

**Scottish Parliament
Official Report
PROCEDURE GUIDE
February 2005**

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OATHS AND AFFIRMATIONS

Parliament convenes after an election

The (former) **Presiding Officer** is in the chair at the opening of the meeting and presides while members are sworn in or affirmed and the (new) Presiding Officer is elected.

THEN

The (newly elected) **Presiding Officer** will be in the chair for the election of the two Deputy Presiding Officers. Link to [first day's proceedings of session 2](#), 2003.

Taking of oaths/affirmations

Note: Debate style headings are preceded by a column break.

Oaths and Affirmations

The following member(s) took the oath:

Mr Alex Salmond (Banff and Buchan (SNP))
David McLetchie (Lothians) (Con)
Mr Jim Wallace (Orkney) (LD)

The following member(s) made a solemn affirmation:

Dennis Canavan (Falkirk West)
Robin Harper (Lothians) (Green)
Tommy Sheridan (Glasgow) (SSP)

When another language is used:

The following member made a solemn affirmation (or took the oath) and repeated it in Gaelic (or Catalan or Scots):

Mr Rob Gibson (Highlands and Islands) (SNP)

In committee (eg private bill committees):

MR JERRY EARDLEY *and* MR JAMES COPLAND *took the oath.*

MR ROBIN RIGG *and* MR IAN LAVERY *made a solemn affirmation.*

(names in small caps Arial 10 pt; other text in procedure style or speech style italicised)

ELECTION/APPOINTMENT OF MINISTERS/OFFICERS

Election of Presiding Officer and Deputy Presiding Officers

Note: Debate style headings are preceded by a column break and followed by a time—see section **TIMES**.

Presiding Officer

OR

Deputy Presiding Officers

Members voted by secret ballot.

The former Presiding Officer announces the result for the Presiding Officer. The new Presiding Officer announces the result for the Deputy Presiding Officers:

The Presiding Officer: In the first round of voting in the election of the first Deputy Presiding Officer, the total number of votes cast was 128. The number of votes cast for each candidate was: Trish Godman 59, Robin Harper 23, Murray Tosh 43.

Election of First Minister

First Minister

The Presiding Officer (Mr George Reid): I will ask each nominated member in turn to speak in support of his or her candidacy for five minutes. After all nominated members have spoken, I will ask members to cast their votes for their preferred candidate. I remind members that they have only one vote throughout the entire proceedings. Once all the voting has been completed, there will be a short delay of a few minutes while the result is verified. I will thereafter announce the number of votes cast, the number of votes for each candidate and the number of abstentions. A candidate will be selected if an overall majority is obtained. If no such majority is obtained, the candidate or candidates with the smallest number of votes will be eliminated and we will then proceed to a further round of voting. I trust that that is clear. We will now begin the selection process in alphabetical order, as laid down in standing orders.

Members voted.

VOTES FOR DENNIS CANAVAN

etc

Link to [2003 selection of a nominee for First Minister](#).

Law Officers

Ministers

Junior Ministers

Note: Motions to appoint (or remove) law officers and ministers are made by the First Minister. Subs should insert a pencil line: *Motion moved—[First Minister]*.

Scottish Parliamentary Corporate Body

The Presiding Officer (Mr George Reid): A copy of the guidance note that explains the procedure that will be followed this afternoon has been placed on each member's desk. I will ask members to cast their vote for their preferred candidate. A separate vote will be called for each candidate ... Once all the voting has been completed ... I will ... announce the number of votes that have been cast, the number of votes for each of the candidates and the number of abstentions. A candidate will be elected if an overall majority is obtained. If no majority is obtained, the candidate or candidates with the smallest number of votes will be eliminated and we will proceed to a further round of voting. A number of rounds may be necessary to ensure the election of four members to the corporate body.

The first vote is for members who wish to support Robert Brown. Members who wish to cast their vote for Robert Brown should vote yes now.

Members voted.

The Presiding Officer: The next vote is for members who wish to support Margo MacDonald. Members who wish to cast their vote for Margo MacDonald should vote yes now.

Members voted.

etc

The Presiding Officer: The total number of votes cast in the first round was 123. I declare the results as follows: Robert Brown 6, Margo MacDonald 14, Mr Duncan McNeil 70, John Scott 19, Mr Andrew Welsh 5, Abstentions 1. There were eight spoiled papers.

VOTES FOR ROBERT BROWN

Lyon, George (Argyll and Bute) (LD)
Pringle, Mike (Edinburgh South) (LD)

etc

VOTES FOR MARGO MACDONALD

Baird, Shiona (North East Scotland) (Green)
Ballance, Chris (South of Scotland) (Green)

etc

The Presiding Officer: As the result of the first round is valid, and as Mr Duncan McNeil has received more votes than the total number of votes cast for all the other candidates, I declare that Mr Duncan McNeil is selected for appointment to the SPCB.

That takes us to the second round of voting.

etc

Note: The procedure in the second session was different from that in the first session (Rule 11.10A). This is the [link](#).

CHOOSING CONVENER/DEPUTY CONVENER

Convener

Deputy Convener

Convener/deputy convener elected unanimously

Mr Whoever was chosen as (deputy) convener.

Election of convener/deputy convener by vote

Members voted.

THEN

Ms Whoever was chosen as (deputy) convener.

MEETING OPENING AND CLOSING

Openings

Plenary meeting

Scottish Parliament

Wednesday 7 May 2003

[THE PRESIDING OFFICER *opened the meeting at 09:30*]

Note: Use the leader box to amend the opening information.

If a Deputy Presiding Officer is in the chair, amend the leader accordingly.

Resumption of plenary debate following lunch or other parliamentary business

Repeat heading if other parliamentary business has intervened, then procedure line:

Resumed debate.

That is followed by an event time, if one is needed (eg in stage 3 debate on amendments), otherwise by member index time as usual. Note that members who have spoken in the earlier part of the debate need not be set up in full again.

Committee meeting

Scottish Parliament

Finance Committee

Tuesday 22 June 1999

(Morning)

[THE CONVENER *opened the meeting at 09:30*]

Note: Use the leader box to amend the opening information.

Name of committee should appear in leader box.

Check sitting period is correct, ie morning, afternoon or all day.

Time should be corrected from time printed in business bulletin to actual time meeting starts.

If the Deputy Convener is in the chair, amend the leader accordingly.

First-ever meeting of a committee

Note: The oldest committee member chairs the committee until a convener is chosen. The oldest committee member appears as

Name (Oldest Committee Member):

or

Name (Oldest Committee Member Present):

After the newly chosen convener takes over, remember to give the oldest committee member their usual full title the first time they speak.

Opening of committee meeting in private

Note: Add the words “in private” in the document rather than in the leader box.

[THE CONVENER *opened the meeting in private at 09:00*]

09:30

Meeting continued in public.

Note: If there is a suspension after opening in private and before continuing in public:

[THE CONVENER *opened the meeting in private at 10:00*]

11:00

Meeting suspended until 11:20 and continued in public thereafter.

Closings

Plenary or committee meeting

Meeting closed at 17:30.

Committee meeting continues in private, closes

12:15

Meeting continued in private until 12:30.

Committee meeting continues in public without OR, closes

12:10

Meeting continued in public until 12:30.

Committee meeting continues in public without OR, goes into private, closes

16:00

Meeting continued in public until 16:12 and in private thereafter until 16:28.

