



House of Commons
Members Estimate Committee

**Consolidated list of
provisions of the
Resolutions of the
House relating to
expenditure charged to
the Estimate for House
of Commons: Members
as at 16 July 2018**

First Report of Session 2017–19

*Report, together with formal minutes relating
to the report*

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Members Estimate Committee

The Members Estimate Committee has the same Members as the House of Commons Commission:

[Rt Hon John Bercow MP](#) (*Speaker*) (Chair)

[Sir Paul Beresford MP](#) (*Conservative, Mole Valley*)

[Rt Hon Tom Brake MP](#) (*Liberal Democrat, Carshalton and Wallington*)

[Stewart Hosie MP](#) (*Scottish National Party, Dundee East*)

[Rt Hon Andrea Leadsom MP](#) (*Conservative, South Northamptonshire*)

[Rt Hon Dame Rosie Winterton MP](#) (*Labour, Doncaster Central*)

[Valerie Vaz MP](#) (*Labour, Walsall South*)

Powers

The Committee is appointed under Standing Order No 152D (House of Commons Members Estimate Committee):

152D.—(1) There shall be a committee of this House, called the House of Commons Members Estimate Committee.

(2) The members of the 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 chair of the committee; and three shall be the quorum of the committee.

(3) The functions of the committee shall be—

- (a) to agree the Estimates for the House of Commons: Members;
- (b) 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;
- (c) 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;
- (d) to provide advice, when requested by the Speaker, on the application of those provisions in individual cases;
- (e) to carry out the responsibilities conferred on the Speaker by the resolution of the House of 5th July 2001 relating to Members' Allowances, Insurance, &c.;

(4) Paragraph (3)(c) above does not empower the committee—

- (a) to create a new form of charge on the Estimate for House of Commons: Members; or
- (b) to increase any rate of charge or payment determined by resolution of this House.

(5) 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 this House relating to expenditure charged to the Estimate for House of Commons: Members, as codified and modified pursuant to paragraph (3) of this order.

(6) The committee shall have power to sit notwithstanding any adjournment of the House.

Committee staff

The current staff of the Committee are Marianne Cwynarski, Robert Cope and Ronnie Jefferson.

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Consolidated list of provisions of the Resolutions of the House relating to expenditure charged to the Estimate for House of Commons: Members as at 16 July 2018

1. One of the functions of the Members Estimate 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 Standing Order gives us the function of modifying the provisions of the Resolutions as we consider “necessary or desirable in the interests of clarity, consistency, accountability and effective administration, and conformity with current circumstances”, but does not empower us to create a new form of charge on the Estimate or to increase any rate of charge or payment determined by Resolution of the House.
2. A consolidated list of the provisions of the Resolutions of the House relating to expenditure under the Members Estimate in force at 16 July 2018 is published as Annex 2 to this Report. Where monetary amounts are given, they are those applying at the start of the 2018/19 financial year. A consolidated list of the provisions of the Resolutions of the House was not published in the financial year 2017/18, so these figures are provided in brackets where appropriate.
3. The consolidated list indicates when each Resolution was agreed by the House or each modification was made by the Committee. However, we have not recorded the dates of drafting changes made by us which do not change the substance of a provision.
4. Annex 1 contains a statement of general principles governing the use of resources. This is based on text that, prior to the transfer of responsibility for most pay and allowance matters to the Independent Parliamentary Standards Authority in 2010, appeared in the guide to allowances commonly known as the “Green Book”. It is intended that Annex 2 should be interpreted in the context of the principles set out in Annex 1.
5. Since 1 April 2013, the cost of the allowance for Members’ stationery and pre-paid envelopes has been met from the Members Estimate rather than the Administration Estimate. While the rules on use of stationery and pre-paid envelopes are not set out in resolutions of the House, they are, for convenience, set out in Annex 3.

Annex 1

Fundamental principles

In July 1995, the House agreed to adopt the Code of Conduct for Members of Parliament—the latest version is on the Parliament Website at:

<http://www.publications.parliament.uk/pa/cm/cmcode.htm>.

