

Policy on Stationery and Postage Provision for Members'

Introduction

1. This sets out the SPCB's policy on the provision of parliamentary stationery and postage, through central resources and the Members' Stationery and Postage Provision (MSAPP) which is capped.
2. The guiding principle, as set out in the Code of Conduct for Members, is that stationery and postage must be used only for parliamentary duties and must not be used for any other purpose, including party political purposes.

Central resource

3. The following SPCB provided items are available to Members in both the Parliament and local offices and the costs of these items will be met centrally by the SPCB and will not form part of the MSAPP.

- All paper
- Plain envelopes
- Compliment slips, notepads and acknowledgement cards
- Members' Parliamentary business cards
- Printer toner
- Photocopier costs (toner and maintenance) for photocopiers provided by the SPCB
- Desk accessories and computer consumables including pens, paper clips, card, wipes, discs

The costs of these items supplied will continue to be monitored by the SPCB.

Members' Stationery and Postage Provision (MSAPP)

Annual Limit

4. The capped limit for the provision of stationery will be reviewed on an annual basis by the SPCB and Members will be informed of any changes. The current maximum limit is £5,500 per Member.
5. The following items can be ordered from the **SPCB's centrally held contracts** and will be charged against the MSAPP.

- All Postage which includes:
 - All mail posted from the Parliament complex
 - The pre-paid postage element of Parliamentary headed envelopes and plastic mailers
 - Bulk postage stamp orders
 - Freepost and Business Reply Services
 - Same day courier and overnight parcel services
 - Fulfilment service postage costs
- Parliamentary headed envelopes

- Members Staff business cards,
- Costs of personalising office stationery to Members requirements such as addresses, photographs, messages etc
- Printing of Newsletters / surveys / annual reports
- Photocopier costs for photocopiers not provided by the SPCB
- Non-standard headed stationery

6. If for any reason you are unsure of an item, please contact Facilities Management on 0131 348 6047 or FM Helpdesk on 0131 348 5100.

Meeting the Costs of Stationery

7. Members can elect to charge stationery and postage costs to the MSAPP up to the maximum annual limit, the Office Costs provision of the Reimbursement of Members' Expenses Scheme or an amalgamation of both. Where no preference is indicated, costs will be charged in the first instance to the MSAPP.

8. Where a Member does not use the SPCB's centrally held contracts to purchase desktop items, for example the purchase is made locally, the costs of these items should be met from the Office Costs provision.

9. Members should ensure that these limits are not exceeded. Where Members are approaching a maximum limit Members are strongly advised to contact Facilities Management (in respect of the MSAPP) or the Allowances Offices (in respect of the Office Costs provision) to obtain an up to date report on their spend to date before entering into a commitment for any further stationery where the costs are to be met from the stationery or office costs provisions. If there are insufficient funds it will be the Member's responsibility to meet any costs from his or her own resources.

Stationery and Postage Use

10. The Parliament as an institution is reducing paper consumption. Although it is for Members to decide how they communicate when considering the method of communicating Members should consider using electronic communication wherever possible to reduce paper usage.

11. Members are reminded that pre-paid envelopes are for use in their local offices only and should not be used to send external mail from within the Parliament campus. Please note that the full cost for all pre-paid headed envelopes, **including the postage element, are charged for as soon as the order has been received by the Member.** These should be safeguarded to prevent misuse and not be overprinted in any way. Spoilt prepaid envelopes should be returned to the Facilities Management Office where they will be confidentially disposed of. Pre-paid envelopes must not be used to allow constituents to reply to surveys / consultations.

12. Parliamentary stationery and postage, including prepaid envelopes may be used for the following examples, which are illustrative but not exhaustive:

- Responding to correspondence received by a Member which relates to parliamentary or constituency matters
- Correspondence with Government departments, Non-Departmental Public Bodies, public bodies, local government and other Parliaments/Assemblies on parliamentary matters
- Correspondence with Members or staff on parliamentary matters.
- Updating individuals or groups on an on-going basis in relation to matters they have previously raised with the Member
- Informing constituents in areas where there has been a specific problem of developments in relation to that problem.
- Annual reports
- Regular reports, contact leaflets or newsletters
- Targeted correspondence relating to issues of importance locally, including: Circulars, Questionnaires or surveys
- Petitions
- Advertising material
- Freepost and Business Reply licence
- Calendars (but not covering any year in which a Scottish parliamentary general election is to be held)
- The postage costs only for Christmas cards sent in an official parliamentary capacity.

