

# 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 Saturday 21 December 2024 and ends on Sunday 5 January 2025 ([Motion ref. S6M-09150](#)); and
  - the Office of the Clerk is closed on Tuesday 24 (pm), Wednesday 25 and Thursday 26 December 2024 and Wednesday 1 and Thursday 2 January 2025 ([Motion S6M-14309](#)).
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 Friday 27, Monday 30 and Tuesday 31 December 2024 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.
3. Considering the days that the public holidays fall on, and due to recess commencing a little earlier than usual, the Bureau is also invited to agree to propose that the Office of the Clerk be closed on the morning of Tuesday 24 December 2024.

### Impact on deadlines – Parliamentary questions

4. 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 7 January 2025*

5. The deadline for lodging a question would be 12 noon on Monday 6 January 2025 (this is the usual arrangement).

#### *Portfolio Questions – Wednesday 8 and Thursday 9 January 2025*

6. For Portfolio Questions on 8 and 9 January 2025, names to be entered into the draw should be submitted no later than noon on Monday 16 December 2024, with questions being submitted no later than noon on Wednesday 18 December 2024. This follows the pattern in previous sessions.

#### *General Questions – Thursday 9 January 2025*

7. 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 9 January 2025*

8. The deadline for lodging a question would be 12 noon on Monday 6 January (this is the usual arrangement).

*Portfolio Questions – Wednesday 15 and Thursday 16 January 2025 and General Questions – Thursday 16 January 2025*

9. For Portfolio Questions on 15 and 16 January 2025, names to be entered into the draw should be submitted no later than noon on Monday 6 January 2025, with questions being submitted no later than noon on Wednesday 8 January 2025 (these are the usual arrangements).
10. 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 7 January 2025*

11. If a debate on Tuesday 7 January requires a motion, the deadline for lodging the motion would be 10.00am on Monday 6 January and for lodging amendments to that motion would be 4.00pm on that Monday (these are the usual arrangements).

*Motions for debate – Wednesday 8 January 2025*

12. The deadline for lodging motions for debate on Wednesday 8 January would be 4.00pm on Monday 6 January and for lodging amendments to these motions would be 4.00pm on Tuesday 7 January 2025 (these are the usual arrangements).

**Conclusion**

13. The Bureau is invited to—

- agree to propose to the Parliament by motion that the Office of the Clerk be closed on Tuesday 24 (am), Friday 27, Monday 30 and Tuesday 31 December 2024; and
- consider the proposed deadlines set out above.

Parliamentary Business Team  
October 2024

Proposal to close the Office of the Clerk  
 December 2024/January 2025

Monday	Tuesday	Wednesday	Thursday	Friday
16	17	18	19	20
23	*24 (pm)	25	26	*27
*30	*31	1	2	3
6	7	8	9	10

	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 16 and 30 December 2024, and 6 January 2025

Note that the table below is not an exhaustive list of every Chamber Desk deadline in each week. The table highlights those deadlines that are affected, or where it is useful to emphasise those that are not affected.

<p><b>Monday 16 December</b></p> <ul style="list-style-type: none"> <li>• TQs for 17 December and FMQs for 21 December - no later than 12 noon</li> <li>• Names for the ballot for Portfolio Questions to be answered on 8/9 January – no later than 12 noon</li> <li>• Names for the ballot for General Questions to be answered on Thursday 9 January – no later than 12 noon</li> </ul>	
<p><b>Tuesday 17 December</b></p>	<p><b>Chamber business to include</b> Topical Questions (if selected) Members' Business Decision Time</p>
<p><b>Wednesday 18 December</b></p> <ul style="list-style-type: none"> <li>• Questions for Portfolio Questions to be answered on 8/9 January – no later than 12 noon</li> <li>• Questions for General Questions to be answered on 9 January – no later than 12 noon</li> </ul>	<p><b>Chamber business to include</b> Portfolio Questions Members' Business Decision Time</p>
<p><b>Thursday 19 December</b></p> <ul style="list-style-type: none"> <li>• Motions/amendments and written questions – no later than 4.30pm</li> </ul>	<p><b>Chamber business to include</b> General Questions First Minister's Questions Decision Time</p>
<p><b>Friday 20 December</b></p> <ul style="list-style-type: none"> <li>• Motions/amendments and written questions – no later than 3.30pm</li> </ul>	
<p><b>Monday 23 December</b></p> <ul style="list-style-type: none"> <li>• Motions/amendments and written questions – no later than 3.00pm</li> </ul>	<p><b>Recess: Office of the Clerk is closed from 4.00pm.</b></p>

<b>Tuesday 24 December – recess – proposed closure of Office of the clerk</b>	
<b>Wednesday 25 December – bank holiday – Office of the Clerk is closed</b>	
<b>Thursday 26 December – bank holiday – Office of the Clerk is closed</b>	
<b>Friday 27, Monday 30 and Tuesday 31 December – recess - proposed closure of Office of the Clerk</b>	
<b>Wednesday 1 January – bank holiday – Office of the Clerk is closed</b>	
<b>Thursday 2 January – bank holiday – Office of the Clerk is closed</b>	
<b>Friday 3 January</b> <ul style="list-style-type: none"> <li>• Motions/amendments and written questions – no later than 2.30pm</li> </ul>	Recess: Office of the Clerk is open 10am – 3.30pm
<b>Monday 6 January</b> <ul style="list-style-type: none"> <li>• Motions for Tuesday 7 January debate – no later than 10 am</li> <li>• Amendments to motions for Tuesday 7 January debate – no later than 4.00 pm</li> <li>• Motions for Wednesday 8 January debate – no later than 4.00 pm</li> <li>• Topical Questions for answer on 7 January – no later than 12 noon</li> <li>• First Minister’s Questions to be answered on 9 January – no later than 12 noon</li> <li>• Names for the ballot for Portfolio Questions to be answered on 15/16 January – no later than 12 noon</li> <li>• Names for the ballot for General Questions to be answered on 16 January – no later than 12 noon.</li> <li>• Other motions/amendments and written questions – no later than 4.30 pm</li> </ul>	
<b>Tuesday 7 January</b> <ul style="list-style-type: none"> <li>• Amendments to motions for Wednesday 8 January debate – no later than 4.00pm</li> <li>• Motions for 9 January debate – no later than 4.00pm</li> </ul>	<b>Chamber business to include</b> Topical Questions (if selected) Members’ Business Decision Time

<ul style="list-style-type: none"> <li>• Other motions/amendments and written questions – no later than 4.30 pm</li> </ul>	
<p><b>Wednesday 8 January</b></p> <ul style="list-style-type: none"> <li>• Questions for Portfolio Questions to be answered on 15/16 January – no later than 12.00 noon.</li> <li>• Questions for General Questions (to be answered on 16 January) – no later than 12.00 noon.</li> <li>• Amendments to motions for 9 January debate – no later than 4.00pm.</li> <li>• Other motions/amendments and written questions – no later than 4.30pm.</li> </ul>	<p><b>Chamber business to include</b>  Portfolio Questions  Members' Business  Decision Time</p>
<p><b>Thursday 9 January</b></p> <ul style="list-style-type: none"> <li>• motions/amendments and written questions – no later than 4.30pm.</li> </ul>	<p><b>Chamber business to include</b>  General Questions  First Minister's Questions  Members' Business  Decision Time</p>
<p><b>Friday 10 January</b></p> <ul style="list-style-type: none"> <li>• Motions/amendments and written questions – no later than 3.30pm</li> </ul>	