Committee meeting goes into private, then is suspended, then goes into public

11:10

Meeting continued in private.

11:20

Meeting suspended.

11:30

Meeting continued in public.

Suspensions

Plenary meeting suspension for lunch

12:30

Meeting suspended until 14:00.

14:30

On resuming—

Suspension of committee meeting

11:10

Meeting suspended.

11:20

On resuming—

Suspension of committee meeting and continuation in private

12:50

Meeting suspended until 16:37 and thereafter continued in private until 17:27.

Private/public suspension of committee meeting

14:15

Meeting continued in private.

14:25

Meeting continued in public.

MISCELLANEOUS HEADINGS

Plenary

Personal Statement

Presiding Officer's Ruling

Point(s) of Order

Note: If points of order are relevant to a debate and come at the end/beginning/middle of it, usually there will be no heading and no time. An example is Tommy Sheridan's regularly made point of order about selection of amendments.

Points of order at the beginning of the day/after question time/after decision time/after a debate on a different subject, will usually get a heading and an event time unless they are about said subjects.

Committee

Interests

Remit

Subheadings

Subheadings are used (a) in the Subordinate Legislation Committee (for SSI headings) and in the Public Petitions Committee (for petition titles) and (b) in any other committee in which Subordinate Legislation or Petition(s) is used as a debate heading. The appropriate subheadings (in question heading style, point size 11) are included in the headings file in the current meeting folder.

MOTIONS

See also under decision time for divisions on motions and the booklet [“Detailed guidance on motions”](#).

Note: No need to paste in a motion if the debate is short—i.e. the motion and the vote occur on the same page.

Motions and amendments are moved at the end of speeches.

Moving a motion

The Minister for Health and Community Care (Susan Deacon): It is with great pleasure...

(After making speech)

I move,

That the Parliament recognises that action on child health is essential for the future health of the nation and for addressing health inequalities and supports the clear priority given by the Scottish Executive to improving children’s health as set out in *Our National Health: A plan for action, a plan for change* and across the Executive’s wider agenda for social justice.

Moving an amendment to a motion

Nicola Sturgeon (Glasgow) (SNP): It is with great pain...

(After making speech)

I move amendment S1M-1896.3, to leave out from “supports” to end and insert:

“calls upon the Scottish Executive to set out clear targets and timetabled objectives to ensure that child health is given priority status across its departments.”

Moving an amendment to a motion formally

10:53

The Deputy Minister for Finance and Public Services (Tavish Scott): I move amendment S2M-984.2, to leave out from “council tax” to end and insert:

“forthcoming independent review of local government finance should be asked to conduct a thorough examination of a range of local taxation systems, including the various proposals for an income-based system and reforms to the present council tax system and encourages all those who wish to make meaningful contribution to the review to submit proposals when called upon to do so.”

Note: This is an exception to our rule about reporting formally moved motions and amendments to bills, simply because in this instance a procedure line would be overly convoluted. Note the member index time.

Moving an amendment to an amendment

Mr Mike Rumbles (West Aberdeenshire and Kincardine) (LD): I am delighted to be speaking in this debate...

(After making speech)

I move, as an amendment to amendment S1M-3155.1, amendment S1M-3155.1.1, to leave out from “is deeply concerned” to end and insert:

“notes the Liberal Democrats’ opposition to the 10% increase in taxation on the North Sea oil and gas industry, and recognises that this is a reserved issue and the responsibility of Her Majesty’s Government.”

Motion moved formally and immediately agreed to without debate

The Deputy Presiding Officer (Mr George Reid): I ask Euan Robson to move motion S1M-2025, in the name of Mr Tom McCabe, which is a timetabling motion for stage 3 of the Mortgage Rights (Scotland) Bill.

Motion moved,

That the Parliament agrees that, at Stage 3 of the Mortgage Rights (Scotland) Bill, debate on each part of the proceedings shall be brought to a conclusion by the time limits indicated (each time limit being calculated from when Stage 3 begins and excluding any periods when the meeting is suspended) -

Group 1 and Group 2 - no later than 1 hour

Group 3 and Group 4 - no later than 1 hour 55 minutes

Motion to pass the Bill - no later than 2 hours and 25 minutes.—[*Euan Robson.*]

Motion agreed to.

Note: Unlike with amendments to bills, when a motion is moved formally the full stop comes inside the square brackets. This is because we reproduce the motion, which ends with a full stop, so what is inside the brackets bears no grammatical relation to what is outside, unlike in, for example, *Amendment 43 moved—[Euan Robson]—and agreed to.* and hence *Amendment 43 moved—[Euan Robson].*

Motion moved formally, debated and immediately agreed to after debate

The Deputy Presiding Officer: The next item of business is a debate on motion S1M-30, again in the name of Mr Tom McCabe, requesting that five affirmative orders relating to the Scotland Act 1998 should be considered by the Parliament.

Motion moved,

That the Parliament agrees that the following draft Orders—

The Scotland Act 1998 (Modifications of Schedules 4 and 5) Order 1999;

The Scotland Act 1998 (Functions Exercisable in or as Regards Scotland) Order 1999;

The Scotland Act 1998 (Transfer of Functions to the Scottish Ministers etc.) Order 1999;

The Scotland Act 1998 (Cross-Border Public Authorities) (Adaptation of Functions etc.) Order 1999; and

The Scotland Act 1998 (Border Rivers) Order 1999

be considered by the Parliament.—[*Mr Tom McCabe.*]

(After debate)

The Deputy Presiding Officer: The question is, that motion S1M-30, in the name of Mr Tom McCabe, be agreed to.

Motion agreed to.

<INSERT MOTION (if required)>

Motion moved formally and debated

Motion moved,

That the Parliament agrees that the Food Protection (Emergency Prohibitions) (Paralytic Shellfish Poisoning) (Orkney) (Scotland) Order 2001 (SSI 2001/195) be approved.—[*Euan Robson.*]

Phil Gallie (South of Scotland) (Con): This order is a travesty...

Motion to extend meeting

Usually in members' business:

The Deputy Presiding Officer: An additional member with a constituency interest has been added to the list of speakers. I am therefore minded—and the minister has agreed—to accept a motion without notice to extend the debate. I think that it may have to be extended for about 10 minutes.

Motion moved,

That, under Rule 8.14.3, the debate be extended by 10 minutes.—[*Jackie Baillie.*]

Motion agreed to.

Note: The text of the motion follows the minutes. If the minutes have not been published when the reporter is doing the turn, please alert the daily editor.

Motion withdrawn (at decision time):

This happened on [13 January 2005](#). The point of order came under the decision time heading.

17:00

The Presiding Officer (Mr George Reid): I have received notice of a point of order from Nicola Sturgeon.

Nicola Sturgeon (Glasgow) (SNP): Further to the points of order that were made this morning, I thank Dennis Canavan, Mark Ballard and Patricia Ferguson for agreeing to withdraw their amendments to motion S2M-2240 in my name. In the light of that and of the unanimity that was expressed this morning—especially in support of the make poverty history campaign—I seek Parliament’s permission to withdraw the motion in my name. That will enable Parliament to unite, rather than to divide, so that it can focus on advancing the many good points that were made in this morning’s debate. [*Applause.*]

The Presiding Officer: Rule 8.3.6 of standing orders is perfectly clear on the matter. It states:

“After a motion is moved, it may be withdrawn by the member who moved it at any time before the question is put unless any member objects to it being withdrawn.”

