the Inland Revenue. The allowance shall be payable to any Member at the higher rate up to a total of 10,000 miles and at the lower rate thereafter or as determined in future by the Inland Revenue. (3 November 2004)
- 7.4 Provision should be made with respect to the rates of mileage allowance payable to Members in respect of journeys by motorcycle, scooter or bicycle for which, if undertaken by car, the car mileage allowance would be payable—
- (a) By Members, or

¹² see HC Deb (1924) 172 c. 663

(b) By spouses, children or persons in respect of whom the Staffing Allowance is payable. (29 January 2004)

7.5 In respect of journeys by motorcycle or scooter, a motorcycle mileage allowance shall be payable at the same rate as the motorcycle mileage rate approved by the Inland Revenue and then in force. In respect of journeys by bicycle, a bicycle mileage allowance shall be payable at the same rate as the bicycle mileage rate approved by the Inland Revenue and then in force. (29 January 2004)

7.6 The cost of parking a car, motorcycle or bicycle, if wholly, exclusively and necessarily incurred in the performance of parliamentary duties, should be reimbursed. (3 November 2004; Members Estimate Committee, 13 December 2004)

7.7 Arrangements should be made by the Department of Finance and Administration for ensuring that claims are supported by appropriate particulars. (10 July 1996)

Travel to European Institutions

7.8 Provision should be made for reimbursing Members in respect of the cost of travelling on parliamentary duties between the United Kingdom and any European Union Institution or agency and to the national parliament of an EU state, of a candidate or applicant country, or of a European Free Trade Association Member State, and any additional expenses necessarily incurred in such travelling, subject to the conditions that—

(a) The total number of return journeys for which a Member claims reimbursement in any year, beginning with 1 April, does not exceed three; the travel costs of a return journey do not exceed the cost of a return business class airfare; the journey begins and ends at a UK port or airport or terminal for the Channel Tunnel, and the destination is the location of any of the bodies specified above;

(b) Subsistence for each journey made under these provisions shall be restricted to two nights at the Civil Service class A standard subsistence rate for the time being in operation; and

(c) A Member must submit in advance to the Department of Finance and Administration, a statement of the visit's purpose, location and duration and the persons or organisations to be met. (9 May 2002; Members Estimate Committee, 9 February 2004)

7.9 Expenditure under this Budget should form part of the General Services Budget and, if so advised by the Speaker's Advisory Panel, the Speaker and the Leader of the House shall have the power to vary the provisions set out at paragraph 7.8 above in future financial years. (9 May 2002)

Members' staff

7.10 Provision should be made for—

- (a) the extension of the facilities available to Members for free travel by rail, sea, air or public road transport, and
- (b) the payment, at the rate applicable to Members travelling on parliamentary duties, of a car mileage allowance

to persons in respect of whom the Staffing Allowance of a Member is payable so as to cover not more than 12 return journeys between London and that Member's constituency made in connection with the Member's parliamentary duties in each allowances year. (*19 July 1983; Members Estimate Committee, 15 March 2004*)

Members' Spouses

7.11 The facilities available to a Member travelling on parliamentary duties should be extended to the Spouse¹³ of any Member for not more than 15 return journeys by rail, sea or air services in each allowances year, being journeys between—

- (a) London and the Member's constituency, or
- (b) London and such one other place outside the Member's constituency as may have been notified by the Member to the Department of Finance and Administration as being the Member's ordinary residence. (*7 April 1971; 22 July 1975; Members Estimate Committee, 15 March 2004*)

7.12 Provision should be made for the payment of a car mileage allowance in respect of any journey by a spouse of a Member for which facilities for free travel would be available to him or her if the journey were made by rail, sea or air. (*10 June 1982*)

7.13 Any journey in respect of which the allowance is paid should count against the number of journeys for which facilities for free travel may be provided. (*4 March 1980*)

Members' Children

7.14 The facilities available to the spouse of a Member for free travel in accordance with the provisions set out at paragraphs 7.11–7.13 above should be extended to children of the Member under the age of 18.¹⁴

¹³ Travel facilities for the spouse of any Member are extended to registered civil partners within the meaning of the Civil Partnership Act 2004. (*Members Estimate Committee, 12 December 2005*)