This includes a number of principles of personal conduct. These are based on concepts of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Code of Conduct contains the following rule:

Members are personally responsible and accountable for ensuring that their use of any expenses, allowances, facilities and services provided from the public purse is in accordance with the rules laid down on these matters. Members shall ensure that their use of public resources is always in support of their parliamentary duties. It should not confer any undue personal or financial benefit on themselves or anyone else, or confer undue advantage on a political organisation.

Members should also follow the following principles in their use of resources:

- Facilities and services are provided in order to assist Members in their parliamentary work.
- Facilities and services should be used appropriately, in such a way as to ensure that the reputation of the House is not put at risk. They should not be used for party political campaigning or fundraising, or private business activity.
- It is not permissible for a Member to use resources for anything for which the Member is claiming from any other source.
- The House is committed to openness about what resources have been used and for what purposes.
- Individual Members take personal responsibility for all resources used, and for keeping records, even if the use of those resources is delegated by them to others.

Applying the principles

In the majority of cases, the application of these principles will be straightforward. But the role of Members is constantly evolving and different Members have different needs, priorities and ways of performing their duties. Therefore, there will always be areas of uncertainty and the need to exercise individual judgement.

The following questions are designed to assist Members in coming to a decision about whether or not the use of Parliamentary resources is appropriate:

- Is this resource genuinely being used by me in my role as a Member of Parliament as opposed to my personal capacity?

- Is this resource supporting me in carrying out my parliamentary duties? Defining parliamentary duties is difficult but Members may wish to consider (i) the generally accepted parliamentary functions: the legislative role; the oversight and accountability role; and the representative role, including dealing with constituents' problems and (ii) obligations they may have, for example as a small employer.¹
- Anything which is done for personal benefit or for electioneering or for the direct support of a political party will not be part of a Member's parliamentary duties.
- Could the use of the resource in any way damage the reputation of Parliament or its Members?
- How comfortable do I feel with the knowledge that details of use of resources will be available to the public under Freedom of Information?

Short Money and Representative Money

Financial Assistance to Opposition Parties (Short Money and Representative Money) is made available to assist opposition parties to carry out their parliamentary business. Given the nature of opposition work, Short Money and Representative Money can be used for party political purposes. In this context, Parliamentary business may be defined as:

- research associated with front bench duties,
- developing and communicating alternative policies to those of the Government of the day, and
- shadowing the Government's front bench.

It does not include political campaigning and similar partisan activities, political fundraising, membership campaigns or personal or private business of any kind.

¹ A helpful list of recognised functions commonly expected of MPs has been published by both the Modernisation Committee (Revitalising the Chamber: the role of a back bench Member, HC 337, 2006–07, p9) and the Committee on Standards in Public Life (MPs' expenses and allowances: Supporting Parliament, safeguarding the taxpayer, Cm 7724, November 2009, p31). Most recently, the Committee on Standards suggested a description of the role of an MP in its report The Standards System of the House of Commons (HC 383, 2014–15).

Annex 2

Consolidated 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 Members Estimate Committee as at 16 July 2018

1. *Withholding a Member's salary*

1.1 In appropriate cases and in accordance with the recommendations of the Committee on Standards, the House may impose a penalty of withholding a Member's salary for a specified period without suspending the Member.² (26 June 2003)

2. *Financial Assistance to Opposition Parties ("Short Money" & "Representative Money")*

2.1 In accordance with the decision of the MEC of 16 July 2018, the Resolution and the accompanying Schedule, published in previous editions, have been combined to provide greater clarity over the provisions relating to financial assistance to opposition parties. Some minor amendments have also been made to reflect decisions of the MEC, as indicated in the text. In addition, explanatory notes for each section are provided to aid interpretation of the Resolution.

Eligibility

2.2 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.

