The Committee will meet at 9.30 am in Committee Room 3


2. **Cross-Party Groups**: The Committee will consider applications for approval from Cross-Party Groups in the Scottish Parliament on:
   - CND
   - Drug Misuse
   - Gaelic

3. **Referral From Parliamentary Bureau**: Consideration of paper on the Reid principles (paper to follow).

4. **Appointment of Temporary Standards Adviser**: Consideration of paper on procedure for appointment of adviser (It is anticipated that this item may be taken in private).

5. **Models of Investigation**: consideration of draft report (It is anticipated that this item may be taken in private).

Jim Johnston
Senior Assistant Clerk
Standards Committee
Rm. G15, PHQ
Ext: 85177
email: james.johnston@scottish.parliament.uk
Please find attached the following papers:

<table>
<thead>
<tr>
<th>Annual Report</th>
<th>ST/00/11/1</th>
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<tbody>
<tr>
<td>Cross-Party Groups</td>
<td>ST/00/11/2</td>
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ELEVENTH MEETING OF THE STANDARDS COMMITTEE
ANNUAL REPORT

1. Standing Order 12.9 states that each committee shall, as soon as practicable after the end of each Parliamentary year, submit a report to the Parliament.

2. The first parliamentary year ran from May 1999 to April 2000. The Conveners’ Liaison Group is shortly to consider whether the reports of all sixteen committees should be published in a single volume.

3. It is suggested that the Standards Committee annual report be based on the material set out in the attached draft.

4. The Committee is invited to consider the draft report and to delegate authority to the Convener to make any adjustments required to comply with any structure agreed by the CLG.

STANDARDS COMMITTEE CLERKS
JUNE 2000
Standards Committee

Draft Annual Report

The issue of standards in public life has in recent years been very much to the fore. This has been reflected in an extremely busy and productive first year for the Parliament’s Standards Committee whose remit is primarily concerned with the conduct of members in carrying out their Parliamentary duties.

The Committee has been heavily involved in developing the rules and regulations which cover members’ conduct in the Parliament. A significant achievement was the drafting of a Code of Conduct for MSPs as allowed for in the Parliament’s standing orders. The terms of the Code were agreed by resolution of the Parliament on 24 February and came into force immediately. The Code provides a useful guide for Members in carrying out their parliamentary duties and underlines the parliament’s commitment to maintaining the highest standards of probity.

The Committee had to depart from its early work on the Code of Conduct and Lobbying, when faced with the allegations made by the Observer newspaper in September last year. This led to a complex inquiry attracting a lot of media interest. The inquiry was concluded within the 5-week time scale which the Committee had established and a report detailing the Committee’s findings was published in November.

As well as introducing the Code of Conduct, the Committee has also produced reports on the regulation of cross-party groups, a complaint against a member, an interim complaints procedure and on a register for Members’ Staff. On the last of these, the Committee has conducted further consultation with Members and staff before presenting a revised report to the Parliament.

The Committee has also conducted an inquiry into models of investigation of complaints and expects to submit a report setting out its recommendations and conclusions.

In the year to May 2000 the Committee met 25 times. The Committee decided to take parts of 5 meetings in private session. It has submitted 5 reports to the Parliament.

The forthcoming year promises to be equally busy for the Standards Committee. The Committee has already agreed a forward work programme which will take it up to the Christmas recess. Two major pieces of work have been identified. First, the Committee has agreed to conduct a wide-ranging inquiry on lobbying. Second, the Committee will be working towards replacing the existing Members’ Interests Order with an Act of the Scottish Parliament, which is likely to be the first Committee Bill to come before the Parliament.
AGENDA ITEM 2: REQUEST FOR STANDARDS COMMITTEE APPROVAL OF PROPOSED CROSS-PARTY GROUPS IN THE SCOTTISH PARLIAMENT

In accordance with the Rules on Cross-Party Groups, proposals for the establishment of a Cross-Party Group in the Scottish Parliament have been submitted to the Standards Committee for its approval. The proposed Cross-Party Groups are:

- CND (submitted by Dorothy-Grace Elder MSP)
- Drugs Misuse (submitted by Keith Raffan MSP)
- Gaelic (submitted by Maureen MacMillan MSP)

Copies of the Registration, and Declarations of Compliance forms for the above proposed Groups are attached at Annexes A, B and C respectively.

Action

The Committee is invited to consider whether it wishes to approve, under the Rules on Cross-Party Groups, the establishment of the above Cross-Party Groups.
Registration form for Cross-Party Groups in the Scottish Parliament

The general rules and procedures on registration of Cross-Party Groups are set out in the Standards Committee 2nd Report 1999 “Regulation of Cross-Party Groups”. A summary of these rules is available from the Standards Committee office (Ext: 85179). It is suggested that the group keeps these to hand in order that it is aware of its continuing requirements under these rules.

In order to be considered by the Standards Committee for recognition as a Cross-Party Group in the Scottish Parliament, to be entitled to use that name in its title and to have access to Parliamentary facilities, a group must lodge a statement for the Register of Cross-Party Groups, including details of all matters specified below. The statement should be lodged on this form and should be submitted to the office of the Standards Clerk within 30 days of the group’s first meeting.

This form must be completed by an elected officer of the group who is a Member of the Scottish Parliament.

Any further questions on the registration of Cross-Party Groups should be directed to Standards Committee Office, Ext: 85179.
Full name of Group: Groups which have undertaken to comply with the rules on Cross-Party Groups may use the words “Cross-Party Group in the Scottish Parliament” in their title.

