

REIMBURSEMENT OF MEMBERS' EXPENSES SCHEME – INCIDENTAL AND ANCILLARY EMPLOYMENT COSTS

Executive summary

1. The SPCB is invited to consider an application for the costs of room hire to be met under the provision made at paragraph 3.5.4 of the Reimbursement of Members' Expenses Scheme (Incidental and Ancillary Employment Costs).

Issues and Options

2. Under the expenses scheme, provision is made for a Member to apply to the SPCB for the reimbursement of costs incurred by the Member in connection with the performance of parliamentary duties. An application has been received from Alison McInnes MSP for the cost of room hire to be met from the Incidental and Ancillary Employment Costs provision. The accommodation was hired for the purpose of carrying out recruitment interviews.

3. The Solicitors Office has advised that provision is made at paragraph 3.5.4 of the Reimbursement of Members' Expenses Scheme which states that the SPCB may meet such expenses or costs in respect of such items of a kind which reflect good employment practices and facilities for Members in their capacity as employers or Members' staff as the SPCB determines appropriate and subject to such conditions as the SPCB considers appropriate.

4. The Allowances Office has received a claim for £86.40 for the cost of renting a conference room in the building in which the Member's local office is located for the purpose of holding job interviews for a new caseworker. It has been established that 5 people were interviewed and it was not possible to carry out the interviews in the local office due to the lack of space and the fact that another member of staff was present in the office.

Resource Implications

5. Should the SPCB agree that the costs should be met, it is confirmed that there are funds available within the overall expenses budget.

Governance issues

6. As advised earlier in the paper, Members are required to apply to the SPCB for the reimbursement of costs under the Incidental and Ancillary Employment Costs provision. The SPCB has previously delegated authority to officials to consider applications made under this provision in respect of recruitment advertising and training costs.

7. The SPCB is therefore also invited to consider delegating authority to officials to consider applications in respect of related room hire up to a limit of £100 per hire.

Publication Scheme

8. This paper can be published in accordance with the SPCB's Publication Scheme.

Next steps

9. To inform the Member of the decision.

Decision

10. The SPCB is invited to consider:

10.1 this application; and

10.2 whether the authority to determine applications for any room hire costs to be met from the Incidental and Ancillary Employment Costs provision be delegated to officials up to a limit of £100 per hire.

Allowances Office
November 2014