

26/03/21

Our ref: [REDACTED]

Dear Mr Hill and [REDACTED]

Thank you for meeting with us on 25/03/21 to discuss the winding up your parliamentary affairs. I hope you found the meeting useful. We recognise that leaving Parliament and winding-up your affairs may be a challenging time for you and your staff, so I will support you during this process to make it as easy as possible.

At the meeting you asked some specific questions. You asked whether the cost of legal fees pertaining to the employment tribunal be claimed and whether [REDACTED] could claim for costs of travel to London and a hotel stay to appear at the Tribunal. Both queries have been raised with our Head of Policy and I will provide you with an answer as soon as I have one.

We also briefly discussed the Accommodation budget overspend. I hope to be able to provide you with a predicted forecast of the overspend next week.

I have included in this letter information you may find useful.

- Information about your properties
- How to check if you owe money to IPSA
- A list of FAQs

I will write to you separately about how to tell us about the disposal of IPSA-funded equipment. In the meantime, if you dispose of any equipment, please make a record of how you disposed of it and ensure any IT equipment is wiped of data beforehand.

We will support you to wind-up your affairs as promptly and efficiently as possible. Although you have 90 days to submit any claims, we strongly encourage you to submit claims as soon as possible so that you can complete the winding-up process.

If you have any further queries or need help, please email me or arrange a call [here](#).

Yours sincerely,

[REDACTED]
MP Account Manager

Information about your properties

We have the following information listed about your current properties. Please note that in order to prevent overpayments of rent, we stopped all direct payments of rent on 19/03/2021. When we know the date you are leaving the property, we will pay any money owed directly to the landlord or ask you to recover and repay to IPSA any overpayment of rent.

Property Type	Address	Notice Period / Break Clause	IPSA Deposit Loan
Accommodation		2 Months	£1,975.00
Office	23 South Road	2 Months	£1,250.00

When you know the date you will be leaving your property, please complete a Property Amendment Form on IPSA Online. Deposit loans should also be repaid to IPSA within one month of leaving the property.

If you or your Landlord wishes you to remove any Chubb security equipment from your properties, please contact Members' Security Support Service at the House and they can arrange this for you. They can also arrange for you to take over the service contract with Chubb if you want to.

How to check if you owe any money to IPSA

During the winding-up period, we will validate your spending and we may find that money needs to be repaid to IPSA. This could be because we find duplicate or ineligible claims, utility bills need to be pro-rated, a budget has been overspent or payment card expenditure must be repaid.

It is a good idea to log on to IPSA Online regularly to check if any repayments are due.

IPSA Online Credit Notes

IPSA Online notifies you when you owe money to IPSA and explains the reason for the repayment in a credit note. This will appear as a task in the task manager section of IPSA Online. The MP or registered proxy must then action the credit note.

To action a credit note, please take the following steps:

1. Log into IPSA Online and navigate to your task manager
2. Click the task you wish to complete "Choose Payment Method (or reject)"
3. You can see how much you owe IPSA and why

4. Select how you wish to repay the money (repayment, offsetting or salary deductions), or select 'Reject' if you wish to dispute the repayment. To dispute the repayment you will be prompted to explain the reason why this money is not owed to IPSA.

All direct repayments to IPSA will need to be accompanied by a repayment form which can be found on our website [here](#). When you complete the form, please include the claim form number and line number the credit note refers to, if relevant. Please be aware that the credit note may refer to money owed from previous financial years. More help on how to action credit notes can be found on of our [task management user guide](#).

Repayments Due to IPSA

You should also check the 'MPD Repayments Due' section of your IPSA Online dashboard for any other repayments owed to IPSA. This would contain transactions such as 'Not claimed to be repaid' payment card lines (which you will not receive credit notes for), money owed from the old expenses system or credit note lines which have been actioned but not yet repaid.

FAQs for MPs Standing Down

IPSA will help and support you through the process. Please find below answers to some frequently asked questions, and please get in touch if you need further guidance.

Salary

As I have stood down when will I get paid to?

Your salary will be paid up to and including the day you stood down. After you stand down, you are no longer be an MP so you will not receive any further salary payments.

When do I get my P45?