No member has indicated that they object to the motion’s being withdrawn.

Motion, by agreement, withdrawn.

Motion without notice

Note: When there is a motion to extend the meeting in the middle of members’ business, a slightly different procedure applies—see above under “Motion to extend meeting”. Also as above, the text of the motion follows the minutes.

Motion without Notice

16:43

The Presiding Officer (Mr George Reid): We are a bit ahead of ourselves, so I am minded to take a motion without notice to bring forward decision time.

Motion moved,

That, under Rule 11.2.4 of Standing Orders, Decision Time on Thursday 26 June be taken at 4.43 pm.—
[*Patricia Ferguson.*]

Motion agreed to.

Members' business debate motion

Note: The motion under debate appears immediately before the opening speech of the member whose motion it is. No question is put at the end of the debate. No need to have the PO talk about members leaving quietly or pressing their request-to-speak buttons unless that becomes part of the wider narrative.

Elgin Bypass

The Deputy Presiding Officer (Murray Tosh): The final item is a members' business debate on motion S2M-255, in the name of Margaret Ewing, on an Elgin bypass. The debate will be concluded without any question being put.

Motion debated,

That the Parliament considers that Moray Council should make full representations to the Scottish Executive regarding proposals for an Elgin bypass; notes the economic benefits to Elgin and the north-east of Scotland as a whole that a bypass would bring, and further notes the overwhelming public support for such a project.

17:06

Mrs Margaret Ewing (Moray) (SNP): I thank the members who have stayed behind for this important debate and all those who signed the motion.

Other kinds of motion

Motion of No Confidence

Motion of Condolence

Motion of Thanks

Two (or more) motions moved concurrently

Note: In the example below the minister formally moved two Parliamentary Bureau motions.

Motions moved,

That the Parliament agrees that the Food Protection (Emergency Prohibitions) (Paralytic Shellfish Poisoning) (West Coast) (Scotland) Order 2001 (SSI 2001/237) be approved.

That the Parliament agrees that the following members be appointed to committees—

Lord James Douglas-Hamilton to replace Phil Gallie on the Justice 1 Committee;

Bill Aitken to replace Lyndsay McIntosh on the Justice 2 Committee;

Lyndsay McIntosh to replace Bill Aitken on the Social Justice Committee and to replace Jamie McGrigor on the Equal Opportunities Committee;

John Scott to replace Murray Tosh on the Transport and the Environment Committee.—[*Fiona Hyslop.*]

Motions agreed to.

Two (or more) motions agreed to concurrently at decision time

At decision time, the Presiding Officer may put one question on several motions:

The Presiding Officer: I now propose to put a single question on motions S2M-2303 to S2M-2306, on the membership of committees. Any member who does not agree to a single question being put should shout "Object" now.

There being no objections, the next question is, that motions S2M-2303 to S2M-2308, in the name of Margaret Curran, on behalf of the Parliamentary Bureau, on committee membership, be agreed to.

Motions agreed to.

That the Parliament agrees that Mike Pringle be appointed to replace Mr Jamie Stone on the Enterprise and Culture Committee.

That the Parliament agrees that Iain Smith be appointed to the European and External Relations Committee.

That the Parliament agrees that Mr Andrew Arbuckle be appointed to replace Jeremy Purvis on the Finance Committee.

That the Parliament agrees that Mr Jamie Stone be appointed to replace Margaret Smith on the Justice 1 Committee.

Note: This is not formulaic; follow what the Presiding Officer says.

SUBORDINATE LEGISLATION IN COMMITTEE

Instruments subject to the affirmative procedure

Often in committee, members question ministers and officials before the motion on an instrument is moved. Once the motion has been moved, there may be a debate of up to 90 minutes, in which officials may not speak.

The Convener: Item 1 on the agenda concerns an item of subordinate legislation—the draft SFGS Farmland Premium Scheme 2003. Before we debate the motion, it is customary for us to take time to clarify any purely technical matters or to allow explanation of detail while the officials are at the table. Officials cannot participate in debate once the motion has been moved. I invite the Deputy Minister for Environment and Rural Development to introduce his officials and to make some opening remarks. When all the points that members raise have been clarified and explained, we will debate the motion.

Note: Often, the motion is simply agreed to formally after the question and answer session. Use the motion that appears on the minutes. If the minutes have not been published and the motion is not printed on the agenda, speak to the daily editor.

Motion moved and agreed to after debate

The Deputy Minister for Justice (Hugh Henry): The Proceeds of Crime Act 2002 contains a comprehensive package of measures.

(After making speech)

I move,

That the Justice 2 Committee, in consideration of the draft Proceeds of Crime Act 2002 (Investigations: Code of Practice) (Scotland) Order 2003, recommends that the Order be approved.

(After debate)

Motion agreed to.

That the Justice 2 Committee, in consideration of the draft Proceeds of Crime Act 2002 (Investigations: Code of Practice) (Scotland) Order 2003, recommends that the Order be approved.

Note: If the debate is short, it may not be necessary to insert the motion again—the daily editor will make that decision. If the motion is not agreed to formally, the procedure is the same as for any other decision made after a division.

More than one motion moved

In the example below, the committee considered two statutory instruments together but debated only the first motion.

Susan Deacon: (After opening the debate on the first motion)

I move,

That the Parliament's Health and Community Care Committee in consideration of the Food Protection (Emergency Prohibitions) (Amnesic Shellfish Poisoning) (West Coast) (Scotland) Order 1999 (SSI 1999/26) recommend that the order be approved.

(After debate)

Motion agreed to.

That the Parliament's Health and Community Care Committee in consideration of the Food Protection (Emergency Prohibitions) (Amnesic Shellfish Poisoning) (West Coast) (Scotland) Order 1999 (SSI 1999/26) recommend that the order be approved.

Motion moved,

That the Parliament's Health and Community Care Committee in consideration of the Food Protection (Emergency Prohibitions) (Amnesic Shellfish Poisoning) (Orkney) (Scotland) Order 1999 (SSI 1999/27) recommend that the order be approved.—[*Susan Deacon.*]

Motion agreed to.

Note: Sometimes it has not been clear when—or if—the second motion has been moved. If in doubt, ask the daily editor.

Instruments subject to the negative procedure

The committee can simply note the instrument or agree to make no comment. Follow the wording on the minutes. For example:

The Convener: Are members content merely to note the Housing Revenue Account General Fund Contribution Limits (Scotland) Order 2003?

Members *indicated agreement.*

Motions to annul

Treat as any other motion. An example is given below.

Richard Lochhead: A motion of annulment is the only option that is open to a committee member to ensure a proper debate ...

(After making speech)

I move,

That the Rural Development Committee recommends that nothing further be done under the Sea Fishing (Restriction on Days at Sea) (Scotland) Order 2003 (SSI 2003/56).

(After debate)

The Convener: The question is, that motion S1M-3967, in the name of Richard Lochhead, be agreed to. Are we agreed?

Members: No.

The Convener: There will be a division.