Explanatory note: This precludes the provision of Short money to parties which only meet the two Member threshold as a result of a by-election or a Member defecting from another party. It would also prevent payment of Short money to a new political party, if it was established in the middle of a Parliament; and if a Member leaves a party during the Parliament, Short money would be stopped if the 2 or 1 Member condition is no longer met.

A party can also be eligible for Short money with only one Member, provided that the party as a whole gets the required number of votes at an election. This means that candidates elected without any party affiliation cannot receive Short money. It also means that a party whose Member or Members were elected at a by-election are not eligible for Short money.

² As explained by the Committee on Standards (HC 724 2012–13, para 25), this penalty has never been used. The Committee may recommend various other penalties including suspension from the service of the House for a specified number of sitting days (during which time the Member receives no salary and must withdraw from the precincts of the House.)

Calculation of aggregate amounts

2.3 The amount of financial assistance which may be given under the provision set out at paragraph 2.2 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).

This is subject to paragraphs 2.7 to 2.10 in the case of parties with no more than five Members of the House.

Explanatory note: The amount of Short money is based on two elements—one which relates to the number of seats won by the party at the last election, and one based on the number of votes received by the party at that election. The total amount a party receives is the combination of the two figures. Specific rules apply to smaller parties with fewer than five Members.

Calculation of “relevant amounts”

2.4 The first relevant amount shall be £17,673.65 (£17,209.01 in 2017/18) 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 £35.30 (£34.37 in 2017/18) 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.

2.5 The appropriate percentage for any period is the percentage by which the Consumer Prices Index for the month of December immediately preceding that period has increased compared with the Consumer Prices Index for the previous December.

Explanatory note: For the 2018/19 financial year, opposition parties will receive £17,673.65 per seat (£17,209.01 in 2017/18). For the 2018/19 financial year, opposition parties also receive £35.30 (£34.37 in 2017/18) multiplied by 1/200th of the number of votes they received at the last election (rounded down to the nearest whole number). As an example, if a party got 1,000,000 votes at an election held in the 2018/19 financial year they would get $1,000,000/200 \times £35.30$, which equals £176,500.

In each subsequent financial year the relevant amounts increase by a percentage set out in paragraph 2.5 (i.e. the CPI rate of inflation).

Payments

2.6 Financial assistance provided under the terms of the provision set out at paragraph 2.2 above shall be paid in arrears, at intervals of not less than one month.

Smaller parties

2.7 Paragraphs 2.8 and 2.9 apply in the case of an opposition party where there are no more than five Members of the House who—

- (a) are members of the party, and
- (b) were elected at the previous General Election after contesting it as candidates for the party.

2.8 If the amount found under paragraph 2.3 above exceeds the amount corresponding to 150% of the relevant IPSA staffing budget for the period (“the maximum amount”), the amount of financial assistance given to the party under paragraph 2.2 in relation to that period must not exceed the maximum amount.

2.9 If the amount found under paragraph 2.3 is less than the amount corresponding to 50% of the relevant IPSA staffing budget for the period (“the minimum amount”), the amount of financial assistance which may be given to the party under paragraph 2.2 in relation to that period shall instead be the minimum amount.

2.10 For the purposes of paragraphs 2.8 and 2.9, “the relevant IPSA staffing budget” for a period is the standard annual staffing expenditure budget provided in relation to the period for a non-London area Member by the Independent Parliamentary Standards Authority.

Explanatory note: These rules apply to parties who had 5 or fewer Members elected at the last election—the rules continue to apply even if they gain further Members during the Parliament through by-elections or defections.

Paragraphs 2.8 and 2.9 set an upper and lower limit on the amount of Short money that can be received by smaller parties. Smaller parties cannot receive more than 150% of the amount of the IPSA staffing budget allocated by IPSA to a non-London Member (£150,900 for 2017/18 and £153,620 for 2018/19), and cannot receive less than 50% of this amount.

Paragraph 2.10 sets out how to calculate the IPSA staffing budget referred to in paragraphs 2.8 and 2.9.

Travelling expenses for opposition party spokespersons

2.11 Without prejudice to the generality of the provision set out at paragraph 2.2 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 2.2 above is satisfied with respect to the party.