We will send your P45 to your home address after payment of your final salary.

I have some questions about my pension

The House of Commons Pensions Unit: [REDACTED]

What if I start a new job immediately after I stand down? Who will look after my staff and close down my office?

You are responsible for closing down your office and making your staff redundant, so you will need to make time for these tasks immediately after the election.

Expenses budgets

What budgets will be available to me before I stand down?

Your normal Business Costs and Expenses budgets will be available to you.

Winding-Up budget

How much is my Winding-Up budget?

You will receive a Winding-Up budget of £53,950 for Non-London MPs. The Winding-Up budget is opened on 17 March 2021 and is available for two months until 16 May 2021.

What can I claim under the winding-up budget?

- Salary and National Insurance costs for any staff who continue to work for you until the end of February
- Other contractual liabilities for staff in respect of the period after the date of the general election, such as any employer pension contributions, overtime worked, untaken holiday and Pay In Lieu Of Notice if allowed by staff contracts

- Contractual liabilities for offices and/or equipment, such as office rent and utility bills, and equipment rental payments for the notice period
- Travel costs where necessary for completion of Parliamentary functions, with certification that the travel was for the purpose of closing down such functions
- Any costs reasonably incurred under the terms of an office rental agreement, such as the costs of redecorating the office and making good dilapidations
- Postage, stationery and telephone costs, with evidence that the claim relates to the conclusion of Parliamentary functions
- The costs of removing items such as furniture from your office
- Other associated costs, such as the shredding of confidential waste or cleaning the hard disk of any IT equipment which has been purchased under the Scheme
- The costs, including removal costs, of leaving any accommodation funded under the Scheme, but excluding redecoration.

Can I carry forward money from my normal budgets to the Winding-Up budget?

No. Costs incurred before you stood down should be charged to your normal budgets, and costs incurred after that to the Winding-Up budget.

What if I overspend my Winding-Up budget?

We expect you to manage within the budget provided. However, if there are exceptional circumstances that take you over your Winding-Up budget, you may apply to our Contingency Panel for additional funding. However, additional funding is not guaranteed. The contingency application form can be found on our website [here](#).

When can I start using my Winding-Up budget?

The day after you stood down, 17 March 2021.

How long can I incur costs from the Winding-Up budget?

You can incur costs from the winding-up budget up to and including 16 May 2021.

How do I track my Winding-UP budget?

You can access budget reports on IPSA Online using the [Business Costs Breakdown report](#).

Staffing

What role does IPSA play and what role does Members' HR play?

IPSA run the payroll and Members' HR (which is part of the House service) provide HR advice. We will work together to provide you with the advice you need, but please note that IPSA is unable to provide HR advice.

What happens to my staff now I have stood down?

You will have to make your staff redundant. Members' HR are best placed to advise you on this process because they can offer individual and confidential advice on employment matters. Please contact [REDACTED]

When will my staff members be paid to?

Staff members will be paid until their roles are made redundant. Staff members cannot be paid after the end of the winding up period on 16 May 2021.

Does pay in lieu of notice (PILON) come from the Winding-Up budget?

Yes, if staff members are given notice after the election and are unable to work their notice period, they will receive PILON. This will be paid in their last salary from IPSA.

Do my staff redundancy payments come from the Winding-Up budget?

No, redundancy costs come from the contingency budget, which is uncapped.

What if something happens to one of my staff during the Winding-Up period?

Please speak to Members' HR in the House, who are best placed to give you advice.

Will my staff still get a redundancy payment if they move on to work for another MP?

Yes, they will receive their redundancy payment as you are making their role redundant.

Will my staff have continuity of service if they work for a new MP?

No, the staff member will have a new employer and a new contract and job description with the new MP.

What can you offer my staff to help them through the redundancy process?

The Employee Assistance Programme (EAP) is a confidential helpline run by Health Assured where staff can discuss personal and professional issues. They can be contacted on 0800 030 5182.

What if my staff have questions about pensions?

They should contact their stakeholder/personal pension provider for further details.

Can I pay a 'golden goodbye' bonus to my staff?

No, bonuses cannot be paid to staff when they are being made redundant.

