

GUIDANCE

1. The Purpose, Provisions and Interpretation of the FAPP Scheme

1.1 Purpose of the FAPP Scheme

- 1.1.1 The Financial Assistance for Political Parties Scheme 2016 (the FAPP Scheme) provides for payments to a political party based on the number of connected Members that the party holds within the Assembly. The FAPP Scheme provides financial assistance to **a party** for the “*purpose of assisting members of the Assembly who are connected with that party to perform their Assembly duties*”. In the FAPP Scheme, this is termed ‘the authorised purpose’. All financial assistance provided to parties must be **used solely** for the authorised purpose including the provision of administrative support to a party’s Whips’ office in accordance with paragraph 1.2.2.
- 1.1.2 Funding is provided to Members under the provisions of the Independent Financial Review Panel’s (IFRP) Assembly Members (Salaries and Expenses) Determination (Northern Ireland) 2016 (the Determination). This funding for Members, is not related to any funding made available to parties through the FAPP Scheme and is only available to enable Members to carry out their functions as a Member as defined in the Determination (paragraph 47 (3) (a)-(g)).

1.2 Provisions of the FAPP Scheme

- 1.2.1 The first element of the FAPP Scheme (contained in paragraphs (a) to (i) of Article 3) provides financial assistance for a party for the purpose of assisting Members of the Assembly to perform their Assembly duties.
- 1.2.2 The second element of the FAPP Scheme (contained in paragraphs (j) to (u) of Article 3) provides financial assistance for an eligible party to help fund the costs of providing administrative support to the party’s Whips’ office. It is important to note the specific nature of this second element of assistance. **This element of the assistance must only be applied to the expenditure wholly, exclusively and necessarily incurred in the provision of administrative support to a party’s Whips’ office (including the provision of any equipment, facilities or services).**

1.3 Interpretation of the FAPP Scheme

- 1.3.1 The FAPP Scheme defines “authorised purpose” as “*the purpose of assisting Members of the Assembly, who are connected with that party, to perform their Assembly duties.*” “Administration” of a Whips’ office is not defined and the term “administration” is given its ordinary meaning.

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1.3.2 For the purpose of this Guidance, “authorised purpose” may be taken to include the following:

- (a) The provision of central administrative support by the party to assist Members of the Assembly, who are connected with that political party, to perform their Assembly duties;
- (b) The provision of central research, to assist Members of the Assembly, who are connected with that political party, to perform their Assembly duties;
- (c) The provision of education or training by the party, to assist Members of the Assembly, who are connected with that political party, to perform their Assembly duties;
- (d) The provision of central engagement / media support services by the party to assist Members of the Assembly, who are connected with that political party to perform their Assembly duties; and
- (e) The provision of equipment or services (the costs of which may not be met from any other source) to assist Members of the Assembly who are connected with that political party, to perform their Assembly duties.

1.3.3 Funding for a party under the FAPP Scheme **can only** be provided to enable that party to assist its connected Members with their Assembly duties. In this regard, Assembly duties are generally defined as any task or function which a Member may reasonably be expected to carry out in his or her capacity as a Member of the Assembly. While the FAPP Scheme does not explicitly define Assembly duties, these are assumed to have the same meaning as “Assembly functions”, defined by the Determination as including:

- (a) attending a sitting of the Assembly;
- (b) attending a meeting of a committee or sub-committee of the Assembly of which he/she is a member or which he/she is required to attend by virtue of the fact that he/she has a responsibility for a Bill or other matter under consideration by the committee or sub-committee or for any other valid reason relating only to the business of the committee or sub-committee;
- (c) undertaking research or administrative functions which relate directly to the business of the Assembly;
- (d) establishing and maintaining a constituency office;
- (e) providing an advice service to constituents;
- (f) attending meetings for the purpose of representing constituents in Northern Ireland including meetings with a constituent or constituents;
- (g) attending, with the approval of the Assembly Commission, any ceremony or official function or national or international conference as a representative of

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the Assembly but not including attendance that relates wholly or mainly to that member's role as a party spokesperson or representative.

