

- **Salary**

- You will be paid up to and including the day you stood down.
- You will receive your P45 a week after your final salary is paid.

- **Budgets up to the day you stood down**

- Your normal Business Costs and Expenses budgets will be available to you. Your budgets will be pro-rated if applicable.
- Costs incurred up to and including the day you stood down should be met from your usual budgets.
- You have 90 days to submit a claim from the day the cost was incurred, but we encourage you to do so asap, so that you can wind up your affairs promptly.

- **Winding-up budget**

- You are provided with a winding-up budget to meet the costs of completing your outstanding parliamentary functions after you stand down, including the cost of closing down your constituency office.
- The winding-up budget starts from the day after you stood down on 17 March 2021
- You can incur costs from the winding-up budget for two months up to 16 May 2021
- The winding-up budget available to you is:
  - £53,950 for Non-London MPs
- The winding-up budget covers the following:
  - Staff:** Salary, national insurance, pension contributions and other contractual liabilities for staff such as pay in lieu of notice (PILON), overtime worked and untaken leave
  - Office Costs:** Any office and travel costs which remain necessary for the completion of parliamentary functions including any contractual liabilities, such as office rent, utility bills, equipment rental payment etc.
  - Other costs:** Removal costs from the constituency office or accommodation to other locations.

Your rent for your accommodation/ associated costs come from the contingency budget.

You will have access to the Parliamentary network until for a month after you stand down. Please provide us with a personal email address so we can send you a link for you to log into IPSA online using a guest account. Your proxy will also be able to log in to Business World using a guest account.

- **Staff members**

- You, as the employer, are responsible for making your staff redundant.
- The Members' HR team have explained the redundancy process to you and will continue to support you through the process.
- IPSA provides the redundancy calculations for your staff.
- You should plan staffing arrangements for the winding-up period as soon as possible so that staff are issued with notice promptly and PILON (Payment In Lieu Of Notice) can be avoided where possible.
- IPSA require leaver forms and dismissal letters (templates provided in Members' HR pack) in order to make redundancy payments.
- The cost of staff redundancies is met from the contingency fund.

- **Leases and contracts**

- You should check notice periods on all contractual agreements and issue notice to landlords/companies ASAP.
- IPSA will pay office and accommodation rent up to and including 17 May 2021
- If you have a longer notice period than 17 May 2021 you should try and negotiate a shorter notice period or enact your break clause if you have one.
- If your lease requires it, IPSA will pay for the cost of making good dilapidations from your winding-up budget (e.g. cleaning/redecoration of the office).
- If IPSA gave you a deposit loan to secure your constituency /rented accommodation, the loan needs to be repaid to IPSA within one month of leaving the property.
- We have stopped direct payments for rent to your landlords. When you have been wound up we will make a one-off payment to your landlords to cover the arrears.
- If you have paid annual bills at the beginning of the year, please seek refunds if necessary and submit to IPSA.

- **Security and disability**

- If you received disability and/or security assistance before you left Parliament you may continue to claim for on the same basis during the winding-up period up to and including 16 May 2021. If you have any security concerns, contact MSSS.

- **Debts and repayments**

- Following your winding-up meeting we will send you a summary of the meeting including details of any sums that need to be repaid.
- Please ensure that you make repayment promptly ensuring you complete the repayments form. With your agreement we can arrange to take outstanding sums from your final salary.

- **Disposal of kit**

- Start making arrangements for disposing of your IPSA-funded office equipment and furniture. You may transfer these items to your successor or another MP or donate equipment to a charity of your choice.
- If you choose not to do this and you make a profit from disposing of your equipment, you should refund this to IPSA.
- We will provide you with a list of capital equipment you purchased from IPSA budgets from the date you were elected costing over £500. Against each item you should declare how the item was disposed.
- You can claim any disposal costs from your Office Costs budget before you stood down or your winding-up budget after you stood down.

- **Completion of winding-up**

- When you have completed your winding-up, please let your account manager know. They will send you the completion of winding-up declaration form to complete.

- **Remember...**

- We are here to help! Please keep in touch with your account manager by email or phone.
- Repay any outstanding sums promptly.
- If you have claimed any annual payments, seek a refund (if applicable).

- Issue notice on all contractual commitments as soon as you can.
- Seek advice from Members HR before you make your staff redundant.
- Decide when your staff will work to and send IPSA the relevant documents.
- Complete the capital equipment disposal form.
- If we don't already have it, provide an alternative email address and contact number.