Cross party C.N.D. group.

Purpose of the Group: A brief statement of the main purpose of the group. Groups are reminded that the Standards Committee will look very carefully at the proposed purpose of a group to satisfy itself that its purpose is Parliamentary in nature and of genuine public interest.

1. To act as a policy forum for discussion and updating on policy impacts on Scottish Nuclear issues.
2. To share information and expertise on Scottish nuclear issues between MSPs.
3. To maximise information and expertise from external sources, including Scottish CND and other statutory, public and voluntary organisations which support the aims of this group.
4. To act as a forum for networking and support led by MSPs sympathetic to the aims of this group.
**Annexe A**

**Members of the Group:** When listing members who are MSPs, only the MSPs name need be given. For members from outwith the Parliament, the name of the member and an indication of any interest or employer they represent must be given.

Dorothy Grace Elder  MSP  
Tommy Sheridan  MSP  
Robin Harper  MSP  
Cathy Jamieson  MSP  
John Farquhar Munro MSP  
Sandra White MSP  
Christine Grahame MSP  
Dennis Canavan MSP  
Linda Fabiani MSP  
Bruce Crawford MSP  
Gil Paterson MSP  
Cathie Craigie MSP  
Dr Winnie Ewing MSP  
Donald Gorrie MSP  
Fiona Macaulay – Researcher to Dorothy Grace Elder MSP  
Adrian Rennie – Parliamentary Liason-CND  
Hugh Kerr – Researcher to Tommy Sheridan  
Mark Hirst – Researcher to Christine Grahame  
Dave Scott – Researcher to Cathy Peattie  
Morag Balfour-Trident Ploughshares 2000  
Janet Cameron
**Officers of the Group:** Please amend titles as necessary e.g. to indicate joint office holders, or preferred titles.

Convener  
**Dorothy Grace Elder**

Vice–Convener  
**Tommy Sheridan**  **Cathy Jamieson**  **Robin Harper**  **John Farquhar Munro**

Secretary  
**Adrian Rennie**

Treasurer/Organiser  
**Fiona Macaulay**

**Financial or other benefits received by the Group:** The group must register any financial or other material benefit received by the group from whatever source, where the value of the financial sum or benefit from any single source exceeds £250 in any one calendar year. This includes donations, sponsorship, subscriptions, hospitality, gifts, visits, provision of services or accommodation or staff assistance. The value of use of Parliamentary facilities need not be registered.

The details requiring to be registered include a brief description of the benefit, the approximate monetary value, the date on which it was received and the source from which it came. Where a consultancy organisation provides benefits, the client on whose behalf these are provided should be named.

**NONE**

**Subscriptions:** Where a group charges or proposes to charge a subscription, this must be reasonable and the same for all members. The amount of the subscription should be registered and the purposes for which it is intended to use the subscription.

**£10 sub to be paid by M.S.P’s only to be used for administration purposes.**
**Staff employed by or working for groups:** If a group makes use of staff issued with a Parliamentary pass, any paid activity undertaken by those staff where the employer benefits from the pass holder’s access to the Parliament must be registered. There is no need to state the amount of remuneration. The requirement relates both to staff employed directly by the group and to staff employed by an outside organisation to provide assistance to the group.

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<th>Name of staff member</th>
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**Group is administered by Adrian Rennie, CND**

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<th>Job title (in paid activity where employer organisation benefits from pass holder’s access to Parliament).</th>
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<th>Type of Employer Organisation</th>
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**Group contact:** Please give the name and full contact details (e.g. pager or mobile phone number) of an elected official of the group who is an MSP who will be the contact for registration matters for the group. Initially this must be the Member who signs the declaration on compliance with the rules on behalf of the group. If a group subsequently changes the designated contact, the office of the Standards Clerk must be informed within 7 days of the change.

**Dorothy Grace Elder**

2.06 PHQ

0131 348 5638
Failure to comply with, or contravention of, the rules on registration of Cross-Party Groups could lead to penalties being imposed on a Member by the Parliament. (Further details on procedure and practice for enforcement of rules relating to Members’ conduct will be set out in the Code of Conduct for Members.) Any penalties on a Member could be in addition to loss of recognition of the group as a Cross-Party Group in the Scottish Parliament and denial of access to Parliamentary facilities.

The Register is regulated, and compliance with the registration requirements is monitored, by the Standards Committee.

**N.B. Where a Member gains personally from a benefit relating to activity of a group, he or she should consider whether that benefit falls within the rules applicable to the Register of Members’ Interests, and so should also be included in that Register by the Member concerned, or whether it falls within the rule on paid advocacy set out in the Members’ Interests Order.**
Declaration on establishment of a Cross-Party Group

I declare that Cross-Party Group in the Scottish Parliament on Nuclear Disarmament is constituted in accordance with the Rules on Cross-Party Groups in the Scottish Parliament set out below, and that in its operation the group will comply with the Rules:

1. The group must be Parliamentary in character, and its purpose must be of genuine public interest.

2. The group’s membership must be open to all Members of the Parliament and must include at least 5 MSPs of which at least one Member must be from each of the parties or groups represented in the Parliamentary Bureau. In circumstances where the Standards Committee considers it is merited in relation to a particular group, this rule may be modified or waived.

3. The group may contain members from outwith the Parliament, but the overall membership profile of the group must remain clearly Parliamentary in character, with attendance at group meetings compliant with rule 10 below.

