



House of
Commons

Dissolution Guidance Members standing

October 2019

Members standing dissolution guidance

A message from the Electoral Commission

The Electoral Commission provides advice and guidance for election candidates, and also monitors candidates' compliance with the financial rules. Following the UK Parliament's decision to call a General Election, the Commission will make available comprehensive guidance for candidates and agents, covering the entire process of standing for election, including the rules about candidates' election expenses and donations, which will all be available to download on the Commission's website:

www.electoralcommission.org.uk.

If you have any questions on the financial rules applying to candidates, contact the Commission on **020 7271 0616** or by email **pef@electoralcommission.org.uk**.

For any other queries call **020 7271 0500** or email **info@electoralcommission.org.uk**.

Contents

Introduction

Key contacts for general help and signposting	6
---	---

Part 1 Information for all Members

HR advice, support and wellbeing	9
IPSA support	10
Use of the title ‘Member of Parliament’	11
Your online presence	12
Handling casework and records	14
Data protection.....	15
Parliamentary digital services	18
Support on digital services	21
Use of IPSA-funded resources	22
Security advice	24
Accommodation in Westminster	26
House services	28
IPSA guidance on salary and claims—before the election	36
IPSA guidance on salary and claims for Members returned	41

Part 2 Members not returned at the General Election

Help winding up your affairs	43
Parliamentary Digital and related services	47
Accommodation in Westminster and other services.....	49
Data protection and handling casework and records.....	51
IPSA guidance—salary, claims and redundancy	53
Association of former MPs.....	58
Annex A, Checklist of actions	59
Annex B, Useful contacts.....	62
Annex C, Members’ HR Advice Service & IPSA.....	64
Annex D, Claims during the dissolution period	67
Annex E, Summary of budgets.....	68

Introduction

Members standing

This booklet is written for Members who are standing at the General Election. It aims to guide you in the run-up to the election and especially during the period when Parliament is dissolved. At this time, there are no Members of Parliament, and you may not use that title during this period.

Parliament is not in existence during the dissolution period, so its activities are limited. There are a number of rules in place to avoid the risk of your having an incumbency advantage. Please ensure you comply with the guidance provided in this booklet. From 12.01am on the day of dissolution, some of the facilities that the House provides for Members during a Parliament will not be available to you.

A principle that applies now and should continue to be observed during the dissolution period is that House- and Independent Parliamentary Standards Authority (IPSA)-funded resources may be used only for the purpose of carrying out parliamentary functions (e.g. residual casework). House and IPSA funded resources must never be used for party political or campaigning activities. Any such use could put the Member and/or their agent at risk of legal action, including criminal prosecution. The House Service also reserves the right to withdraw the use of House-funded resources where there is prima facie evidence that these resources have been misused.

However, a reduced range of House facilities, as described in this booklet, remain available during what may be an uncertain time for you and your staff, including in the constituency. There are two accompanying guides—one for Members' staff and one for Members who are not standing. The guides are all available online at intranet.parliament.uk/dissolution.

If you are standing at the General Election, your security pass will allow you access to the Estate until 11.59pm five working days after the day of dissolution, at which point it will be deactivated. This is solely to enable you to collect items (you can also ask for post to be forwarded). The passes of your staff and spouse/partner will be deactivated at 11.59pm on the day of dissolution.

The booklet is divided into two sections:

Part 1: Information for all Members standing for re-election

Part 2: Members who are not returned at a General Election

A checklist of actions you may wish to consider is at Annex A. A list of key contacts is contained in Annex B. Overviews of Members' HR Advice Service and IPSA services are in Annex C. An overview of IPSA guidance on claims and budgets is in Annexes D and E. Contact details are given in the text but if you are not sure, or have any questions that are not answered here, please seek advice from the relevant staff.

Key contacts for general help and signposting

Switchboard

020 7219 3000

Digital Support Desk

020 7219 2001

digitalsupportdesk@parliament.uk

Service Delivery (your office)

020 7219 4226

inhouseservicecentre@parliament.uk

Parliamentary Security Department

020 7219 2244

psdenquiries@parliament.uk

Maintenance Team Help Desk (maintenance and cleaning)

020 7219 4747

Members' HR Advice Service

020 7219 2080

membershr@parliament.uk

Members' staff HR Service:

020 7219 0555

membersstaff.hr@parliament.uk

Serjeant at Arms

020 7219 3030

saaenquiries@parliament.uk

Independent Parliamentary Standards Authority (IPSA)

020 7811 6400

info@theipsa.org.uk

Dissolution hotline

020 7219 5111

dissolutionguidance@parliament.uk

Feedback with any compliments, complaints and comments:

feedback@parliament.uk

parliament.uk/feedback

Members' Support Officer (data protection advice)

020 7219 2580

Part 1 Information for all Members

HR advice, support and wellbeing

The Members' HR Advice Service will be available during dissolution to you or your proxies, providing they have written (which includes email) authorisation to act on your behalf.