2.12 The maximum amount of financial assistance which may be given under the provision set out at paragraph 2.11 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 2.13 below.

2.13 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 2.2 above for that period or for any period forming part of that period.

2.14 The available amount for the period of a year beginning 1 April 2018 shall be £194,154.52 (£189,050.17 in 2017/18). The available amount for any subsequent period is the available amount for the previous period, increased by the appropriate percentage (as specified at paragraph 2.5 above) for the subsequent period.

2.15 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 2.11 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 2.11 above.

Explanatory note: This section provides that where a party is eligible for financial assistance as a result of either the number of their Members or the number of votes received at the last election, then that party's spokespeople will be entitled to claim travelling and associated expenses incurred in relation to that party's parliamentary business.

The total amount available for travelling expenses for all opposition parties is £194,154.52 (£189,050.17 in 2017/18), increasing in subsequent financial years based on CPI inflation. This is divided between all the parties who are eligible for Short money in the same proportion as the main allocation of Short money (i.e. if the main opposition party gets 60% of the total amount of Short money, they will be entitled to 60% of £194,154.52 in 2018/19).

The proportions are recalculated each year to account for changes in the entitlement of individual parties to Short money, but as the entitlement is based on the result of the previous election the proportions are unlikely to change unless one party loses its entitlement to Short money.

Office of the Leader of the Opposition

2.16 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 2018, the amount of financial assistance which may be given under this paragraph in respect of expenses incurred in that period shall be £823,420.19 (£801,772.34 in 2017/18). 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 2.5 above).

2.17 Financial assistance under the provisions set out at paragraph 2.16 above shall be paid in arrears, at intervals of not less than one month.

2.18 Financial assistance provided to the official opposition under paragraph 2.2 may be used to supplement the funding provided under paragraph 2.16, but funding under paragraph 2.16 may not be used for any other purpose.

Explanatory note: This section provides that the Leader of the Opposition can claim £823,420.19 in 2018/19 (£801,772.34 in 2017/18) for costs necessarily incurred in running the Leader's office. This figure will increase in future years in line with CPI inflation.

Following the decision of the MEC of 22 January 2018, the official opposition may use funding provided under their main Short money allocation to supplement funding provided to cover costs incurred in the running of the office of the Leader of the Opposition. Funding provided specifically to cover costs incurred in the running of the office of the Leader of the Opposition can only be used for that purpose, and cannot be used to supplement the main Short money allocation.

Members not taking their seats: representative money

2.19 Financial assistance shall be provided, with effect from 1 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.

2.20 The amount of financial assistance payable to a party shall be calculated and paid by analogy with paragraphs 2.2 to 2.15 above.

Reporting requirements

2.21 As soon as practicable, but no later than two months after 31 March each year, a party claiming financial assistance under any of the provisions set out at paragraphs 2.2 to 2.19 above shall—

- (a) 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, and
- (b) publish accounts in relation to all such expenses, audited by an independent professional auditor, in a form determined by the House of Commons Members Estimate Committee and in accordance with any requirements imposed by that Committee.

2.22 The requirements that may be imposed under paragraph 2.21(b) are such requirements as the Committee considers necessary or expedient for the purpose of enabling proper scrutiny of expenses in respect of which the party has received financial assistance under paragraph 2.2, 2.11, 2.16 or 2.19 above, which may in particular include requirements for the audited accounts—

- (a) to contain details of such expenses during the period to which the report relates (“the reporting period”),
- (b) in the case of the Official Opposition—
 - (i) to state the total remuneration (including benefits in kind) paid in respect of persons employed, or otherwise engaged, to assist the party (“relevant persons”) during the reporting period
 - (ii) to state each relevant person’s pay band, by reference to the pay bands specified by the Committee,
 - (iii) if a relevant person is appointed to assist a particular Member, to identify that Member, and
 - (iv) to identify each relevant person whose remuneration exceeds an amount specified by the Committee and to state the amount of that remuneration, and
- (c) in the case of any other opposition party, to identify the number of persons employed, or otherwise engaged, to assist the party during the reporting period who are within each of the pay bands specified by the Committee.