- 1.3.4 Examples of admissible and inadmissible expenditure in relation to both elements of the FAPP Scheme are provided at Annex A of this Guidance.
- 1.3.5 The 2016 FAPP Scheme introduces an additional element. It provides funding for an "opposition political party". For the purpose of the FAPP Scheme "opposition political party" means a political party which does not have a member who holds a Ministerial office, was entitled under section 18(2) – (6) of the Northern Ireland Act 1998 to select a Ministerial office and nominate a person to hold it at the time when the nominations were made and has chosen to be recognised as part of the Official Opposition

2. The Principles of the FAPP Scheme

- 2.1 The financial support framework for Members of the Assembly is underpinned by a set of principles, consistent with 'the Seven Principles in Public Life', namely: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.¹ These are included at Annex B for ease of reference. In December 2010, the Assembly agreed the recommendations made within the 'Report on the Financial Support and Pensions for Members of the Northern Ireland Assembly'. That Report proposed a further ten principles, developed in consultation with party leaders, which underpin the basis on which payments to Members are made.
- 2.2 All of these principles also underpin the basis on which assistance to political parties is provided under the FAPP Scheme. The Ten Principles as applied to political parties are as follows:

Principle 1: Political parties have a duty to observe the seven Nolan Principles of Public Life in all aspects of incurring and claiming expenditure. (The Nolan Principles are set out in Appendix B).

Principle 2: Political parties have a right to be properly supported in assisting the Members of the Assembly to carry out Assembly duties.

Principle 3: Any amount claimed by a party must be in respect of expenditure that has been wholly, exclusively and necessarily incurred for an "authorised purpose" as defined by the FAPP Scheme.

Principle 4: The system for claiming expenditure incurred by political parties must be based on the recovery of actual expenditure, not on an entitlement to assistance.

¹ Also called the 'Nolan principles' See *First Report of the Committee on Standards in Public Life MPs, Ministers and Civil Servants, Executive Quangos Cm 2850, 11 May 1995*

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- Principle 5:** Openness and transparency about expenditure incurred by political parties will predominate, subject only to data protection, security considerations and inordinate or disproportionate costs.
- Principle 6:** Resources provided to enable political parties within the Assembly to assist Members to undertake their Assembly duties must not, directly or indirectly, benefit party political funding or be used for party political activities.
- Principle 7:** Arrangements should be avoided which may give rise to an accusation that a political party is obtaining an element of profit from public funds, or that public money is being diverted for the benefit of a political organisation.
- Principle 8:** Political parties will seek to ensure that any expenditure incurred provides value for money for the tax-payer.
- Principle 9:** The nominated signatory of each political party obtaining assistance under the FAPP Scheme will take responsibility for ensuring that any claims made in the party name for expenditure incurred in respect of the “authorised purpose” are correct and proper.
- Principle 10:** For all expenditure claimed, political parties must act within the spirit of this direction as well as within the letter of the direction. The Commission will publish the rules and guidance on the system for claiming expenditure under the FAPP Scheme and Assembly officials will provide any further guidance that may be required by political parties.

2.3 Application of the principles

2.3.1 In the majority of cases, the application of the Ten Principles will be straightforward.

2.3.2 While not exhaustive, it is proposed that the following list of questions be used to assist each nominated signatory in ascertaining whether an item of expenditure can be appropriately claimed:

- (a) Is the expenditure compatible with the Ten Principles?
- (b) Has this expenditure been wholly, exclusively and necessarily incurred by the party in the administration of its Whips’ Office or to assist Members who are connected with the party to perform their Assembly duties?
- (c) Is the claim for expenditure consistent with the purposes of financial assistance to political parties as set out in the FAPP Scheme and this guidance?
- (d) Does the claim for expenditure demonstrate Value for Money?

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- (e) Has the party considered this claim for 'admissible and inadmissible' expenditure as detailed in the guidance? and
- (f) Could the claim in any way have a negative impact on the reputation of the Assembly?