4. The group must elect its officers within 30 days of its first meeting and every 12 months subsequently. At least two of the elected officers, one of whom must be the convener, must be Members of the Parliament. Elections for office bearers must be announced at least ten days in advance in the Cross-Party Group Bulletin (for information on using the Bulletin, contact the office of the Webmaster). The announcement must be made and the elections must take place when the Parliament is sitting.

5. The group must comply with the requirements on the registration of Cross-Party Groups detailed below.

6. The group must submit a declaration on compliance with the rules as detailed below.

7. Where members are charged a subscription e.g. to cover administrative costs, the cost to all members must be the same and must be reasonable.

8. Any Member of the Parliament may attend and speak at any meeting (including the Annual General Meeting) of a group, but only registered members may vote at any meeting. Where a group has registered members from outwith the Parliament, those members may attend, speak and vote at any meeting. But where members are charged a subscription, a group may decide that voting rights may be restricted to those members (MSPs or others) who are paid-up members of the group.

9. Cross-Party Group meetings must be held in public. Meetings of the group must be announced in the Cross-Party Group Bulletin at least one calendar week
before the meeting takes place. Members of the public, who are not registered members of the group, may be invited to speak but may not vote at any meeting.

10. To maintain and guarantee the Parliamentary nature of the occasion, at least two Members of the Parliament, both members of the group, should be present at every meeting.

11. Cross-Party Groups may use, subject to availability, the meeting rooms of the Parliament and any members from outwith the Parliament may use, in connection with Cross-Party Group meetings, the restaurant and other facilities normally available to visitors as guests of an MSP and under the same conditions. Groups must observe the rules for the booking of rooms (for information about booking of rooms, please contact the Facilities Helpdesk).

12. Cross-Party Groups must respect the limitations on the use of Parliamentary facilities:

- MSPs, but not other members of Cross-Party Groups, may make reasonable use of the Parliament’s telephone, fax, e-mail system and photocopying facilities in pursuit of Cross-Party Group business or where expressly permitted by these rules e.g. use of the Cross-Party Group Bulletin. Groups may not otherwise use the Parliament’s telephone, fax, photocopying and IT facilities other than where these are available for public use.
- Groups may not make use of Parliamentary stationery or free postage facilities provided by the Parliament.
- Groups may not make use of the Parliament’s audio or broadcasting equipment and there is no provision for the televising or sound recording of their proceedings.
- Groups may not draw on the resources of the Parliamentary Clerks or the Official Report or other Parliamentary staff to service meetings except in fulfilment of the requirements of these rules or where expressly permitted by them, e.g. in order to book meeting rooms.
- MSPs who are members of a Cross-Party Group may use the services of the Parliament’s Information Centre to brief themselves on matters relating to that Group, but other members of the Group may not.

13. Cross-Party Groups must conform with such other rules as may be laid down from time to time by the Standards Committee, the Parliament or the Scottish Parliamentary Corporate Body. Conveners of groups will be informed in advance of any amendments to the rules on Cross-Party Groups.

14. Cross-Party Groups will cease to be recognised 90 days after the first meeting of the new Parliament after a General Scottish Parliamentary Election, whether ordinary or extraordinary, unless a fresh registration is made within that period.

Failure to comply with or contravention of these rules may result in a group’s loss of recognition as a Cross-Party Group and loss of access by the group to the Parliament’s facilities and any privileges generally accorded to recognised Cross-Party Groups. Such failure could also lead to penalties being imposed on a Member by the Parliament.
Signed: …….Dorothy Grace Elder………………………………………………………………

Name:………………………………………………………………………………………….

Date:…………19 March 2000…………………………………………………………………

This declaration must be signed by an elected officer of the group who is a Member of the Parliament. This Member will be held primarily responsible for ensuring that the rules, including the rules on registration, are complied with by the group.
Registration form for Cross-Party Groups in the Scottish Parliament

The general rules and procedures on registration of Cross-Party Groups are set out in the Standards Committee 2nd Report 1999 “Regulation of Cross-Party Groups”. A summary of these rules is available from the Standards Committee office (Ext:85179). It is suggested that the group keeps these to hand in order that it is aware of its continuing requirements under these rules.

In order to be considered by the Standards Committee for recognition as a Cross-Party Group in the Scottish Parliament, to be entitled to use that name in its title and to have access to Parliamentary facilities, a group must lodge a statement for the Register of Cross-Party Groups, including details of all matters specified below. The statement should be lodged on this form and should be submitted to the office of the Standards Clerk within 30 days of the group’s first meeting.

This form must be completed by an elected officer of the group who is a Member of the Scottish Parliament.

Any further questions on the registration of Cross-Party Groups should be directed to the Office of the Standards Clerks, Ext: 85179.
### Full name of Group:
Groups which have undertaken to comply with the rules on Cross-Party Groups may use the words “Cross-Party Group in the Scottish Parliament” in their title.

Cross-Party Group in the Scottish Parliament on Drug Misuse

### Purpose of the Group:
A brief statement of the main purpose of the group. Groups are reminded that the Standards Committee will look very carefully at the proposed purpose of a group to satisfy itself that its purpose is Parliamentary in nature and of genuine public interest.