2.23 If the requirements imposed by paragraph 2.21 above have not been complied with within the time specified, no further financial assistance under the provisions set out at paragraphs 2.2 to 2.19 above shall be paid until those requirements have been complied with.

Explanatory note: This section requires parties in receipt of Short money or representative money to get an auditor to independently certify that all expenses for which Short money has been claimed have been incurred exclusively in relation to the Party’s Parliamentary business.

Parties in receipt of Short money or representative money must also publish independently audited accounts. The MEC has the power to determine what form the accounts should take and to impose requirements in relation to the accounts.

The section also gives examples of the types of requirements that the MEC can impose in relation to reporting on Short money or representative money. The list is not exhaustive – the MEC can impose whatever requirements it considers necessary for enabling proper scrutiny of how money is spent. The list in Paragraph 2.22 subsections (a) to (c) indicates the kinds of requirements that the MEC might be expected to impose (and are therefore implicitly agreed by the parties as being acceptable). It also indicates that greater detail may be required from the Official Opposition in relation to reporting how Short money is spent, as the party in receipt of the largest proportion of the total.

Additional information required as part of the accounts, as determined by the MEC

2.24 Financial Assistance: Official Opposition

- (a) The identification of each person at least 50% of whose salary is, or has at any time during the financial year in question been, paid for from funds received under paragraph 2.2 (if they have worked for a named Member, together with the name of that Member) and either
 - (i) the total remuneration earned by that person if in excess of the specified threshold or, if not,
 - (ii) the relevant pay band.
- (b) The total claimed under paragraph 2.2, showing a breakdown between
 - (i) the total direct staff costs identified in (a) above met from funds received under paragraph 2.2 and
 - (ii) other costs, indicating the principal headings of such expenditure.

2.25 Financial Assistance: Other parties

- (a) The total number of people at least 50% of whose salary is, or has at any time during the financial year in question been, paid for from funds received under paragraph 2.2 or paragraph 2.19, if they have worked for a named Member or for the parliamentary party as a whole, and the relevant pay band.
- (b) The total claimed under paragraph 2.2 or paragraph 2.19, showing a breakdown between
 - (i) the total direct staff costs identified in (a) above met from funds received under paragraph 2.2 or paragraph 2.19 and
 - (ii) other costs, indicating the principal headings of such expenditure.

Explanatory note: Under this section, the opposition must identify by name anyone working for the party where 50% or more of their salary is paid from Short money. If they have worked for a particular Member, that Member must also be named. Alongside their name, the opposition must also indicate their pay band, or their total pay if this is over a specified amount (detailed in paragraph 2.28).

The opposition must also provide a breakdown of the total amount of Short money received, showing the amount used for the staff costs covered by sub-section (a) above, and other categories of expenditure

Other opposition parties, including parties in receipt of representative money under paragraph 2.19, must identify by name anyone working for the party where 50% or more of their salary is paid from Short money or representative money. Alongside their name, parties must also indicate their pay band. As with the official opposition, other opposition parties must provide a breakdown of how the total amount of Short money or representative money claimed is spent, showing the amount used for the staff costs covered by paragraph 2.25 sub-section (a) above, and other categories of expenditure.

2.26 Financial Assistance: Office of Leader of the Opposition

- (a) The identification of each person at least 50% of whose salary is, or has at any time during the financial year in question been, paid for from funds received under paragraph 2.16, and either
 - (i) the total remuneration earned by that person if in excess of the specified threshold or, if not
 - (ii) the relevant pay band.
- (b) The total claimed under paragraph 2.16, showing a breakdown between
 - (i) the total direct staff costs identified in (a) above met from funds received under paragraph 2.16 and
 - (ii) other costs, indicating the principal headings of such expenditure.