¹⁴ Travel facilities for a Member's children under the age of 18 are extended to cover children over 18 still in full-time secondary education until the end of the academic year in which their 18th birthday falls. (*Members Estimate Committee, 12 December 2005*)

- 7.15 For the purposes of paragraph 7.14 above, a Member's children shall be taken to include step-children, adopted children, foster children and any other child living as one of the Member's family. (10 June 1982)
- 7.16 A journey by a child of a Member, being a journey in respect of which facilities for free travel are provided should not count against the number of journeys for which facilities for free travel are available to the Member's spouse. (22 July 1975; 19 July 1983; *Members Estimate Committee*, 15 March 2004)

8 Financial Assistance to Opposition Parties

Parliamentary business

- 8.1 Financial assistance to assist an opposition party in carrying out its parliamentary business shall be available if —
- (a) There are at that time at least two Members of the House who are members of the party and who were elected at the previous General Election after contesting it as candidates for the party, or
 - (b) There is at that time one such Member who was so elected and the aggregate of the votes cast in favour of all the party's candidates at that election was at least 150,000.
- 8.2 The amount of financial assistance which may be given under the provision set out at paragraph 8.1 above to any party in respect of the expenses incurred by it in any period shall be the aggregate of—
- (a) The first relevant amount for that period multiplied by the number of seats won by its candidates at the Election; and
 - (b) The second relevant amount for that period multiplied by one two-hundredth of the number of votes cast for its candidates at that Election (rounded down to the nearest whole number).
- 8.3 The first relevant amount shall be £12,793 and for any subsequent period of one year beginning with 1 April the first relevant amount shall be that amount for the previous period but increased by the appropriate percentage for the subsequent period; and the second relevant amount shall be £25.55, and for any subsequent period of one year beginning with 1 April the second relevant amount shall be that amount for the previous period but increased by the appropriate percentage for the subsequent period.
- 8.4 The appropriate percentage for any period is the percentage by which the Retail Prices Index for the month of December immediately preceding that period has increased compared with the Retail Prices Index for the previous December.

- 8.5 Financial assistance provided under the terms of this provision shall be paid in arrears, at intervals of not less than one month.
- 8.6 Without prejudice to the generality of the provision set out at paragraph 8.1 above, financial assistance towards travelling and associated expenses necessarily incurred by an opposition party's spokesman in relation to the party's parliamentary business shall be available if one of the conditions specified at paragraph 8.1 above is satisfied with respect to the party.
- 8.7 The maximum amount of financial assistance which may be given under the provision set out at paragraph 8.6 above to any party in respect of the expenses incurred in any period shall be such of the available amount for that period as may be allocated to the party in accordance with any apportionment as set out at paragraph 8.8 below.
- 8.8 The available amount for any period shall be apportioned between each of the opposition parties in the same proportion as the amount of financial assistance which may be given to each of them under the provisions set out at paragraph 8.1 above for that period or for any period forming part of that period.
- 8.9 The available amount for the period of a year beginning 1 April 2006 shall be £140,531. The available amount for any subsequent period is the available amount for the previous period, increased by the appropriate percentage (as specified at paragraph 8.4 above) for the subsequent period.
- 8.10 Financial assistance shall be available for the costs necessarily incurred in the running of the Office of the Leader of the Opposition. For the period of one year beginning with 1 April 2006, the amount of financial assistance which may be given under this paragraph in respect of expenses incurred in that period shall be £595,999. For any subsequent period of one year beginning with 1 April the relevant amount shall be that amount for the previous period but increased by the appropriate percentage (as specified at paragraph 8.4 above).
- 8.11 Financial assistance under the provisions set out at paragraph 8.1 above shall be paid in arrears, at intervals of not less than one month.
- 8.12 Any claims for financial assistance towards travelling expenses incurred by an opposition party spokesman in relation to the party's parliamentary business as set out at paragraph 8.6 above are to be made to the Accounting Officer of the House; and a party claiming such assistance shall—
- (a) Furnish that Officer with a statement of the facts on which the claim is based, and
 - (b) Certify to that Officer that the expenses which are claimed have been incurred exclusively in relation to the party's parliamentary business in accordance with the provisions set out at paragraph 8.6 above.