AGAINST

Grant, Rhoda (Highlands and Islands) (Lab)
Morrison, Mr Alasdair (Western Isles) (Lab)
Munro, John Farquhar (Ross, Skye and Inverness West) (LD)
Oldfather, Irene (Cunninghame South) (Lab)
Rumbles, Mr Mike (West Aberdeenshire and Kincardine) (LD)
Smith, Elaine (Coatbridge and Chryston) (Lab)

ABSTENTIONS

Ewing, Fergus (Inverness East, Nairn and Lochaber) (SNP)
Fergusson, Alex (South of Scotland) (Con)
Lochhead, Richard (North-East Scotland) (SNP)
McGrigor, Mr Jamie (Highlands and Islands) (Con)
Stevenson, Stewart (Banff and Buchan) (SNP)

The Convener: The result of the division is:
For 0, Against 6, Abstentions 5.

Motion disagreed to.

QUESTION TIME

The questions appear in the business bulletin. The editorial assistants are responsible for getting hold of questions—and the prepared answers—in electronic format and formatting them into OR styles. The subs are responsible for adding headings and ensuring that the questions conform to house style. The questions are then stored in the daily resource folder for the relevant date. Reporters and subs are notified of that by e-mail. Reporters should copy and paste questions from that folder.

Questions to the Scottish Executive

Question Time

SCOTTISH EXECUTIVE

Environment and Lifelong Learning

Fishing (Public Access)

1. Mr John Home Robertson (East Lothian)

(Lab): To ask the Scottish Executive whether it has any plans to improve public access to fishing on rivers. (S2O-2883)

Notes: There are two numbers for each question; the first denotes its order during question time (1) and the second denotes its lodging order. Both numbers must be present.

For the purposes of setting up members, each question heading is treated as a separate debate. Ministers and members are set up in full the first time they speak after a question heading and the First Minister is set up in full under each question in First Minister's question time. The exception is the Presiding Officer, who is set up in full once in question time (regardless of the subject headings) and once in First Minister's question time.

If a question is withdrawn, simply report what the Presiding Officer says (no question heading needed):

The Presiding Officer: Question 5 has been withdrawn.

Questions to the Scottish Parliamentary Corporate Body

Question Time

SCOTTISH PARLIAMENTARY CORPORATE BODY

14:18 (unless immediately after resumption)

BBC Scotland (Videotapes)

1. Margo MacDonald (Lothians) (Ind): To ask the Scottish Parliamentary Corporate Body whether it will request BBC Scotland to make the material gathered on videotape for "The Gathering Place" regarding the decision-making process on the Holyrood project available to the Parliament. (S2O-5046)

Robert Brown (Scottish Parliamentary Corporate Body): I thank Margo MacDonald for her question, and observe in passing...

FIRST MINISTER'S QUESTION TIME

First Minister's Question Time

12:00

Notes: The time under the FMQT heading should be inserted in Department Heading Style (there is no "Scottish Executive" heading). The compiler will change the style to event time after the index has been run.

See above under "Question Time" for guidance on setting up.

EMERGENCY QUESTIONS

December Fisheries Agreement

The Deputy Presiding Officer (Murray Tosh): This morning the Presiding Officer indicated that we would hear an emergency question at this point.

Richard Lochhead (North East Scotland) (SNP): To ask the Scottish Executive what changes to the December fisheries agreement, which are being announced by the European Commission today, will be implemented.

15:01

The Deputy Minister for Environment and Rural Development (Allan Wilson): I welcome the opportunity that has been afforded me by the Presiding Officer to inform Parliament of emerging developments on haddock management.

Note: The format of an emergency question is similar to that of a ministerial statement. The member index time is attached to the minister rather than to the member asking the question. Subs should note that the pencil following the heading is: *Emergency question—[Richard Lochhead]*.

DECISION TIME

Motion decided on without division

The Presiding Officer: The question is, that motion S2M-195, in the name of Patricia Ferguson, on the designation of a lead committee, be agreed to.

Motion agreed to.

That the Parliament agrees that the Justice 2 Committee be designated as lead committee in consideration of the Vulnerable Witnesses (Scotland) Bill.

Motion decided on by division

The Presiding Officer: The second question is, that motion S2M-136, in the name of Mr Andy Kerr, on the Fireworks Bill, which is UK legislation, be agreed to. Are we agreed?

Members: No.

The Presiding Officer: There will be a division.

FOR

Adam, Brian (North-East Scotland) (SNP)
Aitken, Bill (Glasgow) (Con)
Alexander, Ms Wendy (Paisley North) (Lab)
etc

AGAINST

Canavan, Dennis (Falkirk West)
Elder, Dorothy-Grace (Glasgow) (SNP)
White, Ms Sandra (Glasgow) (SNP)
etc

ABSTENTIONS

Jenkins, Ian (Tweeddale, Ettrick and Lauderdale) (LD)
Munro, John Farquhar (Ross, Skye and Inverness West) (LD)

The Presiding Officer: The result of the division is: For 83, Against 2, Abstentions 26.

Motion agreed to.

That the Parliament endorses the principle of making enabling regulations for the supply and use of fireworks as set out in the Fireworks Bill and agrees that those provisions in the Bill that relate to devolved matters should be considered by the UK Parliament.

Amendment decided on without division

The Deputy Presiding Officer: The question is, that amendment S1M-19.3, in the name of Euan Robson, which seeks to amend motion S1M-19, in the name of X, on Y subject, be agreed to.

Amendment agreed to.

Amendment decided on by division

The Deputy Presiding Officer: The question is, that amendment S1M-19.2, in the name of Mr Alex Salmond, which seeks to amend motion S1M-19, in the name of X, on Y subject, be agreed to. Are we agreed?

Members: No.

The Deputy Presiding Officer: There will be a division.

FOR

Adam, Brian (North-East Scotland) (SNP)
Aitken, Bill (Glasgow) (Con)
Campbell, Colin (West of Scotland) (SNP)
etc

AGAINST

Alexander, Ms Wendy (Paisley North) (Lab)
Baillie, Jackie (Dumbarton) (Lab)
Barrie, Scott (Dunfermline West) (Lab)
etc

ABSTENTIONS

Jenkins, Ian (Tweeddale, Ettrick and Lauderdale) (LD)
Munro, Mr John (Ross, Skye and Inverness West) (LD)
Raffan, Mr Keith (Mid Scotland and Fife) (LD)
etc

The Deputy Presiding Officer: The result of the division is: For 55, Against 63, Abstentions 7.

Amendment disagreed to.

Amended motion agreed to

Motion, as amended, agreed to.

Resolved,

<INSERT AMENDED MOTION>

BILLS, ACTS AND EC LEGISLATION

See also under “Bill” in the style guide and [“Guidance on Public Bills”](#).

Table of component parts

	First division 1, 2, 3 etc	Second division (1), (2), (3) etc	Third division (a), (b), (c) etc
act/bill (Edinburgh)	section	subsection	paragraph
bill (Westminster)	clause	subsection	paragraph
order	article	paragraph	subparagraph
regulations	regulation	paragraph	subparagraph
rules	rule	paragraph	subparagraph
schedule	paragraph	subparagraph	paragraph

Bills and acts may also be divided into parts and chapters, as may schedules.

Every bill and act has a long title (on back page of bill) and a short title (on front page of bill).

See also HMSO’s [Statutory Instrument Practice](#).

