

PARLIAMENTARY BUREAU

PARLIAMENTARY CALENDAR: OFFICE OF THE CLERK AND CHRISTMAS RECESS

Christmas recess

1. The Parliament has previously agreed that—

- the Christmas recess begins this year on Friday 24 December 2021 and ends on Sunday 9 January 2022; and
- the Office of the Clerk is closed on Friday 24 (pm), Monday 27 and Tuesday 28 December 2021 and Tuesday 3 and Wednesday 4 January 2022.

2. Since 2000, the Bureau has additionally proposed that the Office of the Clerk be closed between Christmas and the New Year. The Bureau is therefore invited to agree to propose to the Parliament that the Office of the Clerk be closed this year on Wednesday 29, Thursday 30 and Friday 31 December 2021 as shown in Annexe A. Questions, motions and amendments cannot be lodged when the Office of the Clerk is closed and the impact of the proposal on some of the deadlines for lodging are discussed below.

Impact on deadlines – Parliamentary questions

3. This has an impact on some of the deadlines which would normally apply on a Monday (the deadlines for submission of names for the ballots for Portfolio and General Questions and the associated deadline two days later for the lodging of questions). Proposed deadlines which take this and recess dates into account are set out below and shown at Annexe B.

Topical Questions – Tuesday 11 January 2022

4. The deadline for lodging a question would be 12 noon on Monday 10 January 2022 (this is the usual arrangement).

Portfolio Questions – Wednesday 12 January 2022

5. For Portfolio Questions on 12 January 2022, names to be entered into the draw should be submitted no later than noon on Monday 20 December 2021, with questions being submitted no later than noon on Wednesday 22 December 2021. This follows the pattern in previous sessions.

General Questions – Thursday 13 January 2022

6. Deadlines for the submission of names and questions for General Questions are the same as those for Portfolio Questions (above).

First Minister's Questions - Thursday 13 January 2022

7. The deadline for lodging a question would be 12noon on Monday 10 January (this is the usual arrangement).

Portfolio Questions – Wednesday 19 January 2022 and General Questions – Thursday 20 January 2022

8. For Portfolio Questions on 19 January 2022, names to be entered into the draw should be submitted no later than noon on Monday 10 January 2022, with questions being submitted no later than noon on Wednesday 12 January 2022.

9. Deadlines for the submission of names and questions for General Questions are the same as those for Portfolio Questions (above).

Impact on deadlines – motions and amendments

Motions for debate – Tuesday 11 January 2022

10. If a debate on Tuesday 11 January requires a motion, the deadline would be 10.00am on Monday 10 January and for lodging amendments to that motion would be 4.00pm on that Monday (these are the usual arrangements).

Motions for debate – Wednesday 12 January 2022

11. The deadline for lodging motions for debate on Wednesday 12 January would be 4.00pm on Monday 10 January and for lodging amendments to these motions would be 4.00pm on Tuesday 11 January 2022 (these are the usual arrangements).

Conclusion

12. The Bureau is invited to—

- agree to propose to the Parliament by motion that the Office of the Clerk be closed on Wednesday 29, Thursday 30 and Friday 31 December 2021; and
- consider the proposed deadlines set out above.

Proposal to close the Office of the Clerk

December 2021/January 2022

Monday	Tuesday	Wednesday	Thursday	Friday
20	21	22	23	24 (pm)
27	28	29*	30*	31*
3	4	5	6	7
10	11	12	13	14

	Recess
	Office of the Clerk is closed on these previously agreed days
*	Proposal to close the Office of the Clerk on these days

Parliamentary week and Chamber Desk deadlines w/c 20 December 2021, 3 January and 10 January 2022

<p>Monday 20 December</p> <ul style="list-style-type: none"> Names for the ballot for Portfolio Questions to be answered on Wednesday 12 January – no later than 12 noon Names for the ballot for General Questions to be answered on Thursday 13 January – no later than 12 noon 	
<p>Tuesday 21 December</p>	<p>Chamber business to include Topical Questions (if selected) Members' Business Decision Time</p>
<p>Wednesday 22 December</p> <ul style="list-style-type: none"> Questions for Portfolio Questions to be answered on Wednesday 12 January – no later than 12 noon Questions for General Questions to be answered on Thursday 13 January – no later than 12 noon 	<p>Chamber business to include Portfolio Questions Members' Business Decision Time</p>
<p>Thursday 23 December</p> <ul style="list-style-type: none"> Motions/amendments and written questions – no later than 4.30pm 	<p>Chamber business to include General Questions First Minister's Questions Decision Time</p>
<p>Friday 24 December</p> <ul style="list-style-type: none"> Motions/amendments and written questions – no later than 12.30pm 	<p>Recess: Office of the Clerk is closed from 12.30pm.</p>
<p>Monday 27 December – bank holiday – Office of the Clerk is closed</p>	
<p>Tuesday 28 December – bank holiday – Office of the Clerk is closed</p>	
<p>Wednesday 29 – Friday 31 December: proposed closure of Office of the Clerk</p>	
<p>Monday 3 January – bank holiday – Office of the Clerk is closed</p>	
<p>Tuesday 4 January – bank holiday – Office of the Clerk is closed</p>	
<p>Wednesday 5 January</p> <ul style="list-style-type: none"> Motions/amendments and written questions – no later than 3.30pm 	<p>Recess: Office of the Clerk is open</p>
<p>Thursday 6 January</p> <ul style="list-style-type: none"> Motions/amendments and written questions – no later than 3.30pm 	<p>Recess: Office of the Clerk is open</p>

<p>Friday 7 January</p> <ul style="list-style-type: none"> • Motions/amendments and written questions – no later than 2.30pm 	<p>Recess: Office of the Clerk is open</p>
<p>Monday 10 January</p> <ul style="list-style-type: none"> • Motions for Tuesday 11 January debate – no later than 10 am • Amendments to motions for Tuesday 11 January debate – no later than 4.00 pm • Motions for Wednesday 12 January debate – no later than 4.00 pm • Topical Questions for answer on 11 January – no later than 12 noon • First Minister's Questions to be answered on 13 January – no later than 12 noon • Names for the ballot for Portfolio Questions to be answered on 19 January – no later than 12 noon • Names for the ballot for General Questions to be answered on 20 January – no later than 12 noon. • Other motions/amendments and written questions – no later than 4.30 pm 	
<p>Tuesday 11 January</p> <ul style="list-style-type: none"> • Amendments to motions for Wednesday 12 January debate – no later than 4.00pm • Motions for 13 January debate – no later than 4.00pm • Other motions/amendments and written questions – no later than 4.30 pm 	<p>Chamber business to include Topical Questions (if selected) Members' Business Decision Time</p>
<p>Wednesday 12 January</p> <ul style="list-style-type: none"> • Questions for Portfolio Questions (to be answered on 19 January) – no later than 12.00 noon. • Questions for General Questions (to be answered on Thursday 20 January) – no later than 12.00 noon. • Amendments to motions for 13 January debate – no later than 4.00pm. 	<p>Chamber business to include Portfolio Questions Members' Business Decision Time</p>

<ul style="list-style-type: none"> • Other motions/amendments and written questions – no later than 4.30pm. 	
<p>Thursday 13 January</p> <ul style="list-style-type: none"> • motions/amendments and written questions – no later than 4.30pm. 	<p>Chamber business to include General Questions First Minister's Questions Members' Business Decision Time</p>
<p>Friday 14 January</p> <ul style="list-style-type: none"> • Motions/amendments and written questions – no later than 3.30pm 	