Contact Members' HR Advice Service on **020 7219 2080** or membershr@parliament.uk.

The HR Support Service for Members' and Peers' Staff is an independent service that can provide impartial advice to Members Staff on a range of employment issues.

They can be contacted on **0800 7569814** or employeesupport@croner.co.uk.

Further information on their services is provided in Part 2.

The independent confidential helpline run by Health Assured remains open for your use throughout the dissolution period on **0800 030 5182**.

The Independent Bullying & Harassment Reporting Helpline remains open on **0800 028 2439** or via email on disclosure@healthassured.co.uk.

The Independent Sexual Misconduct Advisory Service (ISMA Service) will remain available via the helpline on **0800 1124 318** or via email on isma@solacehub.org. This is a free, independent and confidential support line for those who have experienced sexual misconduct/harassment.

IPSA support

The General Election is a demanding time for MPs, and IPSA is there to help it go as smoothly as possible for you and your staff. Guidance from IPSA regarding rules that apply to your activities before and after the election is provided throughout this document, rather than in a separate annex. If you have any specific questions, please contact IPSA on **020 7811 6400** or info@theipsa.org.uk and they will be happy to advise you.

IPSA provides a dedicated page on their website with information relating to the General Election: theipsa.org.uk/general-election/. This will be updated in the run up to an election, so please check it regularly. IPSA's guidance reflects the current edition of the Scheme of MPs' Business Costs and Expenses, which came into effect on 1 April 2019. You can view the Scheme on their website.

Use of the title 'Member of Parliament'

During the period when Parliament is dissolved before a General Election there are no Members of Parliament. Consequently, you may not use that title during this period, which starts from a 12.01am on the day of dissolution. Similarly, House of Commons branding such as the Crowned Portcullis image cannot be used in this period, and you must also consider your online presence.

Network accounts, email access, and access to stored files and data will be available for you and your staff during dissolution. It is therefore your responsibility to ensure that you and your staff use these services for parliamentary purposes only, such as pressing constituency casework.

Your online presence

All Members' websites and any other online or social media presences (such as Facebook, Twitter, etc.) must bear a clear disclaimer throughout the dissolution period which makes it clear that you are not currently a Member of Parliament. The disclaimer should say (or words to this effect):

"I am not currently an MP, as Parliament has been dissolved until after the General Election."

Domain names, email addresses and other online accounts referring to you as an MP

Since no one can use the title MP during dissolution you should not use a website, non-parliamentary email address or online account during dissolution if it suggests you are currently an MP. Any website that contains a URL referring to you as an MP (e.g. johnpeekmp.co.uk) should be frozen.

This means the website may remain online, but that no new content should be added except the disclaimer, contact details and/or a link to an alternative website. If you are claiming or have claimed for costs relating to your website from IPSA—

such as website development or hosting fees—you must not use the website for campaigning purposes.

You and your staff should change your email signature so that you are not referred to as a Member of Parliament, including the removal of the Crowned Portcullis image.

The Digital Service will be applying an Out of Office message to your email account with effect from 5pm on 6th November, which must remain in place until following dissolution. This will overwrite any existing Out of Office message you already have applied. Should you wish to, you can add to this Out of Office message to include supplementary information about how to contact you during dissolution. If you choose to do this, you must not edit the default text supplied by PDS.

If you have your own auto-response message set up, you must also disable or edit this in line with the guidance provided.

The default text is as follows:

"Parliament has now been dissolved until the General Election. Therefore there are currently no Members of Parliament. Incoming emails to this account may be received and read, however this email address is only being used to respond to urgent constituency casework."

Please note that a disclaimer with the same wording as the Out of Office is added at the point the message is sent, so you will not be able to see it while you are composing the message.

Social media presence

You are not required to rename any social media or parliamentary email accounts referring to you as an MP, however you must bear a disclaimer as described above.

Members' parliamentary biography pages

These pages will be updated with information about the status of Members on the parliamentary website on the day of dissolution.

Attending events

If you are attending pre-arranged events during the dissolution period or afterwards, please note you should not be identified as a sitting MP as part of the event.