Citing EC legislation

1. Divisions of all EC legislation (regulations, directives, decisions, resolutions etc):
article paragraph subparagraph
(Note the downness of both the names of the kinds of legislation and the divisions. That is entirely house style. In practice you will see them capitalised.)
2. Thus, article 6, paragraph 1, subparagraph a is rendered **article 6.1(a)**
3. If a subparagraph is not numbered render it **the first subparagraph of article 6.1**.
4. Do not put brackets around a paragraph number.
5. If there is reference to the indents of the preambles of a community instrument (the whereases), use the term **recital**.

Citing ECHR

1. Similarly to EC legislation, the convention is divided into articles, paragraphs and subparagraphs, thus **article 6.1(a)**.
2. The convention has been amended by protocols, which, for example, should be referred to as **protocol 1**.
3. If the reference is to a subdivision of the protocol, render it **article 1 of protocol 1**.

Consideration of bills

Before stage 1: After a bill is introduced to Parliament by a member and printed, it goes through three stages.

Stage 1: Consideration of the bill's principles in the lead committee within whose remit the bill's subject matter falls. The committee then reports the bill to the Parliament where the members will agree or disagree to the bill's general principles.

Stage 2: Consideration of the details of the bill. If agreed to by Parliament, the bill is either referred back to the lead committee that was the lead committee at stage 1 or moved to be considered by the Committee of the Whole Parliament or a committee other than the lead committee (note that the term "lead committee" is only used at stage 1).

All sections, schedules and the long title of the bill are considered in committee and all related amendments are agreed to, disagreed to, withdrawn or not moved. If the bill is amended at stage 2, it will be reprinted as amended.

Most stage 2 debates happen in the relevant subject committees; when the debate is held in the Committee of the Whole Parliament, the amendments procedure is exactly the same as in any other committee. When the Parliament turns into a Committee of the Whole Parliament, note that the Presiding Officer (or Deputy Presiding Officer) becomes the Convener (the designation Deputy Convener is NOT used in this context).

Stage 3: Final consideration of the bill by Parliament.

Note that amendments are agreed/disagreed to at stage 3, but sections and schedules of the bill are only agreed/disagreed at stage 2.

If the bill is amended, it can be referred back (but only once) to committee for further stage 2 consideration. Stage 3 proceedings end with the decision of the members to pass or reject the bill.

Procedure at stages 2 and 3

Bill, marshalled list of amendments and groupings are all essential when reporting stage 2 and 3 debates. The clerks should also send you a copy of the *marked-up version* of the marshalled list prepared for the convener, which includes all the information on the groupings and other useful prompts such as where one amendment pre-empts another or where amendments are to be taken en bloc.

Groupings consist of one or more amendments with a similar subject matter. There is only debate on each group, which takes place on the lead amendment (ie whichever amendment in the group appears first on the marshalled list). All amendments in the group may be referred to during that debate, but it is only the lead amendment that is disposed of at the end of it. Other amendments in the group are disposed of when they are reached in the marshalled list, but are moved formally and then immediately disposed of without further debate (or not moved). They therefore usually appear as procedural one-liners.

Note also that the amendments are not in numerical order in the marshalled list or in the groupings, but are dealt with in the order in which they appear on the marshalled list. That order is usually the order of the provisions in the bill, but with each schedule taken after the section that introduces it—but other orders are also possible.

Moving amendments: The lead amendment must always be moved in speech at the *end* of the mover's opening speech, although very often the mover does not actually say the words. Other amendments in the group can be debated at the same time but will always be formally moved (or not moved) at the appropriate place in the marshalled list and cannot be further debated at that time.

When the question is put, the amendment is agreed to immediately or agreed to/disagreed to after a division, but before the question is put, the mover may request to withdraw their amendment (or not to press it). [See above: the point is that the opening speech is deemed to involve the amendment being moved (even if those words are not uttered), so after a lead amendment has been debated, it can only then be withdrawn; it cannot be "not moved". If this goes wrong, both the minutes and the OR should reflect things as they should have been done.] The various scenarios have appropriate procedural lines

and can be confirmed by the minutes (when available).

Every amendment on the stage 2 marshalled list AND every section and schedule of the bill will be disposed of at stage 2, including sections and schedules with no amendments. Every amendment on the stage 3 marshalled list will also be disposed of but NOT sections and schedules. An amendment can be disposed of in any one of the following ways:

it can be agreed to (by division or without);

it can be disagreed to (by division);

it can be moved and then withdrawn (which requires unanimous agreement of members of the committee at stage 2 or of members present at stage 3);

it can be not moved; or

it can be pre-empted (where agreement to an earlier amendment prevents it being called).

New sections: Proposed new sections are not numbered until they are agreed to and added to the bill with revised numbering, so are usually identified as “the proposed new section set out in amendment so-and-so”. The marshalled list heading will be “After section” or “Before section” according to where they fit into the bill.

Sections with capital letters are either:

new sections in a bill to be added to an existing act (see Salmon Conservation Bill) and are identified, for example, as “proposed new section 10A of the Salmon Act 1986 as set out in section 1 of the bill”; or

sections added to the bill at a previous stage—for example, at stage 3, there can be amendments to section 1A (that section having been added by amendment at stage 2, after section 1).

Examples of bill procedure

Committee of the Whole Parliament followed by return to plenary meeting

Committee of the Whole Parliament

[THE CONVENER opened the meeting at 14:34]

(After debate)

Meeting closed at 14:58.

Scottish Parliament

[THE DEPUTY PRESIDING OFFICER *opened the meeting at 14:58*]

Note: During a stage 2 debate and only at stage 2, the question is put on all sections and schedules of a bill, whether amended or not. Note also that divisions can take place when the question is put on amendments but not when the question is put on sections and schedules.

Section/schedule debated, no amendments lodged to it—only possible at stage 2

Schedule 2

REPEALS

Mrs Mulligan: Schedule 2 concerns ...

Note: Remember that schedule titles go in Schedule Description Heading style.

Lead amendment, first to a section/schedule: moved

Section 36—Drugs courts

The Convener: Amendment 54, in the name of Stewart Stevenson, is in a group on its own.

Stewart Stevenson: It gives me great pleasure to kick off stage 2 with an amendment ...

(After making speech)

I move amendment 54.

Note on the form of words for Convener or Presiding Officer: Give the name of the member in whose name the lead amendment was lodged. Use “group on its own” rather than “of its own”. If amendments have consecutive numbers, use “57 to 63” rather than listing them all, although watch out for amendments to amendments in the list—eg “57 to 60, 60A and 61 to 63”. The Convener or Presiding Officer will sometimes mention the group number or title—we generally retain that information, as it gives additional information.

Lead amendment formally moved then debated

The Convener: Amendment 7, in the name of Jack McConnell, is grouped with amendments 2 to 6 and 13.

Amendment 7 moved—[Mr Jack McConnell].

Fiona Hyslop: I oppose amendment 7 ...

Note: Unlike with motions moved formally, the full stop in the procedure line above comes outside the square bracket to keep it in line with the formula for amendments moved formally and immediately agreed to, as below. (A fuller and more tedious explanation is given in the section on motions moved formally.)

Amendment agreed to without debate or division

*Amendment 13 moved—[David McLetchie]—
and agreed to.*

Note: Amendment 13 has already been debated with a previous lead amendment so only the above procedural line is needed.

OR

Amendments 13 to 16 moved—[Ms Margaret Curran]—and agreed to.

Amendment that would introduce a new section/schedule

Before section 75

The Deputy Presiding Officer: Group 26 is on the prohibition of certain terms of leases or agreements. Amendment 42, in the name of Fergus Ewing, is in a group on its own.