Explanatory note: The requirements for publication in relation to the funding for the Leader of the Opposition's office are the same as for the main Short money allocation to the Official Opposition. Following a decision of the MEC on 22 January 2018, the Official Opposition may produce a single summary account which identifies the split in staff costs between Parliamentary business and the Leader of the Opposition's Office.

2.27 Financial Assistance: Travelling expenses

The total claimed under paragraph 2.11.

2.28 Reporting requirements: Definitions

The pay bands and threshold amount referred to above shall be those applicable for the year in question to Ministers' special advisers, as determined by the Accounting Officer of the House.

Explanatory note: This section indicates that the pay bands that should be used in opposition parties' accounts are the same ones used by ministerial special advisers. For the most recent year for which figures are available (2017/18), the pay bands are:

PB1 - up to £52,999

PB2 - £53,000 - £69,999

PB3 - £70,000 - £94,999

PB4 - £95,000 - £142,000

The threshold at which total remuneration is required to be published is £65,000. This information is provided on gov.uk.

Other provisions

2.29 The cost of providing financial assistance shall be borne on the House of Commons: Members Estimate. (26 May 1999; MEC, 15 March 2004; MEC, 21 January 2013, 23 March 2016; 7 July 2016).

Explanatory note: This section establishes that the costs of providing Short money will fall on the House of Commons: Members Estimate.

Financial Assistance in General Election years

2.30 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 2.2 to 2.19 above as separate periods.

2.31 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.

2.32 In relation to any such separate period ending immediately before the date of the election, the provisions set out at paragraph 2.21 above shall have effect as if the 31 March referred to were a reference to the day immediately before the date of the Election.

Explanatory note: Under this section, the financial year in which an election takes place is split into two separate “periods” for the purposes of Short money or representative money – one running up to the election, and one running from the election. This is necessary to account for changes in different parties’ entitlements for Short money as a result of the election.

The amount of Short money or representative money available is calculated based on the proportion of the year that takes place before or after the election. For example, if the election took place exactly halfway through the financial year, then the amounts available would be reduced by half.

This section also requires parties to report on spending for the period running up to an election in the same way as they would at the end of a financial year, with the dates adjusted accordingly. For example, in 2017/18, the first period ran from 1 April 2017 to 7 June 2017, with the audit for the period due by 7 August 2017.

3. Members who leave the House

3.1 Pensions for Members are provided through the Parliamentary Contributory Pension Fund. The House of Commons Members Fund, established in 1939, provides discretionary grants to former Members and their dependants.

House of Commons Members' Fund

3.2 Historically, income to the Fund has been derived from individual contributions from Members of the House of Commons (£24 per annum),³ an Exchequer contribution paid from the Members Estimate (a maximum of £215,000 per annum) and the return on investments. Under the provision of the House of Commons Members Fund Act 2016 the Trustees can suspend or increase Member contributions up to a maximum of 0.2% of a Members ordinary salary. This Act also removed the Exchequer contribution.

4. Miscellaneous

Insurance

4.1 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)

4.2 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 4.1 above may cover the following:

- (a) Travel;
- (b) Personal accident;
- (c) Personal accident in respect of employees of Members;
- (d) 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 Member's duty as a Member;
- (e) Employer and public liability insurance;
- (f) Employment Practices Liability insurance;⁴ and
- (g) Welfare for Members' staff. (23 May 2000; MEC 25 November 2013; MEC 7 April 2014)

4.3 Insurance of the type referred to at paragraphs 4.2(a) and 4.2(b) above also provide for the spouses or civil partners of Members to be covered as well as the Members themselves. (23 May 2000)

IT provision

4.5 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.

3 17 May 1961

4 The House took responsibility for this from IPSA on 9 August 2016 following a decision of the Members Estimate Committee on 28 June 2016.