The aim of the Group is to examine the current policy – and practice – in responding to drug misuse in Scotland and to advise on, and promote, the development of realistic, evidence-based responses, which could assist in the reduction of the damaging consequences of drug misuse in Scotland.
Members of the Group: When listing members who are MSPs, only the MSPs name need be given. For members from outwith the Parliament, the name of the member and an indication of any interest or employer they represent must be given.

Keith Raffan MSP
Dr Sylvia Jackson MSP
Brian Adam MSP
Lyndsay McIntosh MSP
Scott Barrie MSP
Dennis Canavan MSP
Cathie Craigie MSP
Patricia Ferguson MSP
Alex Fergusson MSP
Donald Gorrie MSP
Christine Grahame MSP
Adam Ingram MSP
Cathy Jamieson MSP
Margaret Jamieson MSP
Nick Johnston MSP
Johann Lamont MSP
Kate McLean MSP
Fiona McLeod MSP
Elaine Murray MSP
Cathy Peattie MSP
Mary Scanlon MSP
Dr Richard Simpson MSP
Karen Whitefield MSP

David Liddell, Director, Scottish Drugs Forum
Graeme McArthur, Regional Manager, East of Scotland, Scottish Drugs Forum
### Officers of the Group:
Please amend titles as necessary e.g. to indicate joint office holders, or preferred titles.

- **Convener:** Keith Raffan MSP
- **Vice–Convener:** Dr Sylvia Jackson MSP  
  Brian Adam MSP
- **Secretary:** David Liddell, Director, Scottish Drugs Forum
- **Treasurer:** Lyndsay McIntosh MSP

### Financial or other benefits received by the Group:
The group must register any financial or other material benefit received by the group from whatever source, where the value of the financial sum or benefit from any single source exceeds £250 in any one calendar year. This includes donations, sponsorship, subscriptions, hospitality, gifts, visits, provision of services or accommodation or staff assistance. The value of use of Parliamentary facilities need not be registered.

The details requiring to be registered include a brief description of the benefit, the approximate monetary value, the date on which it was received and the source from which it came. Where a consultancy organisation provides benefits, the client on whose behalf these are provided should be named.

### Subscriptions:
Where a group charges or proposes to charge a subscription, this must be reasonable and the same for all members. The amount of the subscription should be registered and the purposes for which it is intended to use the subscription.

**Annual subscription:** £10.00  
(primarily to pay for hospitality for – and the travelling expenses of – guest speakers).
**Staff employed by or working for groups:** If a group makes use of staff issued with a Parliamentary pass, any paid activity undertaken by those staff where the employer benefits from the pass holder's access to the Parliament must be registered. There is no need to state the amount of remuneration. The requirement relates both to staff employed directly by the group and to staff employed by an outside organisation to provide assistance to the group.

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**Group contact:** Please give the name, **full Parliamentary address and telephone number** of an elected official of the group who is an MSP who will be the contact for registration matters for the group. Initially this must be the Member who signs the declaration on compliance with the rules on behalf of the group. If a group subsequently changes the designated contact, the office of the Standards Clerk must be informed within 7 days of the change.

Keith Raffan MSP,  
Parliament Headquarters,  
George IV Bridge,  
Edinburgh  
EH99 1SP

Tel: 0131 348 5799 / 5800
Failure to comply with, or contravention of, the rules on registration of Cross-Party Groups could lead to penalties being imposed on a Member by the Parliament. (Further details on procedure and practice for enforcement of rules relating to Members’ conduct will be set out in the Code of Conduct for Members.) Any penalties on a Member could be in addition to loss of recognition of the group as a Cross-Party Group in the Scottish Parliament and denial of access to Parliamentary facilities.

The Register is regulated, and compliance with the registration requirements is monitored, by the Standards Committee.

**N.B. Where a Member gains personally from a benefit relating to activity of a group, he or she should consider whether that benefit falls within the rules applicable to the Register of Members’ Interests, and so should also be included in that Register by the Member concerned, or whether it falls within the rule on paid advocacy set out in the Members’ Interests Order.**
Declaration on establishment of a Cross-Party Group

I declare that *Cross-Party Group in the Scottish Parliament on Drugs Misuse* is constituted in accordance with the Rules on Cross-Party Groups in the Scottish Parliament set out below, and that in its operation the group will comply with the Rules:

1. The group must be Parliamentary in character, and its purpose must be of genuine public interest.

2. The group’s membership must be open to all Members of the Parliament and must include at least 5 MSPs of which at least one Member must be from each of the parties or groups represented in the Parliamentary Bureau. In circumstances where the Standards Committee considers it is merited in relation to a particular group, this rule may be modified or waived.

3. The group may contain members from outwith the Parliament, but the overall membership profile of the group must remain clearly Parliamentary in character, with attendance at group meetings compliant with rule 10 below.

4. The group must elect its officers within 30 days of its first meeting and every 12 months subsequently. At least two of the elected officers, one of whom must be the convener, must be Members of the Parliament. Elections for office bearers must be announced at least ten days in advance in the Cross-Party Group Bulletin (for information on using the Bulletin, contact the office of the Webmaster). The announcement must be made and the elections must take place when the Parliament is sitting.

5. The group must comply with the requirements on the registration of Cross-Party Groups detailed below.

6. The group must submit a declaration on compliance with the rules as detailed below.

7. Where members are charged a subscription e.g. to cover administrative costs, the cost to all members must be the same and must be reasonable.