2.3.3. It is recognised that for expenditure incurred under the provisions of the FAPP Scheme a formal competitive procurement process may not be required. As noted in Principle 8 above, it is best practice to demonstrate value for money when using public funds to procure goods or services. While internal procurement policies are a matter for each individual political party, it is recommended that the principles of openness, fairness, equality and transparency are considered and demonstrated. It is also recommended that parties should clearly define or specify the requirements to be met and then seek and retain a minimum of three quotations for each purchasing decision. 'Value for Money' considerations should be documented and retained for audit purposes, especially for higher value items or services.

2.4 Breaches and Sanctions

2.4.1 The Commission recognises the need to have appropriate systems in place to address any potential breaches of the FAPP Scheme and Guidance on (i) claiming and (ii) incurring expenditure as permitted by the FAPP Scheme. The Clerk/Chief Executive, as Accounting Officer for the Assembly, will consider any potential breaches of the FAPP Scheme and Guidance, which may arise from the scrutiny work of the Commission's Finance Office or from external and internal audit reviews.

2.4.2 Where any payment of financial assistance under the FAPP Scheme has been made to a political party and it subsequently appears that the party was not entitled to the financial assistance (or part of it), the Finance Office may by notice in writing require the party to repay the financial assistance (or part of it). Article 2 (3) of the FAPP Scheme refers.

3. Funding under the provisions of the FAPP Scheme

3.1 Article 3 of the FAPP Scheme specifies the amount of financial assistance payable to an eligible political party, while Article 4 describes the provisions for amending the level of funding following changes in party membership.

3.2 The maximum amount that may be claimed and paid will be calculated by the Finance Office in accordance with the criteria of the FAPP Scheme and communicated to party leaders annually in March. For administration purposes, this will then be allocated to parties on a monthly basis.

4. Rules for claiming expenditure

4.1 Party Support Staff Costs

4.1.1 Parties may claim the salary costs of staff who are employed by a party under the

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authorised purpose of the FAPP Scheme to assist Members. If a party wishes to employ staff in this capacity, all payments **must** be made through the payroll bureau service managed by the Finance Office. For the avoidance of doubt, all party support staff paid under the FAPP Scheme are employed by the party. They are not employed by the Commission, nor are they employed by individual Members.

4.1.2 The following costs may be included:

- (a) support staff costs (basic, overtime or toil);
- (b) employers' National Insurance contributions;
- (c) employers' pension contributions;
- (d) contributions to employer related costs of a party approved childcare scheme, and associated administration costs of running such a scheme;
- (e) contractual employment costs (including contractual redundancy payments, contractual maternity pay, contractual sick pay, paid parental leave, paid annual leave or pay in lieu of notice and all other incidental or ancillary contractual costs, such as bonuses, or travel and subsistence costs); and
- (f) statutory payments, such as statutory redundancy, statutory sick pay, or statutory maternity / paternity pay etc.

4.1.3 The Finance Office provides a payroll bureau service for the payment of those support staff salaries engaged under the authorised purpose of the FAPP Scheme. The Payroll team undertakes to account for the deductions of National Insurance, tax under the PAYE scheme and pension contributions, completing all HMRC returns associated with payroll payments. Each party, which engages staff under the FAPP Scheme, must supply the Finance Office with the following prior to any payments being processed:

- (a) ***For each member of party support staff, a signed and dated copy of a party contract of employment, including a job title and a detailed job description.*** This is a requirement under the Employment Rights (NI) Order 1996. A "Statement of Particulars of Employment" template is available on the Finance Office pages of AsslSt, should a party wish to use it.
- (b) ***A completed and signed copy of a payment authorisation form, i.e. a Form FAPPSS1*** A separate form must be completed for each member of staff. These forms can be found on the Finance Office pages of AsslSt.