Fergus Ewing: Perhaps the major defect of the 1991 act was the fact that it was circumvented...

Note: The “Before section 75” heading can be found on the marshalled list.

Amendment withdrawn

Amendment 21, by agreement, withdrawn.

Note: If an amendment has not been moved, it cannot be withdrawn. Therefore, ministers should ask members with non-lead amendments “not to move” rather than “to withdraw” those amendments.

Amendment not moved

Amendment 22 not moved.

Amendment agreed/disagreed to without division

Amendment 23 agreed to.

OR

Amendment 23 disagreed to.

Amendment agreed/disagreed to by division

The Convener: The question is, that amendment 69 be agreed to. Are we agreed?

Members: No.

The Convener: There will be a division.

FOR

Aitken, Bill (Glasgow) (Con)

AGAINST

Barrie, Scott (Dunfermline West) (Lab)
Hamilton, Mr Duncan (Highlands and Islands) (SNP)
Lyon, George (Argyll and Bute) (LD)
Morrison, Mr Alasdair (Western Isles) (Lab)
McNeill, Pauline (Glasgow Kelvin) (Lab)
Stevenson, Stewart (Banff and Buchan) (SNP)

The Convener: The result of the division is:
For 1, Against 6, Abstentions 0.

Amendment 69 disagreed to.

(or, if appropriate, *Amendment 69 agreed to.*)

Unamended section/schedule agreed to without division

Schedule 2 agreed to.

Note: No section/schedule heading is needed if the section/schedule is not debated and has no amendments lodged to it.

Amended section/schedule agreed to without division

Section 1, as amended, agreed to.

Note: The convener is not briefed to put the question differently if the section/schedule has been amended, but the procedural line should add the words “as amended”.

Unamended sections/schedules agreed to together and not debated

Sections 5 and 6 agreed to.

Note: If amendments to section 5 had been lodged and selected for debate, section 5 would be agreed to in a separate procedure line. So:

[Section 5—Heading]

Amendment 32, by agreement, withdrawn.

[Division]

Amendment 33 disagreed to.

Section 5 agreed to.

Section 6 agreed to.

Amendment to section/schedule debated, agreed to; amended section/schedule agreed to; further sections/schedules dealt with

Amendment 13 agreed to.

Schedule 7, as amended, agreed to.

Sections 8 and 9 agreed to.

Schedule 8 agreed to.

Sections 10 to 14 agreed to.

Note: Sections should not be dealt with in the same procedure line as schedules. This is because they do not follow each other in the bill (except schedule 1, but even that should be dealt with in a separate line).

Long Title

Long Title

(After debate)

Long title agreed to.

Note: Follow procedure for sections, i.e. deal with amendments, if any, under heading or without heading. If no amendments, use only the procedural line above.

Section 15—Fixed equipment

Amendment 64 moved—[Allan Wilson].

Amendment 64A moved—[Fergus Ewing].

The Deputy Presiding Officer: The question is, that amendment 64A be agreed to. Are we agreed?

Members: No.

The Deputy Presiding Officer: There will be a division.

FOR

Adam, Brian (North-East Scotland) (SNP)
Canavan, Dennis (Falkirk West)

etc

The Deputy Presiding Officer: The result of the division is: For 22, Against 72, Abstentions 0.

Amendment 64A disagreed to.

Amendment 64 agreed to.

or

Amendment 64A agreed to.

Amendment 64, as amended, agreed to.

Notes: An amendment must be moved before an amendment to it can be moved/considered and a decision on the amendment to the amendment must be made before the decision on the main amendment can be made.

When the same decision is made on consecutive amendments to amendments, that may be recorded in one procedure line:

Amendment 158 moved—[Hugh Henry].

Amendments 158A to 158I not moved.

Amendment 158 agreed to.

Manuscript amendment

Note: A manuscript amendment (as defined in rule 9.10.6) will be inserted in the text unless it has been published on the marshalled list or a revised marshalled list. If in doubt, ask a sub.

A Member: I move manuscript amendment 161, to insert before section 32,

Compensation for loss of feudal rights

(1) Where, before the appointed day—

(a) a superior had feudal rights in relation to a *dominium utile* interest in land ... the superior may, before that day, reserve the right to claim compensation by executing and registering with the Lands Tribunal a notice in such form as may be prescribed by Scottish Ministers in regulations

(After debate)

Amendment 161 agreed to.

Motion to pass the bill at stage 3

Note: When the debate on a bill is completed, a decision must be taken by the Parliament on whether to pass the bill (on a motion by the member in charge of the bill). This process is recorded as follows:

Local Governance (Scotland) Bill: Stage 3

BUT the stage 3 reference disappears if the heading follows immediately after debate on amendments at stage 3. That is because of the need to have different headings in the index. The following motion is then moved.

Local Governance (Scotland) Bill

Mr Kerr: I move,

That the Parliament agrees that the Local Governance (Scotland) Bill be passed.

When to insert section/schedule headings

Headings should be inserted whenever an amendment to the section, schedule or long title is debated or the subject of a decision, even if that decision is only that the amendment is not moved. For example:

**Section 98—Transfer for treatment direction:
supplementary**

Amendment 848 moved—[Mrs Mary Mulligan]—and agreed to.

Section 99—Restriction direction

Amendment 849 not moved.

When amendments are moved en bloc, remember to insert all the relevant headings. If an en bloc question is put (on amendments to different sections), insert the subsequent section heading(s) before the decision is recorded:

Amendments 5 to 7 moved—[Ross Finnie.]

The Deputy Presiding Officer: The question is, that amendments 5 to 7 be agreed to. Are we agreed?

Members: No.

The Deputy Presiding Officer: There will be a division.

FOR

Adam, Brian (Aberdeen North) (SNP)
Aitken, Bill (Glasgow) (Con)
Arbuckle, Mr Andrew (Mid Scotland and Fife) (LD) ...

AGAINST

Curran, Frances (West of Scotland) (SSP)
Fox, Colin (Lothians) (SSP) ...

The Deputy Presiding Officer: The result of the division is: For 86, Against 3, Abstentions 0.

Amendments 5 and 6 agreed to.

**Section 13—Transfer of staff etc to the
undertaking**

Amendment 7 agreed to.

Private Bills

For detailed guidance, see [“Guidance on Private Bills”](#). According to rule 9A.1 of standing orders, “A Private Bill is a Bill introduced by an individual person, a body corporate or an unincorporated association of persons (referred to as ‘the promoter’) for the purpose of obtaining for the promoter particular powers or benefits in excess of or in conflict with the general law, and includes a bill relating to the estate, property, status or style, or otherwise relating to the personal affairs, of the promoter.”

After the bill has been introduced, the Parliament, on a Parliamentary Bureau motion, establishes a private bill committee to examine the bill. The committee consists of no more than five members.

All private bills are subject to a three-stage process:

Preliminary Stage – in which the committee considers the general principles of the bill, whether the bill should proceed as a private bill and preliminary consideration of objections;

Consideration Stage – in which the committee takes evidence on the details of the bill and considers amendments; and.

Final Stage – in which the Parliament considers further amendments and decides whether to pass the bill.