8. Any Member of the Parliament may attend and speak at any meeting (including the Annual General Meeting) of a group, but only registered members may vote at any meeting. Where a group has registered members from outwith the Parliament, those members may attend, speak and vote at any meeting. But where members are charged a subscription, a group may decide that voting rights may be restricted to those members (MSPs or others) who are paid-up members of the group.

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before the meeting takes place. Members of the public, who are not registered members of the group, may be invited to speak but may not vote at any meeting.

10. To maintain and guarantee the Parliamentary nature of the occasion, at least two Members of the Parliament, both members of the group, should be present at every meeting.

11. Cross-Party Groups may use, subject to availability, the meeting rooms of the Parliament and any members from outwith the Parliament may use, in connection with Cross-Party Group meetings, the restaurant and other facilities normally available to visitors as guests of an MSP and under the same conditions. Groups must observe the rules for the booking of rooms (for information about booking of rooms, please contact the Facilities Helpdesk).

12. Cross-Party Groups must respect the limitations on the use of Parliamentary facilities:

- MSPs, but not other members of Cross-Party Groups, may make reasonable use of the Parliament’s telephone, fax, e-mail system and photocopying facilities in pursuit of Cross-Party Group business or where expressly permitted by these rules e.g. use of the Cross-Party Group Bulletin. Groups may not otherwise use the Parliament’s telephone, fax, photocopying and IT facilities other than where these are available for public use.
- Groups may not make use of Parliamentary stationery or free postage facilities provided by the Parliament.
- Groups may not make use of the Parliament’s audio or broadcasting equipment and there is no provision for the televising or sound recording of their proceedings.
- Groups may not draw on the resources of the Parliamentary Clerks or the Official Report or other Parliamentary staff to service meetings except in fulfilment of the requirements of these rules or where expressly permitted by them, e.g. in order to book meeting rooms.
- MSPs who are members of a Cross-Party Group may use the services of the Parliament’s Information Centre to brief themselves on matters relating to that Group, but other members of the Group may not.

13. Cross-Party Groups must conform with such other rules as may be laid down from time to time by the Standards Committee, the Parliament or the Scottish Parliamentary Corporate Body. Conveners of groups will be informed in advance of any amendments to the rules on Cross-Party Groups.

14. Cross-Party Groups will cease to be recognised 90 days after the first meeting of the new Parliament after a General Scottish Parliamentary Election, whether ordinary or extraordinary, unless a fresh registration is made within that period.

Failure to comply with or contravention of these rules may result in a group’s loss of recognition as a Cross-Party Group and loss of access by the group to the Parliament’s facilities and any privileges generally accorded to recognised Cross-Party Groups. Such failure could also lead to penalties being imposed on a Member by the Parliament.
Signed: ……………………………………………………………………………………………………………………………………………………………………………………………

Name: Keith Raffan MSP

Date: Wednesday 21 June 2000

This declaration must be signed by an elected officer of the group who is a Member of the Parliament. This Member will be held primarily responsible for ensuring that the rules, including the rules on registration, are complied with by the group.
Registration form for Cross-Party Groups in the Scottish Parliament

The general rules and procedures on registration of Cross-Party Groups are set out in the Standards Committee 2\textsuperscript{nd} Report 1999 “Regulation of Cross-Party Groups”. A summary of these rules is available from the Standards Committee office (Ext:85179). It is suggested that the group keeps these to hand in order that it is aware of its continuing requirements under these rules.

In order to be considered by the Standards Committee for recognition as a Cross-Party Group in the Scottish Parliament, to be entitled to use that name in its title and to have access to Parliamentary facilities, a group must lodge a statement for the Register of Cross-Party Groups, including details of all matters specified below. The statement should be lodged on this form and should be submitted to the office of the Standards Clerk within 30 days of the group’s first meeting.

This form must be completed by an elected officer of the group who is a Member of the Scottish Parliament.

Any further questions on the registration of Cross-Party Groups should be directed to the Office of the Standards Clerks, Ext: 85179.
### Full name of Group:
Groups which have undertaken to comply with the rules on Cross-Party Groups may use the words “Cross-Party Group in the Scottish Parliament” in their title.

Boiheann Eadar-Phhartaidh Gaidhlig Ann Am Parliamaid Alba

**Cross Party Group on Gaelic in the Scottish Parliament**

### Purpose of the Group:
A brief statement of the main purpose of the group. Groups are reminded that the Standards Committee will look very carefully at the proposed purpose of a group to satisfy itself that its purpose is Parliamentary in nature and of genuine public interest.

Gus cor na Gaidhlig a chur air adhart agus gus fiosrachadh nun Ghaidhlig agus s cultair a thoirt dha buill Parliamaid Alba.

To promote the cause of Gaelic and to inform Members of the Scottish Parliament about Gaelic and its culture.
**Members of the Group:** When listing members who are MSPs, only the MSPs name need be given. For members from outwith the Parliament, the name of the member and an indication of any interest or employer they represent must be given.

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<tr>
<th>Name</th>
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<tr>
<td>Maureen McMillan</td>
<td>MSP</td>
</tr>
<tr>
<td>Mike Russell</td>
<td>MSP</td>
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<tr>
<td>John Farquhar Munro</td>
<td>MSP</td>
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<td>Ken Macintosh</td>
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<td>Lewis McDonald</td>
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<td>Rhoda Grant</td>
<td>MSP</td>
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<td>Jamie McGrigor</td>
<td>MSP</td>
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<td>Allan Campbell, Commun Na Gaidhlig</td>
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**Officers of the Group:** Please amend titles as necessary e.g. to indicate joint office holders, or preferred titles.