- 8.13 As soon as practicable, but no later than nine months after 31 March each year, a party claiming financial assistance under the provisions set out at paragraphs 8.1 to 8.11 above shall furnish the Accounting Officer of the House with the certificate of an independent professional auditor, in a form determined by the Accounting Officer, to the effect that all expenses in respect of which the party received financial assistance during the period ending with that day were incurred exclusively in relation to the party's parliamentary business.
- 8.14 If an audit certificate as referred to at paragraph 8.13 above has not been furnished within the time specified, no further financial assistance under the provisions set out at paragraphs 8.1 to 8.11 above shall be paid until such a certificate is furnished.
- 8.15 In the case of any year in which there is a General Election—
- (a) The period ending immediately before the date of the Election, and
 - (b) The period beginning with that date
- shall be treated for the purposes of the provisions set out at paragraphs 8.1 to 8.11 above as separate periods.
- 8.16 In relation to any such separate periods—
- (a) The first relevant amount and the second relevant amount for the period ending immediately before the date of the General Election shall be apportioned according to the number of days in that period as a proportion of the total number of days in the year in question, and
 - (b) The available amount for the period beginning with the date of the General Election shall be a proportionate part of the available amount for the year in question.
- 8.17 In relation to any such separate period ending immediately before the date of the election, the provisions set out at paragraph 8.13 above shall have effect as if the 31 March referred to were a reference to the day immediately before the date of the Election.
- 8.18 The cost of providing financial assistance shall be borne on the House of Commons: Members' salaries etc. Vote. (26 May 1999; *Members Estimate Committee*, 15 March 2004)

Representative business

- 8.19 Financial assistance shall be provided, with effect from 1st November 2005, to any opposition party represented by Members who have chosen not to take their seats and thus do not qualify to participate in the proceedings in Parliament, towards expenses wholly, exclusively and necessarily incurred for the employment of staff and related support to Members designated as that party's spokesmen in relation to the party's representative business.

- 8.20 The amount of financial assistance payable to a party shall be calculated and paid by analogy with paragraphs 8.1 to 8.9 and 8.11 above.
- 8.21 As soon as practicable, but no later than nine months after 31st March each year, a party claiming financial assistance under paragraph 8.19 above shall furnish the Accounting Officer of the House with the certificate of an independent professional auditor, in a form determined by the Accounting Officer, to the effect that all expenses in respect of which the party received financial assistance during the period ending with that day were incurred exclusively in accordance with paragraph 8.19 above.
- 8.22 If an audit certificate under paragraph 8.21 above has not been furnished within the time specified no further financial assistance under paragraph 8.19 shall be paid until such a certificate is so furnished. (8 February 2006)

9 Members who leave the House

- 9.1 The salary which, in accordance with any Resolution of the House for the time being in force, is payable to any Member of the House in the present or any future Parliament should continue to be payable to him after the dissolution of that Parliament and until the end of the day of the poll in a General Election consequent upon that dissolution. (*20 December 1971*)
- 9.2 For the purposes of the provision set out at paragraph 6.4 (Staffing Allowance) above expenses which, at a time when Parliament is dissolved, are incurred in connection with his former or prospective parliamentary duties by a person who was a Member immediately before the dissolution shall be treated as incurred by him as a Member and for his parliamentary duties. (*5 June 1981*)

Resettlement Grant

- 9.3 On the dissolution of the present or any future Parliament a grant should be payable to any person who is a Member immediately before the dissolution and at the General Election consequent upon the dissolution either does not stand for election to the House or, if he does, is not elected. (*22 May 1991*)
- 9.4 The amount of the grant in the case of any such person should be equal to the relevant percentage of a year's salary at the highest rate payable to Members immediately before the dissolution, the relevant percentage for this purpose being that shown in the table below in relation to—
- (a) His age at the dissolution;
 - (b) The number of years for which he has served as a Member of the House before the dissolution.