4.6 Members may choose a mix of business standard equipment from the prescribed catalogue up to their standard allowance, which in 2018/19 is £7,200 (£7,200 in 2017/18). The standard allowance represents the equivalent value of:

- (a) one fixed workstation and either one laptop or one iPad for his or her own use, plus three further workstations (up to two of which may be substituted by an equivalent number of laptops), sufficient for each full-time equivalent member of staff paid for by IPSA through the Staffing Expenditure to have their own PC; and
- (b) a heavy-duty printer in both Westminster and the constituency.

(5 July 2001; 3 November 2004; MEC, 27 February 2006; MEC, 30 April 2012; MEC 25 November 2013)

Members' pre-paid envelopes and stationery

4.7 The cost of Members' pre-paid envelopes and stationery is a charge on the Administration Estimate. The rules for use of pre-paid envelopes and stationery are set out in Annex 3.

Private Members' Bills

4.8 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

4.9 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)*

Members Estimate Committee and the Committee on Members' Expenses (Standing Orders Nos. 152D and 152G)

4.10 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, and amended 22 January, 3 March and 30 April 2009, and 20 March 2013)*

4.11 The functions of the Committee shall be—

- (a) to agree the Estimates for the House of Commons: Members;
- (b) 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;

- (c) 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;
- (d) to provide advice, when requested by the Speaker, on the application of those provisions in individual cases;
- (e) to carry out the responsibilities conferred on the Speaker by the Resolution of the House of 5 July 2001 relating to Members' Allowances, Insurance, etc.

4.12 The provision set out at paragraph 4.11(c) 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)*

4.12 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 4.11 above. *(29 January 2004)*

4.13 There shall be a select committee, called the Committee on Members' Expenses, to consider such matters relating to Members' expenses as may be referred to it by the House. The Committee shall consist of eight Members. *(22 January 2009; 3 March 2009; 7 July 2011)*

Annex 3

Rules for the use of stationery and postage-paid envelopes provided by the House of Commons, and for the use of the Crowned Portcullis

1. A cash-limited provision of House stationery and postage-paid envelopes is provided by the House for Members. The present annual limit is £9,000 per year per Member. This provision is in addition to any stationery and postage costs which Members may have reimbursed under IPSA's Expenses Scheme.

Principles

2. The rules cannot be expected to cover every eventuality; Members should therefore always behave with probity and integrity when using House-provided stationery and postage. Members should regard themselves as personally responsible and accountable for the use of House-provided stationery and postage. They must not exploit the system for personal financial advantage, nor (by breaching the rules in paragraph 3 below) to confer an undue advantage on a political organisation.

Rules

3. House-provided stationery and pre-paid envelopes are provided only for the performance of a Member's parliamentary functions. In particular, this excludes using stationery or postage:

- i. in connection with work for or at the behest of a political party (including fund-raising for a political party, advocating membership of a political party or supporting the return of any person to public office);
- ii. for business purposes;
- iii. for newsletters (including annual reports or general updates to constituents on a range of issues);
- iv. for birthday or other greetings cards;
- v. in a way that can be construed as campaign expenditure within the scope of the Political Parties, Elections and Referendums Act 2000.

4. In addition:

- Items which may not be sent in pre-paid envelopes on their own, such as newsletters or cards, must not be attached to correspondence legitimately sent using pre-paid envelopes.
- House stationery, House emblems and pre-paid envelopes should not be used during the period of dissolution.