**Convener:** Maureen MacMillan MSP

**Vice–Convener:**
Jamie McGrigor MSP  
Mike Russell MSP  
John Farquhar Munro MSP

**Secretary:**
Allan Campbell, Comunn Na Gaidhlig, 5 Mitchells Lane, Inverness IV2 3HQ

**Treasurer**

**Financial or other benefits received by the Group:** The group must register any financial or other material benefit received by the group from whatever source, where the value of the financial sum or benefit from any single source exceeds £250 in any one calendar year. This includes donations, sponsorship, subscriptions, hospitality, gifts, visits, provision of services or accommodation or staff assistance. The value of use of Parliamentary facilities need not be registered.

The details requiring to be registered include a brief description of the benefit, the approximate monetary value, the date on which it was received and the source from which it came. Where a consultancy organisation provides benefits, the client on whose behalf these are provided should be named.

**Subscriptions:** Where a group charges or proposes to charge a subscription, this must be reasonable and the same for all members. The amount of the subscription should be registered and the purposes for which it is intended to use the subscription.
**Annexe C**

**Staff employed by or working for groups:** If a group makes use of staff issued with a Parliamentary pass, any paid activity undertaken by those staff where the employer benefits from the pass holder’s access to the Parliament must be registered. There is no need to state the amount of remuneration. The requirement relates both to staff employed directly by the group and to staff employed by an outside organisation to provide assistance to the group.

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<th>Name of staff member</th>
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<th>Job title (in paid activity where employer organisation benefits from pass holder’s access to Parliament).</th>
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<th>Name of Employer Organisation</th>
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**Group contact:** Please give the name, full Parliamentary address and telephone number of an elected official of the group who is an MSP who will be the contact for registration matters for the group. Initially this must be the Member who signs the declaration on compliance with the rules on behalf of the group. If a group subsequently changes the designated contact, the office of the Standards Clerk must be informed within 7 days of the change.

**Maureen MacMillan MSP**
**Room 3.14**
**PHQ**

**Tel:** 0131 348 5766
Failure to comply with, or contravention of, the rules on registration of Cross-Party Groups could lead to penalties being imposed on a Member by the Parliament. (Further details on procedure and practice for enforcement of rules relating to Members’ conduct will be set out in the Code of Conduct for Members.) Any penalties on a Member could be in addition to loss of recognition of the group as a Cross-Party Group in the Scottish Parliament and denial of access to Parliamentary facilities.

The Register is regulated, and compliance with the registration requirements is monitored, by the Standards Committee.

**N.B. Where a Member gains personally from a benefit relating to activity of a group, he or she should consider whether that benefit falls within the rules applicable to the Register of Members’ Interests, and so should also be included in that Register by the Member concerned, or whether it falls within the rule on paid advocacy set out in the Members’ Interests Order.**
ANNEXE C

Declaration on establishment of a Cross-Party Group

I declare that Cross-Party Group in the Scottish Parliament on Gaelic is constituted in accordance with the Rules on Cross-Party Groups in the Scottish Parliament set out below, and that in its operation the group will comply with the Rules:

1. The group must be Parliamentary in character, and its purpose must be of genuine public interest.

2. The group’s membership must be open to all Members of the Parliament and must include at least 5 MSPs of which at least one Member must be from each of the parties or groups represented in the Parliamentary Bureau. In circumstances where the Standards Committee considers it is merited in relation to a particular group, this rule may be modified or waived.

3. The group may contain members from outwith the Parliament, but the overall membership profile of the group must remain clearly Parliamentary in character, with attendance at group meetings compliant with rule 10 below.

4. The group must elect its officers within 30 days of its first meeting and every 12 months subsequently. At least two of the elected officers, one of whom must be the convener, must be Members of the Parliament. Elections for office bearers must be announced at least ten days in advance in the Cross-Party Group Bulletin (for information on using the Bulletin, contact the office of the Webmaster). The announcement must be made and the elections must take place when the Parliament is sitting.

5. The group must comply with the requirements on the registration of Cross-Party Groups detailed below.

6. The group must submit a declaration on compliance with the rules as detailed below.

7. Where members are charged a subscription e.g. to cover administrative costs, the cost to all members must be the same and must be reasonable.

8. Any Member of the Parliament may attend and speak at any meeting (including the Annual General Meeting) of a group, but only registered members may vote at any meeting. Where a group has registered members from outwith the Parliament, those members may attend, speak and vote at any meeting. But where members are charged a subscription, a group may decide that voting rights may be restricted to those members (MSPs or others) who are paid-up members of the group.

9. Cross-Party Group meetings must be held in public. Meetings of the group must be announced in the Cross-Party Group Bulletin at least one calendar week before the meeting takes place. Members of the public, who are not registered members of the group, may be invited to speak but may not vote at any meeting.
10. To maintain and guarantee the Parliamentary nature of the occasion, at least two Members of the Parliament, both members of the group, should be present at every meeting.

11. Cross-Party Groups may use, subject to availability, the meeting rooms of the Parliament and any members from outwith the Parliament may use, in connection with Cross-Party Group meetings, the restaurant and other facilities normally available to visitors as guests of an MSP and under the same conditions. Groups must observe the rules for the booking of rooms (for information about booking of rooms, please contact the Facilities Helpdesk).