4.1.4 Instructions for variations to the monthly salary payments e.g. overtime payments, payments of toil or contractual bonus payments, should be notified on **form FAPPSS3**. This form can be also found on the Finance Office pages of AsslSt.

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- 4.1.5 All permanent alterations to payments should be notified to the Payroll team on the **FAPSS4 form** which is available on the Finance Office pages of AsslSt. Notification of amendments to payroll, including new starts and leavers must be forwarded to the Pay team by the agreed Payroll cut-off dates, which are published as a monthly Payroll calendar on the Finance Office pages of AsslSt.
- 4.1.6 Notification to terminate an employment contract, including instructions to pay redundancy payments (statutory and/or contractual), un-used holidays or pay in lieu of notice, must be made in writing by the nominated signatory, with original signatures. Adjustments will not be made as a result of verbal communication with the Payroll team.
- 4.1.7 Payments will only be made once all appropriate documentation is received, authorised by the nominated signatory, **AND** there are sufficient funds available from a party's allocation under the FAPP Scheme.
- 4.1.8 There is no requirement to submit a monthly claim in respect of an individual's salary costs. Once they have been added to the payroll all payments will continue until instruction is received to the contrary. The costs associated with that member of party support staff will be allocated against the party's assistance available under the FAPP Scheme. If there are insufficient funds to process monthly payments, the party will be notified and payments will cease until funding becomes available. No further requests for payments or amendments to payroll will be processed once the monthly allocation of funding is utilised. All requests will be returned to the party unprocessed. Any amendments to payroll which are to be reflected in an outgoing year must be received by the Payroll team before 10 March each year. Amendments received after this date will be processed in the next financial year.
- 4.1.9 It is the responsibility of the nominated signatory (see paragraph 6.1.1) to ensure that the job title and job description accurately reflects the duties of the member of party of support staff. The nominated signatory must notify the Payroll team immediately of any changes to duties or job titles. However, nominated signatories will also be asked to formally review the accuracy of all job descriptions bi-annually to ensure they are still valid and complete (See Section 6.2 for more information).
- 4.1.10 It is important to note that the payment of salaries can only be made for a member of party support staff who is working to assist Members in carrying out their functions or to assist with the administration of the Whips' offices. A member of party support staff, whose salary costs is recovered under either element of the FAPP Scheme, **must not** be involved in any other activity, particularly party political work, including election canvassing or campaigning. If a member of party support staff, wishes to be involved in such activities they must do so outside of their contracted hours or alternatively they may apply for unpaid leave. These activities include choosing to stand as a candidate in any election (including Local Government Elections) or canvassing on behalf of another candidate.
- 4.1.11 Party political work is also taken to include participation in party political talks. All claims for expenditure incurred as a result of involvement in such activities are inadmissible, including party support staff costs of those involved in such a process.

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4.2 Other Expenditure

4.2.1 Claims for all other categories of authorised expenditure incurred must be made in accordance with the Ten Principles and in compliance with this guidance. These claims may be submitted on a monthly basis for reimbursement to the party. These claims should be accompanied by a **form FAPP1** (for financial assistance payable under Article 3 (a) to (i)) or **form FAPP2** (for financial assistance payable under Article 3 (j) to (u)). These forms are available from the Finance Office pages on AsslSt.

4.2.2 All claim forms must be accompanied with original full invoices, to demonstrate actual expenditure has been incurred. In submitting the claim forms the nominated signatory is required to certify that:

- (a) The claim has been submitted in accordance with the criteria laid down in the FAPP Scheme 2016 and current guidance;
- (b) Due consideration has been given to the Ten Principles and these have been applied accordingly;
- (c) The expenditure has been incurred within the relevant period;
- (d) The expenditure claimed has been wholly, exclusively and necessarily incurred by the party for the purposes of supporting Members in carrying out their Assembly duties as authorised by the Scheme;
- (e) Work carried out, or items purchased and received, are of a satisfactory standard and represent value for money;
- (f) The expenditure claimed does not represent a donation to an individual or a charitable organisation and does not represent a payment to a political party for funding or for any party political activities; and
- (g) The invoices have already been paid by the party.