- Pre-paid envelopes should not be used for internal mail, or for mail sent from the House of Commons to Government Departments within the M25—this should be marked “VIA IDS” and posted as internal mail.⁵
 - Pre-paid envelopes may only be used for correspondence sent by or on behalf of Members. They should not be sent to others to facilitate a reply. Members should set up an individual Freepost account with the Royal mail for surveys and other such requirements.
 - Pre-paid envelopes may not be over-printed in any way, other than with a return address: the front of the envelope should include only the name and address of the intended recipient.
5. Modest use of stationery (but not pre-paid envelopes) for personal correspondence is permitted.
6. When a Member is replying to correspondence, party-political references are allowed in House-provided stationery or in correspondence sent in pre-paid envelopes, subject to the restrictions in paragraph 3 above.
7. Party political logos or emblems may be used on House-provided stationery (but not pre-paid envelopes).
8. Examples of the proper use of stationery and pre-paid envelopes include:
- administrative correspondence enabling Members to run their offices, such as current working documents sent between Westminster and the constituency;
 - correspondence with Members or staff of either House (but using pre-paid envelopes only where correspondence cannot be sent using the internal mail system);
 - correspondence with public bodies such as Government Departments, Agencies and NDPBs, devolved legislatures, local authorities and international organisations (but using pre-paid envelopes only where correspondence cannot be sent using the IDS, and only for UK bodies);
 - correspondence with constituents, including contact by Members about a specific issue with people who have not previously contacted them and questionnaires and surveys (but not newsletters, annual reports or general updates on a range of issues);
 - correspondence with bodies or individuals outside the constituency in pursuance of parliamentary activities;
 - correspondence by a Member or on behalf of a Member in connection with All-Party Groups and delegations to international parliamentary assemblies.

⁵ Following the disbanding of the Government Car & Dispatch Agency (GCDA), mail sent from the Parliamentary Estate addressed to Government Departments within the M25, which had previously been delivered through the GCDA using the internal dispatch service (IDS) should continue to be sent as internal mail in non-pre-paid envelopes marked “IDS”. Mail marked ‘IDS’ will be handled by the internal logistics provider in the same way as 1st class franked mail.

Use of the crowned portcullis

9. The principal emblem of the House is the crowned portcullis. It is a royal badge and its use by the House has been formally authorised by licence granted by Her Majesty the Queen. It should not be used where its authentication of a connection with the House is inappropriate, or where there is a risk that its use might wrongly be regarded or represented as having the authority of the House. It may be used by Members on their stationery provided by the House or used for their parliamentary functions; by registered All Party Groups (APGs) on their official stationery, reports and websites (provided that it is appropriate to demonstrate a connection with the House in this way and that there is no risk that its use might suggest that the Group or its communications have the authority of the House);⁶ and by organisations that have a direct association with the House and have obtained permission to use it. It may not be used by unregistered APGs, by ex-Members during the Dissolution of Parliament, or in an inappropriate form. Websites of APGs and other organisations using the crowned portcullis must carry a disclaimer to make it clear that the House of Commons does not take responsibility for the content of that website.

Publication

10. The costs incurred by each Member on House-provided stationery and postage are published annually by the House.

Administration

11. The present annual budget limit is £9,000 per year per Member and when a Member has been provided with 80% of their annual budget the Member will then receive monthly statements of their account; once the annual maximum of £9,000 is reached no further House of Commons stationery or pre-paid envelopes will be issued during that financial year.

12. Members requiring additional House of Commons stationery once the annual maximum is reached may purchase it. However, pre-paid envelopes cannot be purchased.

Breaches of the rules

13. Any allegations of breaches of the rules may be investigated by the Parliamentary Commissioner for Standards.

Contacts

14. House-provided stationery and postage is administered by In-House Services. Please contact the Members' Accommodation Manager (x3080) with any queries.

15. For guidance on specific uses of the Crowned Portcullis, please contact the Chamber and Committees Team on (x3210).

16. These rules supersede all previous rules and guidance.

6 Reports of APGs should not be presented in such a way that they appear to be those of select committees

Formal minutes

Monday 16 July 2018

Members present:

Sir Paul Beresford, in the Chair

Andrea Leadsom Dame Rosie Winterton
Valerie Vaz

Draft Report (*Consolidated list of provisions of the Resolutions of the House relating to expenditure charged to the Estimate for House of Commons: Members as at 16 July 2018*), proposed by the Chairman, brought up and read.

Ordered, That the Chairman's draft Report be read a second time, paragraph by paragraph.

Paragraphs 1 to 5 read and agreed to.

Annexes agreed to.

Resolved, That the Report be the First Report of the Committee to the House.

Ordered, That the Chair make the Report to the House.

[Adjourned to a day and time to be fixed by the Chair