Handling casework and records

We recognise that you and your teams in the constituency may need to continue to deal with urgent constituency casework during a dissolution period. You may continue to do so in limited circumstances but you must ensure that your correspondence does not give the impression that you are a Member of Parliament. You should not use official stationery or pre-paid envelopes. You should also remove any references from email footers and signatures.

What does urgent mean?

You may decide new casework is urgent if it cannot wait until after the election (such as emergency social welfare or safeguarding cases). You may also have ongoing cases that have deadlines for appeals coming up, for example, which should not be put on hold. If you are sure it cannot wait, and the person asking for your assistance is made aware that you are not an MP, it may be proper for you to take it on. Ultimately this is for your judgement, acting as the controller of the personal data, but you should not give the

impression you are an MP. You should never use your parliamentary network or email accounts for political or campaigning purposes.

Caseworker hotlines

Member hotlines generally remain open throughout the dissolution period and are able to provide some level of advice. Support can be provided for urgent casework (time sensitive issues that cannot wait until after the election), though responses in some cases will be provided directly to the constituent. Where personal or special category data is provided, authorisation from the constituent is likely to be required before a response can be provided. You should contact the service provider first however, as the levels of support they are able to offer may differ during dissolution periods from their normal service.

Data protection

There are no Members of Parliament during the dissolution period. Following the General Election, those who are re-elected become Members once again.

Although you will not be a Member during the dissolution period, you will nevertheless continue to hold personal data and control any decisions over it. You should therefore continue to act as a controller, and abide by data protection legislation (EU General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA)).¹ This continues to be the case if you are not returned (see 'Members not returned' for further details).

In regard to casework, you may well decide that the lawful basis for processing personal data is more restricted during the dissolution period. As noted above, however, you may decide to take on urgent constituency casework. In these circumstances, the DPA enables you, acting as the controller, to process sensitive personal data ("special category data" as defined in GDPR) where necessary as an "elected representative" until the end of the fourth day after the General Election.

This authority depends on the individuals concerned being content for the Member to continue acting on their behalf. If in doubt, their agreement should be sought.

You should note that this authority also depends on the processing being necessary. You may well decide, therefore, that an urgent social welfare or safeguarding case falls within the scope of this provision, whereas a non-urgent issue may not.

The proper disposal and handling of casework and records you hold in your capacity as a Member must be carefully considered when you cease to be a Member of Parliament following dissolution. This includes electronic as well as hard copy information. The GDPR and DPA will continue to apply to you acting as the controller for this information, even when you cease to be a Member.

For further advice, you can access guidance on the internet: parliament.uk/site-information/data-protection/commons-data-protection-information/.

¹ There is no caselaw on this issue and it has not been tested by the Information Commissioner's Office or the courts. The decision of the ICO in relation to this issue will be final and will be made on a case by case basis.

You may also wish to contact the Information Rights and Information Security (IRIS) Service on **020 7219 2580** or iris@parliament.uk.

Alternatively, contact details for the Information Commissioner's Office are available at ico.org.uk. Further guidance if you are not returned is in Part 2 of this guidance.

By law, the Parliamentary and Health Service Ombudsman cannot accept any new requests to investigate complaints about government or other public organisations which are sent to the Ombudsman during the period when Parliament is dissolved.

However, the Ombudsman has developed procedures to minimise the impact this has on constituency casework. New complaints about the NHS in England are not affected as the Ombudsman will continue to accept these while Parliament is dissolved. If you need any advice, please call the Ombudsman's MP helpline on **0300 061 4953** or email MP@ombudsman.org.uk.

Can I forward emails?

As you are given the ability to access your network and email accounts, there should not be a requirement to forward emails during dissolution. However, if you do have a need for this please consider the following advice. You are advised not to transfer personal data, or information that should be held securely for other reasons, from parliamentary systems onto other systems unless you are confident that you are transferring that data securely in line with your legal responsibilities acting as the controller, and that the other systems you intend to use are likewise suitably secure. You are strongly discouraged from using free online email and document storage solutions for processing of any personal data.

Other emails can be forwarded but because of the above reasons, we suggest that automatic forwards are not used, to help ensure the security of sensitive data. We would recommend you manually manage your email accounts instead. Remember also that your email account will have an automatic reply applied by the Digital Service, so all senders of incoming emails will be notified that there are no longer any MPs.