4.2.3 Parties should ensure that the correct form is used (i.e. Party or Whip), as the levels of funding available for the separate elements of the FAPP Scheme are limited under the specific terms of the FAPP Scheme. All claims will be reviewed by the Finance Office and any claim that does not have sufficient documentation attached or is inadmissible will be returned unpaid. **Claims for an arbitrary amount, i.e. a “draw-down” of funding, will not be processed, as all claims should be for reimbursement of actual expenditure incurred only.**

4.2.4 Reimbursements will be paid into the account notified to the Finance Office **on form FAPP5**. This form is available from the Finance Office pages on AsslSt.

5. Budgetary Control

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- 5.1. The maximum amount of funding available to parties under the FAPP Scheme is an annual amount, which **cannot** be exceeded. The financial year runs from 1 April to 31 March. The annual level of assistance available to each party through the FAPP Scheme will be calculated and notified to party leaders at the beginning of each year, copied to party Whips and nominated signatories. The Finance Office will issue monthly reports to parties detailing all expenditure processed for the year to date. Transfer of unused assistance provided by the FAPP Scheme to a subsequent financial year is not allowed.
- 5.2. Due to the specific provisions of the FAPP Scheme, funding available within one element of the FAPP Scheme cannot be transferred to the other. Therefore, underspends in either element of the FAPP Scheme cannot be transferred to alleviate potential overspends in the other. The annual funding will be allocated on a monthly basis to the party.
- 5.3. The level of assistance available to each party through the FAPP Scheme is calculated, in the first instance on an annual basis, however as prescribed under Article 4 of the Scheme, it will be adjusted accordingly for changes in party membership. Expenditure can only be paid for within the financial year in which it is incurred and invoiced.
- 5.4. Payments will only be made if all appropriate documentation is received, authorised by the nominated signatory and there are sufficient funds available from a party's allocation under the FAPP Scheme. At the end of the year, where a potential deficit in funding is identified, parties must ensure cleared funds are available prior to the final payroll being processed. Failure to submit funds to cover any deficit could result in non-payment of invoices or salaries.
- 5.5. The Finance Office will continue to accept claims for expenditure for each outgoing year up to a specified date in April. Each party will be notified annually of this date. Claims received by the Finance Office after this date will be returned unpaid.

6. Compliance and Governance

6.1. Nominated Signatories

- 6.1.1. All claim forms must be signed by a party's nominated signatory. A nominated signatory is appointed by a party leader using **form FAPP3** (for financial assistance payable under Article 3 (a) to (i)) or **form FAPP4** (for financial assistance payable under Article 3 (j) to (u)). These forms are available from the Finance Office pages on AsslSt. These forms should be returned at the start of every mandate or for every subsequent change in nomination.
- 6.1.2. In order to facilitate ease of processing, an additional signatory may be nominated to sign request forms for stationery from Office Resources.
- 6.1.3. It is possible for a party leader to make a temporary nomination, if the nominated signatory is off or unavailable for any period of time. To make a temporary nomination the **FAPP3** and **FAPP4** forms should be completed in the normal

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manner, however, the party leader should annotate them as “temporary”. Once the nominated signatory resumes his/her duties the temporary nomination will lapse, unless the Finance Office is notified to the contrary.

6.2. **Declarations**

- 6.2.1. Biannually, nominated signatories will be asked to review the expenditure claimed under each element of the FAPP Scheme for accuracy and compliance, in order to ensure regularity of payments. At the same time, all job descriptions must be formally reviewed to ensure that the lists of duties accurately reflect the work being undertaken by each member of staff. Following these reviews, the nominated signatory must complete a declaration of compliance and return it to the Finance Office by the agreed deadline. Any job description no longer reflecting current duties should be amended and attached to the declaration.
- 6.2.2. The declarations will be issued in November and in March, as part of the preparations for the Interim and Annual Report and Resource Accounts.