Can I give a Reward and Recognition payment after I stood down

No, reward and recognition payments cannot be made to staff who are being made redundant.

Making claims, contracts and leases

Please note that you will lose access to your parliamentary network account on 16 April 2021. Please provide IPSA with a personal email address so you can log on to Business World after that date using a guest account. We will email you about how to access IPSA Online after this date.

When should I give notice to my office and accommodation landlords?

We strongly advise you to check all leases (accommodation, office and any others) to find out your notice period. It is vital that you give your landlord sufficient notice so that your notice period doesn't extend beyond the winding-up period. IPSA will only cover costs incurred up to the end of the winding up period so if you give notice too late you will be liable for any additional costs. Please complete a property amendment form when you leave the property so we know you have left.

What if I share with someone else who's staying in the property after the election?

You should extricate yourself from the lease and arrange final payment of your share e.g. obtain a final invoice from the landlord. You can then submit the invoice to IPSA for payment or ask for your direct rental payment to be reduced accordingly.

I have a deposit loan from IPSA, do I need to ask the landlord for the money back or will you?

You need to ask the landlord for the deposit to be returned to you, so you can pay us back.

What if my deposit isn't refunded to me in full by my landlord?

We still expect the full amount of the loan to be returned to us.

My office lease states that I need to cover the cost of 'making good dilapidations'. Will this cost be covered by my budgets?

If it is a requirement of your office lease, you can claim for the cost of making good dilapidations. You should be careful not to cover costs of improvements which go beyond the terms of your lease.

What if I have a dispute with the landlord about these 'dilapidations'? Can you provide me with advice?

If you need to, you may claim the costs of seeking legal advice about the dispute but we can't provide advice.

Can I cover the cost of professionally cleaning my constituency office?

Yes, you can claim this from the winding-up budget.

I have an annual invoice for a bill which runs past the end of the winding-up period. Will IPSA pay the amount in full?

MPs that stood down with annual invoices should try to negotiate with the company to pay up only until 16 May 2021. If you are able to secure a refund for the period beyond this date, this amount should be repaid to IPSA. If you are unable to do so, we will pay the full amount, even if the costs relate to a period beyond 16 May 2021.

I've paid for an annual service which extends beyond the election and winding-up period, should I seek a refund?

Yes, please contact the company to seek a refund and forward payment to us for the amount you receive.

Can I use IPSA purchased paper and stamps to inform people/constituents I have stood down?

Yes, as long as the content is not party political.

If I have to cancel my lease for office equipment early due to standing down, will you pay any termination fees?

Yes, if you can demonstrate that these costs were unavoidable.

What happens to my IT equipment?

All House-owned equipment (including laptops) will be collected by PDS, either from Westminster, a home address or constituency office. Once PDS have collected the equipment, all remaining data will be securely wiped.

If you purchased equipment using your IPSA budgets, we encourage you to pass it on to your successor or another MP, or donate it to charity ensuring first that data has been wiped. We will provide you with a list of equipment you purchased from your IPSA budgets. Please declare against each item on the list how you disposed of it.

Can I claim for data cleansing of IPSA purchased computers and laptops?

Yes, you can claim this from your winding-up budget.

Can I claim for removal costs?

You can claim for removal costs from your Westminster office to the constituency and also from the constituency office to another location. You may also claim the cost of removals from your IPSA-funded accommodation to another location. If necessary, temporary storage costs can also be claimed while you close down your offices. The costs can be claimed from the contingency budget (if incurred before standing down) or from your winding-up budget (if incurred after you stood down).

Security and disability

Can I continue to claim for security and disability costs?

If you received security and/or disability assistance before you left Parliament you may continue to claim on the same basis during the winding-up period.

Debts and repayments

Will I be notified if I need to make repayments to IPSA?

Yes, following your winding-up meeting we will send you a summary of the meeting including details of any sums that need to be repaid to IPSA.

IPSA contact details

Who should I contact if I have any questions?

Please speak to the account manager you met at the winding-up meeting. Following the meeting they will send you an email setting out the main points covered in the meeting and their contact details. They will keep in touch with you throughout the winding-up period. You can also speak to a member of our team [here](#) or via info@theipsa.org.uk.