A separate **Reconsideration Stage** is also possible in certain circumstances

Examples of headings:

National Galleries of Scotland Bill: Preliminary Stage

Robin Rigg Offshore Wind Farm (Navigation and Fishing) (Scotland) Bill: Consideration Stage

At consideration stage, amendments are moved on behalf of the promoter by a member of the committee. Procedure is, for our purposes, the same as for stage 2 of a public bill.

Terminology for private bills and members’ bills

Private bills are introduced by a **promoter**. An **objector** is an individual, body corporate or group that has lodged an objection to the bill.

A **member’s bill** (**members’ bills** in the plural) is a public bill introduced by a member (see part 3 of [“Guidance on Public Bills”](#)). Any other member may, by notifying the clerk, support the bill and have his or her name printed in the business bulletin. Such members may be known as **supporters**.

INTERPRETATION/LANGUAGES

Gaelic, interpreting

Mr Calum Robertson: Tha mi 'n dòchas gun tug siud dealbh air na tha Sabhal Mòr Ostaig ris is tha a' buntainn ri dleasdanas na Comataidh agaibh. O chionn greis a nis, tha an Riaghaltas is na Comhairlean Ionadail air a bhith cur taic ri Gàidhlig.

Following is the simultaneous interpretation:

I hope that the foregoing has given an indication of Sabhal Mòr Ostaig's contribution to the committee's spheres of interest. Central and local government has done much recently to support Gaelic.

OR

Professor Meek: [Gaelic text.]

Following is the simultaneous interpretation:

I shall start off speaking in Gaelic, blah blah, blah, blah.

Professor Meek continued in English.

I shall say this in English to be clear.

If the speaker is a member:

The member continued in English.

Gaelic, no interpreting, speaker continues in English

Following is the translation:

I hope that the foregoing...

The member continued in English.

Language other than Gaelic or English spoken

Ms Budde: (*simultaneous interpretation*) It depends.

Translation of a motion

Motion agreed to.

That the Parliament agrees to the general principles of the Gaelic Language (Scotland) Bill.

The member has provided the following translation:

Gu bheil a' Phàrlamaid a' toirt taic do phrionnsabalan coitcheann Bile Cànan na Gàidhlig (Alba).

SETTING UP TO SPEAK

When ministers and members speak once

In debates when ministers/members speak only once (probably most Parliament debates) they are set up in full the first time they speak. If the first time they speak is an intervention in another member's speech, they are set up in full again when they make their own speech. Follow the purple book style (some members prefer to use a title, others do not).

Speeches are timed. The time at which the speech commenced is recorded, using the 24 hour clock—four digits, hours and minutes separated by a colon.

For ministers, the style for setting up in full is: job title as confirmed by the Executive Secretariat, followed by their full name, as held by SPICe, in round brackets.

The Minister for Environment and Rural Development (Ross Finnie):

The Minister for Parliament (Mr Tom McCabe):

(Occasionally, ministers speak in a personal capacity, in which case they are set up in the same way as back-bench members, eg **Mr Tom McCabe (Hamilton South):**)

For non-Executive, back-bench members, the style for setting up in full is: full name as held by SPICe, followed by their constituency in round brackets, followed by their party in new round brackets.

Official report uses the following abbreviations for parties: Lab; Lab Co-op; SNP; LD; Con; Green; Ind; SSP.

Mr John McAllion (Dundee East) (Lab):

Fergus Ewing (Inverness East, Nairn and Lochaber) (SNP):

On second and subsequent appearances, ministers and members are set up in a shorter form—they take only their title (if they use one) and their surname. Members who do not use a title retain their first name.

Ross Finnie:

Mr McCabe:

Mr McAllion:

Fergus Ewing:

There are two exceptions.

1. The First Minister and the law officers always* take their job titles.

The First Minister (Henry McLeish): (first appearance)

The First Minister: (subsequently)

The Lord Advocate (Colin Boyd): (first appearance)

The Lord Advocate: (subsequently)

(*In one [members' business debate](#), Colin Boyd spoke in a personal capacity and was set up as:

Colin Boyd (The Lord Advocate))

2. Some members who use a title will share a surname. Their first name should be retained on second and subsequent appearances.

Mrs Margaret Ewing (Moray) (SNP): (first appearance)

Mrs Margaret Ewing: (subsequently)

Note: So far, this rule has not been applicable in session 2. However, it is possible that members might share a surname and a first name. If so, always set them up in full. We must hope that they do not also share a constituency and party affiliation.

When ministers and members speak more than once

In debates when ministers/members speak more than once (probably most committee discussions and debates on amendments to legislation) and when evidence is being taken, they are set up in full when they first speak and given the short form thereafter, even if their first appearance is an intervention in another member's speech. If a minister/member speaks in both the opening and winding-up speeches on a motion, they are not set up in full the second time.

Those who are giving evidence are treated in the same way as members and ministers: when they first speak, their full name is given, followed by their job title in round brackets; subsequently, only their name is given.

Presiding Officer, Deputy Presiding Officers, conveners and committee clerks

The Presiding Officer, his/her deputies, conveners and deputy conveners take the same style as the First Minister and the law officers. Committee clerks take a style similar to members.

The Presiding Officer (Mr George Reid): (first appearance)

The Presiding Officer: (subsequently)

The Deputy Presiding Officer (Murray Tosh): (first appearance)

The Deputy Presiding Officer: (subsequently)

The Convener (Miss Annabel Goldie): (first appearance)

The Convener: (subsequently)

The Deputy Convener (Karen Whitefield): (first appearance)

The Deputy Convener: (subsequently)

Martin Verity (Clerk): (first appearance)

Martin Verity: (subsequently)

Times

In general, times should be attached to #n names. Except in the case of resumptions, continuations etc, they should not be placed above a heading. If a quarter falls near the beginning or end of a speech, it should be tweaked to land between the speakers.

Event time

Committees

After each heading

During debate: quarters

Adjournments, suspensions, continuations, openings (in leader box) and closings

Meetings of the Parliament

Stage 3 consideration of amendments: quarters

Under any heading that is not for a substantive debate on a motion (eg Points of Order, Decision Time, Parliamentary Bureau Motions moved formally)

Suspensions, resumptions, openings (in leader box) and closings

(Question Time is the exception—it is covered simply by the 14:30 *On resuming*— unless it does not open the afternoon's business)

Member index time

Meetings of the Parliament

Above any speech in a debate on a motion

Ministerial statement (only when minister starts to speak, not for questions)

SILENCES

For plenary meetings, we have tended to give silences a heading, with the next item taking an event or member index time as usual. This is the example from [12 September 2001](#):

[THE PRESIDING OFFICER *opened the meeting at 14:30*]

One Minute's Silence

The Presiding Officer (Sir David Steel): Colleagues, at the turn of the century, we looked back at the episodes of carnage ... Before we begin to debate our motion of condolence, let us in sympathy with the victims rise and stay silent for a minute in our places.

Motion without Notice

14:34

The Presiding Officer (Sir David Steel): I am minded to accept a motion without notice.

If there is no new heading, insert a column break before the event time, as in the [meeting following Donald Dewar's death](#).

In committee (for remembrance day), we have usually not included a heading and have run out without a column break:

11:00

The Convener: Please be upstanding for two minutes' silence for those who gave their lives for future generations.

11:02

The Convener: Thank you.

We have also reported a [Quaker silence](#) as

[*Silence.*]

SUB-EDITORS NOTES

Contents page

Some examples of procedural lines added to the contents page by using pencil on toolbar while cursor is in debate style heading.