6.3. **Annual Audit of the FAPP Scheme**

- 6.3.1. The Commission will undertake to procure the services of an independent auditor who will carry out an annual review of all payments made under the FAPP Scheme. This will ensure that assistance received by the party was used, wholly, exclusively and necessarily for the authorised purpose as defined. **All working papers and supporting documents MUST be made available for this. Requests for any additional information should be responded to and returned in a timely manner.** If, on review, it is found that funding has been provided to parties which falls outside the scope of FAPP Scheme, further investigation will be undertaken. Any confirmed breaches of the FAPP Scheme and this guidance will be referred to the Accounting Officer for further consideration. Funding may be stopped, pending the final outcome of any investigation.

7. **Publication of Expenditure**

- 7.1. As part of the Commission’s approach to openness and transparency, expenditure claimed by each party under the FAPP Scheme will be published (in line with the schedule for the publication of Members’ expenditure) on the Assembly’s website.
- 7.2. The amount of funding will be notified to the Electoral Commission on a quarterly basis.

8. **Elections**

- 8.1. Once an election (Assembly or General) has been called, guidance will be issued to all parties. As noted above in paragraph 4.1.10 members of party support staff whose salary costs are recovered under the FAPP Scheme, must **not** take part in any activity which is not to assist Members carry out their Assembly duties. Activities related to an election, including canvassing or campaigning are expressly excluded from the provisions of the FAPP Scheme and as such support staff costs

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will not be paid when a member of support staff is found to be undertaking inadmissible duties.

- 8.2. It is the responsibility of the nominated signatory to ensure that no party political activity is undertaken by a member of party support staff, at any time, including in the period immediately prior to an election. It is recommended that a work log be kept by each member of party support staff. This assists to demonstrate that all work undertaken is in accordance with the requirements of the FAPP Scheme.

Examples of Admissible and Inadmissible Expenditure

| Element 1: Party Allowance | |
|--|---|
| Admissible | Inadmissible |
| <p>Claims for salary costs (basic, overtime or toil or associated costs) for party support staff whose job description provides for assisting connected Members of a party in carrying out their Assembly duties.</p> <p>Associated employer's costs e.g. national insurance or pension contributions.</p> <p>Associated contractual allowances offered by the employer e.g. contribution to an approved childcare scheme. (Such a provision must be available to all staff).</p> <p>Contractual payroll costs such as redundancy, paid parental leave, paid annual leave or pay in lieu of notice. Also would include any contractual bonus payments or travel and subsistence costs.</p> <p>Payroll admin costs associated with salary sacrifice schemes e.g. childcare voucher schemes, travel schemes.</p> <p>Statutory payments such as sick pay or maternity pay and redundancy.</p> | <p>Claims for salaries for Members' support staff.</p> <p>Claims for party staff who do not work to assist Members in carrying out their Assembly duties.</p> <p>Claims for ANY element of work undertaken by a party employee on internal party matters including elections, campaigning, party organisation, or participation in party political talks.</p> <p>Claims for salary costs where the salary payments have not been processed by the Assembly's Finance Office.</p> |
| <p>Purchase of equipment solely to enable a party to assist connected Members of that party to carry out their Assembly duties.</p> <p><i>(It is recommended that a minimum of three quotes are obtained and retained for audit purposes.)</i></p> | <p>Claims for the purchase of equipment that may be used for internal party matters including elections, campaigning, party organisation, etc. If an item of equipment incurs or is likely to incur ANY usage that is not directly connected to the authorised purpose, then that is an inadmissible claim under the FAPP Scheme.</p> |