13. Parliamentary stationery must not be used for the following:

- Party political activities
- Communications of a non-parliamentary or commercial nature
- Advocating membership of a political party, supporting the return of a person to a public office.
- Fundraising of any kind
- Birthday or greeting cards or messages

Ordering Stationery

14. Please select the following links for further guidance on ordering stationery:-

[Provision of Office Stationery & Paper](#)
[How to order Headed Stationery for Your Office](#)

If you experience any difficulty when ordering parliamentary stationery please contact Facilities Management on 0131 348 6047 or the FM helpdesk on 0131 348 5100.

Customisation of Parliamentary Stationery

15. Where the corporate identity is used Members may overprint letterheads and compliment slips with the following details only:

Name
Address (constituency or regional)
Telephone Number
Email Address
Fax Number
Social media references as a footer
A photograph of the Member

- No other overprinting is permitted.
- Any overprinting must use black or Parliament purple ink

16. Members may refer to their party affiliation together with a description of their electoral status alongside their signature. This information must not appear beside the Parliament's corporate identity. An example of what would be acceptable is attached at Annex A.

Outsourcing of printing

17. The outsourcing of printing by a Member to a local firm, for example for any bulk printing of an annual report, is permissible. Members should ensure that they receive value for money when outsourcing any printing and this would normally mean obtaining competitive quotes.

18. On receipt of an invoice, Members should satisfy themselves that the work has been undertaken to their satisfaction, authorise the invoice for payment and annotate on the invoice whether the costs should be charged to the MSAPP, the Office Costs provision or an amalgamation of both.

19. Members should note that invoices not annotated with payment instructions will be automatically charged to the MSAPP, provided sufficient resources are available, if not, the remaining balance will be charged to the Office Cost provision.

20. The invoice should be submitted for payment to the Allowances Office.

Publications produced jointly with another Member, MP or MEP

21. Members wishing to produce a joint publication with an MP or MEP must ensure the entire content is free of party political or campaigning material. Members who wish to include material not permitted under this guidance must fund the whole cost of the publication from another source.

22. A copy of any agreement for cost sharing for publications produced jointly with another Member, MP or MEP should accompany any invoice submitted.

Monitoring of Expenditure

23. Monthly statements of expenditure will be available to all Members detailing how much expenditure has been incurred against their MSAPP.

24. Members are advised to check these statements carefully and should there be any queries to please contact Facilities Management on 0131 348 6047 to discuss the matter as any expenditure from the MSAPP will be published. Members will automatically receive a warning when they are approaching the maximum annual limit of the MSAPP.

25. Members attention is drawn to the Members' Code of Conduct (paragraph 7.2.11), about the use of SPCB facilities and services, such as the provision of postage and stationery covered by this guidance.

26. Members attention is also drawn to the Reimbursement of Members' Expenses Scheme (paragraph 1.5.2) which covers improper claims in respect of the Office Costs provision.

Enquiries

27. Any enquiries on this notice should be addressed to Kirsty McGuire on 0131 348 6047.

Scottish Parliamentary Corporate Body
Revised November 2012

Example of Customised Parliamentary Letterheaded Paper



The Scottish Parliament
Pàrlamaid na h-Alba

Photograph

[Name of Member] MSP
(Constituency/ Region)

Name

Address line 1

Address line 2

Address line 3

Address line 4

Address line 5

Postcode

Edinburgh
EH99 1SP

Tel: 0131-348-xxxx
Calls via Text Relay: 18001-
0131-348-xxxx
Fax: 0131-348-xxxx
@parliament.scot

Date

Signature

Member of the Scottish Parliament for [constituency/ region] [party affiliation
(in brackets)]

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