No third party cloud email solution will be 100% secure, but solutions provided by more well-known companies are likely to be protected by more robust security measures. Whichever solution you choose, secure the account as effectively as you can by:

- protecting it with a strong password (this must NOT be the same as your parliamentary network account password), enabling any additional measures (like multi-factor authentication) and being careful about how you share access to it.
- Make sure that you check any terms and conditions which apply to use of account and establish what impact they will have on the ownership of, and rights to, your information.
- Make sure that any answers which you select for account recovery security questions cannot be guessed easily and are not widely known. If you have any further questions on this, please contact the Digital Service Support Desk.

Stationery and correspondence

You may not use House emblems, House stationery or pre-paid envelopes during the period of dissolution. This includes any use for casework undertaken during the period. In correspondence, including emails, you should not use either the title MP or the address of the House of Commons until the day after Polling Day.

You may make arrangements with the Postmaster on **020 7219 4639** for your mail either to be held for collection in the Members' Lobby counter or forwarded to a nominated external address for the duration of the dissolution period.

Parliamentary digital services

The following sections provide guidance on the use of parliamentary digital services for parliamentary purposes during dissolution. There are a range of rules in place to mitigate the risk that MPs at the time of elections receive an incumbency advantage.

As is always the case, parliamentary systems must never be used for regulated political activities under any circumstances, and this includes election campaigning. If you wish to use loaned parliamentary digital services equipment and/or services, provided by Parliament, for other purposes, these will need to be paid for and declared as an election expense.

For security and data protection reasons, it is recommended that you continue to use parliamentary systems for any parliamentary constituency casework involving sensitive personal data (“special category data” as defined in GDPR). You are advised not to transfer sensitive personal data from parliamentary systems onto other systems unless you are confident that you transferring the data securely in line with your legal responsibilities, and that the other systems you intend to use are likewise suitably

secure. You are strongly discouraged from using free online email and document storage solutions for processing of any sensitive data. Further guidance about your obligations to secure personal data can be found on the ICO’s website, www.ico.org.uk.

Access to Parliamentary Digital Service network accounts, and equipment

Your parliamentary network account, including remote access, email access, and access to stored files and data for yourself and your staff, will remain available during dissolution. It is your responsibility to ensure that you and your staff use these services for parliamentary purposes only, such as urgent constituency casework.

From 5pm on the day of dissolution, an Out of Office message and a disclaimer will be applied by the Digital Service to Members’ email accounts, stating that because Parliament has been dissolved, there are no MPs until after the election.

If you are re-elected your accounts will continue to operate after the election. The accounts of your staff will also continue to operate unless you have instructed the Digital Service otherwise.

No loan machine provided by the House may be used for party political purposes, unless the appropriate rental is paid.

Rental of House-provided equipment and services for non-parliamentary purposes by Members seeking re-election

House-provided equipment and broadband must not be used for campaigning purposes, unless a hire charge is paid. Should a Member wish to use parliamentary provided equipment and/or broadband services for non-parliamentary purposes during dissolution, a flat fee of £147 is payable to the House of Commons to cover all services.

IPSA also charge a hire fee for the use of equipment funded from the Office Costs budget for campaigning purposes (see ‘Use of IPSA-funded resources’ for further details).

How do I pay the rental fee?

Members who wish to make a payment in respect of the use of House-provided equipment and broadband should contact the Central Accounts Receivable Team on hocaccountsreceivable@parliament.uk or **020 7219 6308**.

The payment can be made via electronic transfer to:

Account name: HOC Administration 2

Account number: 10022317

Sort Code: 60-70-80

The name of the MP, together with the word “dissolution”, should be added to the transfer description. Once payment has been received, a formal confirmation will be sent out for your records. Any queries regarding the administrative or payment processes should be directed to Central Accounts Receivable Team on hocaccountsreceivable@parliament.uk or **020 7219 6308**.

Support on digital services

What equipment can I use if I pay the loan fee?

Members should only remove parliamentary-supplied laptops and iPads from the Estate, as other IT equipment could be damaged, or issues may arise on setting up the IT away from Westminster if it is moved. This general rule stands, but if you are content that you move and return the IT at your own risk and at your own cost, parliamentary-supplied printers and PCs may be removed. House services like Digital and Service Delivery Coordinators cannot help packing, transporting or returning. There will be no Digital Service desk support for setting up or troubleshooting in the constituency. If damaged, Members will be charged replacement costs. Parliamentary allowance-provided equipment has a purple (or, on some iPads, black) asset tag, and IPSA's has a yellow asset tag.

When does the fee have to be paid by?