12. Cross-Party Groups must respect the limitations on the use of Parliamentary facilities:

- MSPs, but not other members of Cross-Party Groups, may make reasonable use of the Parliament’s telephone, fax, e-mail system and photocopying facilities in pursuit of Cross-Party Group business or where expressly permitted by these rules e.g. use of the Cross-Party Group Bulletin. Groups may not otherwise use the Parliament’s telephone, fax, photocopying and IT facilities other than where these are available for public use.
- Groups may not make use of Parliamentary stationery or free postage facilities provided by the Parliament.
- Groups may not make use of the Parliament’s audio or broadcasting equipment and there is no provision for the televising or sound recording of their proceedings.
- Groups may not draw on the resources of the Parliamentary Clerks or the Official Report or other Parliamentary staff to service meetings except in fulfilment of the requirements of these rules or where expressly permitted by them, e.g. in order to book meeting rooms.
- MSPs who are members of a Cross-Party Group may use the services of the Parliament’s Information Centre to brief themselves on matters relating to that Group, but other members of the Group may not.

13. Cross-Party Groups must conform with such other rules as may be laid down from time to time by the Standards Committee, the Parliament or the Scottish Parliamentary Corporate Body. Conveners of groups will be informed in advance of any amendments to the rules on Cross-Party Groups.

14. Cross-Party Groups will cease to be recognised 90 days after the first meeting of the new Parliament after a General Scottish Parliamentary Election, whether ordinary or extraordinary, unless a fresh registration is made within that period.

Failure to comply with or contravention of these rules may result in a group’s loss of recognition as a Cross-Party Group and loss of access by the group to the Parliament’s facilities and any privileges generally accorded to recognised Cross-Party Groups. Such failure could also lead to penalties being imposed on a Member by the Parliament.
Signed: 

Name: Maureen MacMillan

Date: 22 June 2000

This declaration must be signed by an elected officer of the group who is a Member of the Parliament. This Member will be held primarily responsible for ensuring that the rules, including the rules on registration, are complied with by the group.
Standards Committee Meeting

11th meeting, 28 June 2000

AGENDA ITEM 3: REFERAL FROM PARLIAMENTARY BUREAU (FOLLOW UP PAPER ATTACHED)

ELEVENTH MEETING OF THE STANDARDS COMMITTEE
RELATIONSHIPS BETWEEN MSPS

1. Please find attached a paper on the Reid principles which has been referred to the Standards Committee for approval by the Parliamentary Bureau.

2. Members will be aware that discussions on these matters have been taking place between the various party groups. The Clerk has been advised that there has been general agreement.

3. The Bureau are keen that, if the paper is endorsed by the Standards Committee, it should be put forward to the Parliament before the recess, with a view to it being incorporated as an additional annex to the Code of Conduct.

4. Members are invited to consider the draft paper and to agree it being annexed to the Code of Conduct.

STANDARDS COMMITTEE CLERKS
JUNE 2000
RELATIONSHIPS BETWEEN MSPs (REVISED)

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RELATIONSHIPS BETWEEN MSPs: GUIDANCE FROM THE PRESIDING OFFICER

1. This note offers guidance to Members on handling constituency interests. It aims to build on the close and constructive relationships developing between Members in Parliament. It has been agreed after work by an all-party group under George Reid’s chairmanship which reported to me and in consultation with the business managers of the main parties. Further guidance will be issued in due course on the working relationships between MSPs and MPs.

2. Some of the guidance is presented as if being addressed to constituents or agencies. I intend therefore to make available to the wider Scottish public in appropriate forms.

3. Members must ensure that their staff in the Parliament and locally, and others working on their behalf with constituents and agencies, are aware of, and conform to, this guidance.

Key principles

4. The guidance is founded on five key principles:

I  one constituency MSP and seven list MSPs who are elected in the wider region. All eight MSPs have a duty to be accessible to the people of the areas for which they have been elected to serve and to represent their interests conscientiously.

II the wishes of constituents and/or the interests of a constituency or locality are of paramount importance.

III All MSPs have equal formal and legal status.

IV MSPs should not misrepresent the basis on which they are elected or the area they serve.

V No MSP should deal with a matter relating to a constituent, constituency case or constituency issue outwith his or her constituency or region (as the case may be), unless by prior agreement.

5. What follows is guidance on how those principles should be applied in practice.

Dealing with individual constituents’ cases

6. The basic principle is that the wishes of the constituent are paramount. In particular, a constituent has the right to approach his or her constituency MSP, or any of the seven regional MSPs elected in his or her region. They also have the right to expect an MSP to take on a case though the MSP must be able to judge how best to do so. It is expected, however, that, in practice, the usual point of contact for a constituent raising a specific personal or local matter will be his or her constituency offices minister for 2 parliament administration allowances relationships between msp (2nd amends) .doc
MSP. In the event that a regional ('list') MSP does raise a constituency case (for example with a Minister or local authority) he or she must notify the relevant constituency MSP at the outset unless the consent of the constituent is withheld. This mirrors the existing provision in the Code attached to the Members Allowance Scheme. A suggested pro-forma for this purpose is attached at Annex A.

7. Ministers or agencies such as local authorities and health boards, who are in correspondence with MSPs on such constituency issues, should not notify other MSPs representing the area. That would breach the confidential nature of the relationship between constituent and MSP. The only exception is where constituency cases raise more general issues of relevance to the whole constituency or area. In those circumstances, a Minister or agency may judge it appropriate to notify other MSPs with an interest of the general issue. They should not, however, refer to, or identify, individual constituents in doing so. Staff working on behalf of Ministers or agencies should be made aware of and apply these guidelines.