| | |
|---|--|
| <p>Purchase of stationery or consumables to enable a party to assist connected Members of that party to carry out their Assembly duties</p> | <p>Claims for the purchase of stationery or consumables that may be used for internal party matters including elections, campaigning, party organisation, etc. If an item of stationery or consumables incurs or is likely to incur ANY usage that is not directly connected to the authorised purpose, then that is an inadmissible claim under the FAPP Scheme.</p> |
| <p>Purchase of education / training services to enable a party to assist connected Members of that party to carry out their Assembly duties.</p> <p><i>(It is recommended that a minimum of three quotes are obtained and retained for audit purposes.)</i></p> | <p>Claims for costs for the provision of education / training services that may be used for internal party matters including elections, campaigning, party organisation, etc. If a training event incurs or is likely to incur ANY usage that is not directly connected to the authorised purpose, then that is an inadmissible claim under the FAPP Scheme.</p> <p>Expenditure on training by a party for electoral or party spokesperson purposes will always be inadmissible.</p> |
| <p>Claims for mobile telephone bills for party staff to enable a party to assist connected Members of that party to carry out their Assembly duties. The request for payment must be accompanied by the full invoice showing a breakdown of costs.</p> | <p>Claims for personal calls made by party staff or claims for calls made in respect of internal party matters including elections, campaigning, party organisation, etc.</p> |
| <p>Claims for the provision of research and associated support materials to enable a party to assist connected Members of that party to carry out their Assembly duties.</p> <p><i>(It is recommended that a minimum of three quotes are obtained and retained for audit purposes.)</i></p> | <p>Claims for the provision of research and associated support materials in respect of internal party matters including elections, campaigning, party organisation, etc.</p> |
| <p>Claims for quarterly bank charges and fees for the operation of a separate business bank account.</p> | <p>Claims for penalty bank charges incurred due to overdraft or mismanagement of the business bank account.</p> |

| Element 2: Administration of Whips Office | |
|--|--|
| Admissible | Inadmissible |
| <p>Claims for the salary costs (basic, overtime, toil or the associated costs) for Whips' support staff whose job description provides for working in the Whips office.</p> <p>Associated employer's costs e.g. national insurance or pension contributions.</p> <p>Associated contractual allowances offered by the employer e.g. contribution to an approved childcare scheme. (Such a provision must be available to all staff).</p> <p>Contractual payroll costs such as redundancy, paid parental leave, paid annual leave or pay in lieu of notice. Also would include any contractual bonus payments or travel and subsistence costs.</p> <p>Payroll admin costs associated with salary sacrifice schemes e.g. childcare voucher schemes, travel schemes.</p> <p>Statutory payments such as sick pay or maternity pay and redundancy.</p> | <p>Claims for salaries for Members' support staff.</p> <p>Claims for party staff who do not work to assist Members in carrying out their Assembly duties.</p> <p>Claims for ANY element of work undertaken by a party employee on internal party matters including elections, campaigning, party organisation, participation in party political talks.</p> <p>Claims for salary costs where the salary payments have not been processed by the Assembly's Finance Office.</p> |
| <p>Claims for mobile telephone bills for Whips' support staff in assisting in the administration of the Whips' office. The request for payment must be accompanied by the full invoice showing a breakdown of costs.</p> | <p>Claims for personal calls made by Whips' support staff or claims for calls made in respect of internal party matters including elections, campaigning, party organisation, etc.</p> |
| <p>Purchase of equipment to assist solely in the administration of the Whips' office.</p> <p><i>(It is recommended that a minimum of three quotes are obtained and retained for audit purposes)</i></p> | <p>Claims for the purchase of equipment not related to the administration of the Whips' office or equipment that may be used for internal party matters including elections, campaigning, party organisation, etc.</p> |
| <p>Purchase of stationery or consumables to assist in the administration of the Whips' office.</p> | <p>Claims for the purchase of stationery or items not related to the administration of the Whips' office or that may be used for internal party matters including elections, campaigning, party organisation, etc.</p> |

The Seven Principles of Public Life

Identified by the Nolan Committee in their First Report on Standards in Public Life May 1995

Principle 1: Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Principle 2: Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Principle 3: Objectivity

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for awards or benefits, holders of public office should make choices on merit.

Principle 4: Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Principle 5: Openness

Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Principle 6: Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Principle 7: Leadership

Holders of public office should promote and support these principles by leadership and example.