TABLE

Percentage of Yearly Salary							
<i>Age</i>	<i>Number of years of service</i>						
	Under 10	10	11	12	13	14	15 or over
Under 50	50	50	50	50	50	50	50
50	50	50	52	54	56	58	60
51	50	52	55	58	62	65	68
52	50	54	58	63	67	72	76
53	50	56	62	67	73	78	84
54	50	58	65	72	78	85	92
55–64	50	60	68	76	84	92	100
65	50	58	65	72	78	85	92
66	50	56	62	67	73	78	84
67	50	54	58	63	67	72	76
68	50	52	55	58	62	65	68
69	50	50	52	54	56	58	60
70 or over	50	50	50	50	50	50	50

9.5 In calculating, for the purposes of paragraph 9.4 above, the number of years for which a person has served as a Member before the dissolution there shall be disregarded—

- (a) Any fraction of a year for which he has so served, and
- (b) If a grant was payable to him under any resettlement grant Resolution¹⁵, any period of service which was taken into account or disregarded on that occasion. (22 May 1991)

Winding-up Allowance

9.6 Provision should be made under arrangements approved by the Speaker for an allowance to be made in respect of the expenses which, after a person has ceased to be a Member, are still required to be incurred in connection with his parliamentary duties. (13 July 1994)

¹⁵ 20 December 1971, 4 March 1980, 19 July 1983

9.7 The limit on that allowance should be four-thirds of the amount which, for a quarter in the year in which that person ceases to be a Member, is the limit for that Member on the office costs allowance sum of the Incidental Expenses Provision and the relevant staff employment cost limit in force at the time that person ceases to be a Member. (13 July 1994; 5 July 2001)

9.8 The allowance should be paid to the person who has ceased to be a Member or, if he has died, to his personal representatives or a person nominated by him or selected under the arrangements approved by the Speaker. (13 July 1994)

9.9 Any limit determined in accordance with the provisions set out at paragraphs 9.3 and 9.4 above should be calculated to the nearest pound. (13 July 1994; 5 July 2001; Members Estimate Committee, 9 February 2004)

House of Commons Members' Fund

9.10 The amount of sums to be deducted or set aside from the salaries of Members of the House of Commons under subsection (3) of section one of the House of Commons Members' Fund Act 1939 should be £24 per annum. (17 May 1961)

9.11 There should be appropriated, from the sums deducted from the salaries of Members under the House of Commons Members' Fund Act 1939, one-tenth of these deductions in the current year for the purposes of administering the provisions of the House of Commons Members' Fund Act 1948, section 4. (18 May 1953)

10 Miscellaneous

General Services Budget

10.1 Central funding by way of a General Services Budget should provide for—

- (a) Relevant training of Members and Members' staff in connection with their parliamentary duties;
- (b) Any appropriate insurance provision;
- (c) Any additional reimbursement of exceptional expenses incurred by Members who have constituencies with particular problems;
- (d) Reasonable adjustments to the working conditions and equipment of Members with particular needs because of disability, and for necessary additional continuing costs;
- (e) Any additional payments to Members in respect of safety precautions to safeguard their staff, their office equipment and themselves, where such safety precautions have been recommended by the police; and

(f) other appropriate expenditure within the ambit of the Vote, under the authority of the Speaker. (5 July 2001)

Insurance

10.2 Provision should be made for the insurance of Members in relation to the performance of their duties as Members under arrangements (including financial limits to the cover provided) made from time to time with the approval of the Leader of the House and the Speaker. (23 May 2000)

10.3 Subject to the terms and conditions of any policy effected under the approved arrangements, the insurance for which provision is made as set out at paragraph 10.2 above may cover the following:

(a) Travel;

(b) Personal accident;

(c) Personal accident in respect of employees of Members;

(d) Employers' liability and public liability; and

(e) The cost of defending a civil claim for defamation and of payment in respect of any award made by a court in such a claim, where the act complained of was not covered by parliamentary privilege but arose from a Members' duty as a Member. (23 May 2000)

10.4 Arrangements made for insurance of the type referred to at paragraphs 10.1 and 10.2 above may provide for the spouses of Members to be covered as well as the Members themselves. (23 May 2000)

IT provision

10.5 Specific financial provision should be made for the supply and maintenance of a standard package of Information Technology equipment and services for each Member to be used exclusively in discharging their duties as Members. In line with recommendations of the Report of the Review Body on Senior Salaries laid before Parliament on 21 October 2004, each Member should have access to—

(a) one fixed workstation and one laptop for his or her own use, plus three further workstations,¹⁶ so that each full-time equivalent member of staff paid for through the Staffing Allowance has his or her own PC; and

¹⁶ Up to two workstations may be substituted by an equivalent number of laptops. (*Members Estimate Committee, 27 February 2006*)