Dealing with Ministers

8. Any Member is entitled to raise with the relevant Minister in the Scottish Executive a matter on behalf of a constituent in the area for which they were elected. The Minister would be expected only to reply to the MSP raising the matter. It is for that MSP to notify others, taking into account, of course, the views of the constituent as in paragraph 6 above. The guidance on relationships between MPs and MSPs will contain further guidance on dealing with Ministers, especially those of the UK Government.

9. Ministers planning to visit constituencies should, as a matter of course, only notify the constituency MSP. At their discretion, they may also notify regional Members representing the area.

Dealing with constituency/regional issues

10. Any MSP is entitled to take an interest in or take up a matter affecting the constituency or region for which they were elected. MSPs are likely to have a greater impact where they work collectively for a common cause, as their constituents would expect them to. That may not be possible in some instances because of perfectly legitimate political differences but MSPs may wish to contact one another, as a matter of courtesy, where they are involved or planning to become involved in a major local issue.

Dealing with local agencies and dealing with national agencies operating locally

11. Any MSP elected to represent an area has the right to be expected to be consulted as appropriate by local or national agencies operating in that area. It is recognised that this might involve such agencies (NDPBs, local authorities, health boards etc) in dealing with potentially large numbers of MSPs, in particular, where agency boundaries cross regional boundaries. The expectation therefore is that the constituency Member or Members will be involved as a matter of course and that agencies will make appropriate arrangements to maintain contact and consult with offices\minister for 3 parliament\administration\allowances\relationships between msp\documents\drafts of codes of practice\relationships between msp\(2nd amends)\doc
regional list MSPs which have relevant regional representation perhaps through a representative regional list MSP nominated by each party. Agencies are free to inform or consult these nominated members either jointly with constituency members, or separately. This does not affect the right of any Member representing a constituency or area to raise a matter on behalf of a constituent.

School visits

12. Where schools visit the Parliament, constituency Members should be invited to attend as a matter of course. The Education Centre in the Parliament should notify regional Members who will be expected to agree on a maximum of one regional Member from each party within the region to attend such visits.

Telephone enquiries

13. Members of the public calling the Parliament’s public enquiry unit for a particular Member or the Member for a particular constituency will be put through only to the Member concerned. If the Member is unavailable the person calling will be given the option of leaving a message. Members of the public will not be put through to regional Members where constituency Members are unavailable unless they ask to speak to a named regional Member.

Describing Members

14. Regional Members and constituency Members must describe themselves accurately so as not to confuse those with whom they deal.

Constituency Members should always describe themselves as:

“[Name], Member of the Scottish Parliament for [x] constituency.”

Regional Members should always describe themselves as:

“[Name], Member of the Scottish Parliament for [y] region.”

15. Regional Members must not describe themselves as a “local” Member for (or having a particular interest in) only part of the region for which they were elected. Constituency Members should not describe themselves as the sole MSP for a particular area or constituency. Specific guidance on signage for Members’ constituency and regional offices is given at Annex B [not attached]. Further guidance may be issued by me as appropriate in the context of a period prior to an election.

16. Members are obviously aware that, once elected, they represent all the people living in their constituency or region. For that reason I would strongly discourage identifying party affiliation on stationary and other items provided out of public funds including Parliament headed letter paper, surgery advertisements and business cards.
Regional Members operating in their regions

17. It follows from the first and second principles and from what is said above that regional Members have responsibility to all those in the region for which they were elected. It is important therefore that they recognise this in the way in which they operate within the region. This is an issue of fundamental importance in the relationship between constituency and regional Members. The following is of critical relevance in dealing with any complaints regarding these matters. Regional Members are expected to work in more than 2 within their region. Evidence that they were doing so would include holding surgeries in at in more than 2 constituencies (though regional Members do have the option of holding surgeries in their Party’s regional office only) and dealing with local authorities and other agencies and constituents in more than 2 constituencies within their region. Regional Members would also, of course, be expected to deal (as appropriate) with any matter raised by any constituent within their region.

MSPs’ staff

18. Members should ensure that staff working on their behalf are aware of and apply these guidelines.

Enforcement

19. Any complaint against a Member (including one about their staff or others working for them) in respect of this guidance should in the first instance be made to the Presiding Officer. The Presiding Officer will, as appropriate, contact the Member or Members involved and, if necessary, their respective Party Business Managers. Where the matter cannot be resolved informally in this way, where the matter is of sufficient seriousness to warrant a more formal investigation, or where any MSP directly involved remains dissatisfied the Presiding Officer will raise the matter with the Convener of the Standards Committee. The Standards Committee would then consider the matter as it judges appropriate in accordance with its procedures and its remit to consider and report on the conduct of members in carrying out their Parliamentary duties. It is fundamental to the success of this document that the Standards Committee will as a matter of course, treat all breaches of these principles with the utmost seriousness. Members should note that raising matters in any way other than that described above (in particular via the media) may well prejudice their case.

David Steel
Member for [X] Constituency
Scottish Parliament
EDINBURGH
EH99 1SP
(or Constituency address as appropriate)

MATTER RAISED BY [NAME OF CONSTITUENT]

I am writing to notify you that [name of constituent] has raised a matter concerning [brief general description of issue] with me. I am taking this forward as appropriate.

[Name of Regional Member]