Motion moved—[Nicola Sturgeon].

Amendment moved—[First Minister]. Similarly [Lord Advocate], [Solicitor General for Scotland]

Amendment to the amendment moved—[Mrs Margaret Smith].

Motion debated—[Brian Adam]. (Members' business debate)

Motions moved—[Euan Robson]. (Parliamentary Bureau motions)

Motion moved—[Patricia Ferguson]—and agreed to. (Business motion)

Statement—[Mr Jim Wallace].

Statement—[First Minister]—and debate.

We have also had a two-day debate (without a motion) following the First Minister's statement on the Executive's programme and used the following pencil:

Debate on First Minister's statement.

Emergency question—[Name of member asking question].

(Minister answering question receives member index time.)

Corrections

Add correction(s) at end of following meeting's debate.

Correction

Official Report, 18 May 1999; c 51, for "significant-error-ridden cock-up" read "this is what the mumbling really meant".

Note: The correction should be drawn to the attention of the proof reader, who should amend the text accordingly and remove the correction. The column breaks at the end of the book may need adjusting accordingly.

Add second and third lines to line 1 in text box.

MEETING OF THE PARLIAMENT

COMMITTEE OF THE WHOLE PARLIAMENT

MEETING OF THE PARLIAMENT

Attendance lists

Attendance lists should contain as few categories as possible.

Attendees, other than members and clerks, should be recorded only if they speak, and nobody should appear on the list under more than one category. Attendees appearing both to give evidence and in a briefing capacity should be recorded as witnesses. Anyone else attending, provided that they speak, is recorded under “The following also attended:” with their designation in brackets.

Irrespective of grade, clerks are set up as “(Clerk)” in the text of the report.

Member attendance (including non-committee members)—follow minutes.

See next page for sample attendance sheet.

Styles (including the style for the returns that are included to give white space) should be as shown in the examples below.

For a committee’s first meeting:

NATIONAL GALLERIES OF SCOTLAND BILL COMMITTEE **1st Meeting 2005, Session 1**

OLDEST COMMITTEE MEMBER (OR OLDEST COMMITTEE MEMBER PRESENT)

*John Young (West of Scotland) (Con)

COMMITTEE MEMBERS

*Rhona Brankin (Midlothian) (Lab)

*Maureen Macmillan (Highlands and Islands) (Lab)

*Alasdair Morgan (Galloway and Upper Nithsdale) (SNP)

*Mrs Margaret Smith (Edinburgh West) (LD)

*attended

CLERK TO THE COMMITTEE

David Cullum

SENIOR ASSISTANT CLERK

Alison Campbell

ASSISTANT CLERK

Zoé Dean

LOCATION

Committee Room 4

For other meetings:

PROCEDURES COMMITTEE

† 15th Meeting 2005, Session 2

CONVENER

*Iain Smith (North East Fife) (LD)

DEPUTY CONVENER

Karen Gillon (Clydesdale) (Lab)

COMMITTEE MEMBERS

*Richard Baker (North East Scotland) (Lab)

Mark Ballard (Lothians) (Green)

*Cathie Craigie (Cumbernauld and Kilsyth) (Lab)

COMMITTEE SUBSTITUTES

*Robin Harper (Lothians) (Green)

Tricia Marwick (Mid Scotland and Fife) (SNP)

*attended

THE FOLLOWING ALSO ATTENDED:

Phil Gallie (South of Scotland) (Con)

THE FOLLOWING GAVE EVIDENCE:

♦John Dick (Kincardine Railway Concern Group)

◇Jackie McGuire (Clackmannanshire Council)

Tara Whitworth (Jacobs Babbie)

♦speaking through an interpreter

◇by video link

CLERK TO THE COMMITTEE

Andrew Mylne

SENIOR ASSISTANT CLERK

Jane McEwan

ASSISTANT CLERK

Lewis McNaughton

LOCATION

Committee Room 6

† 14th Meeting 2005, Session 2—held in private.

or

† 14th meeting 2005, Session 2—joint meeting with Standards Committee.

Notes: If a member who is a committee substitute attends the meeting not as a substitute, they should be listed under “The following also attended”.

A template for a joint committee meeting can be found in the [joint justice committees reference folder](#).

Occasionally, the head of chamber office has clerked meetings (of the Procedures Committee and the Standards Committee), in which case we have recorded that as follows:

HEAD OF CHAMBER OFFICE

Ken Hughes

SENIOR ASSISTANT CLERK

Jane McEwan

Question headings

Question headings in the *Official Report* tend to be hybrids of index entries and headlines. Ask yourself what an informed member of the public is likely to look for to find the information that they want.

The broader the heading, the better. If necessary, qualify the broader subject area with the more specific topic in brackets (eg a geographical area):

National Health Service (Tayside)

National Health Service (Statistics)

When the question relates to a number of issues, try to establish a hierarchy of importance. In some cases, this may not be possible until the question is answered, as the best clue is often to be found in the answer (and indeed in which minister gives the answer). However, it is usually possible to determine the broad area of ministerial responsibility. Usually, the plural is preferable to the singular:

Ferry Services

Young Carers

Publications are given in inverted commas:

“The same as you?”

As with debate headings, where possible avoid starting with a figure:

Budget 2001-02

The following examples are taken from previous books:

Acute Services Review (Glasgow)

Autistic Spectrum Disorder

Beta Interferon

Caledonian MacBrayne (Fare Structure)

Child Protection

Community Care

Convention of Scottish Local Authorities (Meetings)

Devolution

Edinburgh Royal Infirmary

Employment (Over-50s)

Energy Efficiency

Erskine Bridge

European Fisheries Council

Fishing (Decommissioning)

Foot-and-mouth Disease (Compensation)

Foot-and-mouth Disease (Dumfries and Galloway Council)

Gaelic

Higher Education (Funding)

Hospitals (Mixed-sex Wards)

National Health Service (Value for Money)

New Deal

Planning (Ayr)

Policing

Prescription Charges (Exemptions)

Railways

Roads (Borders)

Roads (Signposting)

Rural Economy (Fuel Costs)

Schools (Buildings)

Schools (Information Technology)

Scottish Natural Heritage

Secretary of State for Health (Meetings)

Teachers (Stress)

Telecommunications (Highlands and Islands)

Tourism (Highlands)

Transport (Aberdeen)

Transport (Disruptions)

Warrant Sales

Questions in First Minister's question time are likely to be more general. Common ones include:

Cabinet (Meetings)

National Health Service

Prime Minister (Meetings)

Secretary of State for Scotland (Meetings)

UPDATING THE CONTENTS PAGE

The contents page is based on the following styles:

Body Text 2 - primary indexed item (with 30% grey shading applied)

MainHdg_OR - secondary indexed item

backindex - tertiary indexed term

Updating the index

1. Make the relevant changes to the procedural guide
2. Click anywhere within the index (it will highlight all the text in grey)
3. Click on F9
4. Select Update the page numbers
5. Select OK

Adding styles for inclusion in the index

1. Open the document
2. Insert
3. Index and Tables...
4. Click on the Table of Contents tab
5. Options
6. Select another style and give it a number e.g. Body Text 2 is number 1 and MainHdg_OR is number 2, so if you want to index speech or style under the Body Text 2 headings then it can also be named as number 2.