(b) a heavy-duty printer in both Westminster and the constituency;

the level and range of IT support offered to constituency offices to be comparable with that offered on the Parliamentary Estate. (5 July 2001; 3 November 2004)

Recall of the House during a recess

10.6 With respect to any occasion on which, during a recess, this House is recalled before the expected end of the recess¹⁷, Members who attend the House during the recall should be reimbursed¹⁸ in respect of such extra costs¹⁹ which are wholly and exclusively attributable to the recall as are necessarily incurred by them in connection with travelling—

(a) From any place to London, and

(b) During any further recess immediately following the recall, from London to any place (provided that the purpose is to fulfil, before the expected end of that further recess, plans which were in existence before the recall). (13 July 1994)

Private Members' Bills

10.7 Provision should be made for the payment to each of the Members who shall have secured the first ten places in the ballot for Private Members' Bills of not more than £200 towards the cost of drafting assistance for such bills. (29 November 1971)

Members who have chosen not to take their seats

10.8 Those Members who have chosen not to take their seats and thus do not qualify to participate in the proceedings in Parliament may use the facilities within the precincts of the House and the services of departments of the House, and may claim support for their own costs and the allowances relating to travel within the United Kingdom for Members, their families and staff. (18 December 2001)

Time limit on expenses claims

10.9 A claim by a Member for expenses, or for any allowance in respect of expenses should be submitted within a period of two months after the end of the allowances year in which the

¹⁷ 'Recess' refers not only to a period when Parliament stands prorogued to a specified date but also to any period when the House stands adjourned to a specified date, and the references to the expected end of a recess are references to that specified date.

¹⁸ Reimbursement comprises payment to the Member of the amount of the extra costs concerned and the payment to the Inland Revenue, on account of the income tax liability of the Member, of the difference between that amount and such sum as, after deduction of tax at the marginal rate applicable to the Member, is equal to that amount.

¹⁹ Costs in respect of which the Member cannot be otherwise reimbursed.

relevant expenses have been incurred. (20 December 1971; Members Estimate Committee, 9 February 2004)

Members Estimate Committee and the Speaker's Advisory Panel

- 10.10 There shall be a Committee of the House, called the House of Commons Members Estimate Committee. The Members of the House of Commons Members Estimate Committee shall be those Members who are at any time members of the House of Commons Commission pursuant to section 1 of the House of Commons (Administration) Act 1978; the Speaker shall be chairman of the Committee and three shall be the quorum of the Committee. (29 January 2004)
- 10.11 The functions of the Committee shall be—
- (a) to codify and keep under review the provisions of the Resolutions of this House relating to expenditure charged to the Estimate for House of Commons: Members;
 - (b) to modify those provisions from time to time as the committee may think necessary or desirable in the interests of clarity, consistency, accountability and effective administration, and conformity with current circumstances;
 - (c) to provide advice, when requested by the Speaker, on the application of those provisions in individual cases;
 - (d) to carry out the responsibilities conferred on the Committee by the provision set out at paragraphs 10.12 and 10.13 below. (29 January 2004)
- 10.12 It should be the responsibility of a Panel appointed by Mr Speaker to advise him and the Members Estimate Committee on—
- (a) Directions he or it may give as to the application of the provisions of Resolutions relating to the Staffing Allowance, the Incidental Expenses Provision and the General Services Budget;
 - (b) authorisation of expenditure not otherwise specified in such Resolutions but within the ambit of the Vote; and
 - (c) the application of the provisions relating to individual cases of difficulty (5 July 2001; 29 January 2004).
- 10.13 The Panel should advise the Members Estimate Committee and the Leader of the House on the potential development of the arrangements made by or under the Resolutions in force from time to time regarding Members' allowances &c. (5 July 2001; 29 January 2004)
- 10.14 The provision set out at paragraph 10.11 above does not empower the Committee—

(a) to create a new form of charge on the Estimate for the House of Commons: Members; or

(b) to increase any rate of charge or payment determined by Resolution of the House. (29 January 2004)

10.15 The Committee shall report to the House from time to time, and in any case not less than once a year, the provisions of the Resolutions of the House relating to expenditure charged to the Estimate for House of Commons: Members, as codified and modified pursuant to the provisions set out at paragraph 10.11 above. (29 January 2004)