The fee should be paid once the decision has been taken to use the machines for non-parliamentary purposes. All payments must be received by the deadline for submission of Election expenses.

Declarations

All guidance with regard to network access and the use of parliamentary email addresses remains as outlined in the relevant sections. If you comply fully with the guidance then no payment or declaration need be made. It is your responsibility to determine if a declaration is required and to ensure that an appropriate payment is made, according to this guidance.

The section on House services outlines which facilities remain available during dissolution, but the services of the Digital Support Desk and other Digital Service staff will not generally be available to you or your staff during dissolution, apart from assistance with the interpretation of this guidance. Where urgent constituency casework is being conducted and a fault with a House-provided service arises, essential support, sufficient to allow the urgent casework to continue, will be provided.

Please do ensure that you inform the Digital Service of any cyber-related incidents as soon as possible by calling the Support Desk on **0207 219 2001**.

Voice Services (Skype for Business)

You will not have access to your telephone handsets once you have vacated your Westminster office so we recommend changing all call forwarding options to voicemail. You can contact the Digital Support Desk for further advice.

All voicemail messages should be amended as appropriate, e.g. to say that the office is closed, or to make it clear that, while you are no longer an MP, you are using the office and its facilities to deal with urgent casework.

Switchboard messages

The Switchboard will not take messages for you during the period of dissolution, but you can leave contact details in advance with the Switchboard Supervisor on **020 7219 6161**.

Use of IPSA-funded resources

After Parliament is dissolved you can continue to claim your usual costs, subject to the following:

Office equipment, IT and furniture

From the dissolution of Parliament, you should only claim for office furniture, IT hardware and other capital equipment where there is an exceptional need. This is at your discretion and you do not need to apply to IPSA beforehand, but as normal, all claims will be subject to review. IPSA expect you to have regard to the fundamental principles of the Scheme at all times.

Use of office for campaigning and campaigning activity by MPs' staff

You may continue to use IPSA-funded resources (including parliamentary staff, your office, supplies and equipment funded by IPSA) in the normal way for your parliamentary functions. However, you are not allowed to use IPSA funds for political campaigning purposes, except where an IT equipment hire fee is paid (see below). Any use of IPSA funds for either party or candidate campaign purposes contravenes the IPSA rules and may also be regarded as a donation by the Electoral Commission. IPSA is not a permissible donor for candidates, and so using any IPSA-funded resources for your election campaign may be a criminal offence. For more guidance on this issue, see IPSA guidance on campaign activities on the IPSA website.

This means that if you use your office for campaigning activities, you may only claim from IPSA the proportion of the rent and utilities which relate to your parliamentary work. Office supplies and equipment already funded by IPSA for parliamentary work may not be used for party political or electoral activities. You may use office supplies and equipment funded by IPSA for parliamentary work during dissolution, e.g. for casework. If you have not yet claimed for supplies or equipment, you should only claim the amount which relates to your parliamentary functions.

If you wish to use IPSA-funded IT equipment for campaigning activities, you must pay a fee of £135 to IPSA. This sum must be repaid to IPSA as soon as possible and no later than the day before Polling Day. The fee will count towards your candidate spending, and you should ensure that you are continuing to adhere to electoral rules for candidates, including spending limits. You must pay a separate fee for the use of House of Commons-funded equipment for campaigning activity.

Security advice

Security issues or threats

As ever, in an emergency call 999. Any non-urgent security concerns or threats should be reported to your local police force as usual. Members and Members' staff with any ongoing security or safety concerns should make contact with their Local Borough Commander or Chief Constable in the same way as prior to dissolution.

The Parliamentary Liaison and Investigation Team (PLaIT), in conjunction with the Parliamentary Security Department's Members' Security Support Service (MSSS), will continue to work with local police regarding any existing or new issues or threats.

IPSA-funded security measures in constituency offices and homes

Once Parliament has been dissolved, IPSA and MSSS will assess any ongoing security surveys, work and installations in the lead up to the General Election. IPSA will continue to pay for existing security items or contracts (e.g. lone worker devices, security maintenance/monitoring charges).

If the police identify an urgent security issue and recommend specific security measures, these will be actioned and funded by IPSA.

In the event that a Member is not re-elected, as with other IPSA-funded services, IPSA will continue to pay for existing security items or contracts during the two-month winding-up period after the General Election. Members will then have the option of taking over the agreement and responsibility for full payment.

Other security measures

Issued lone worker devices will continue to work as usual. Please contact the supplier about any urgent issues with your devices during dissolution.

Any Members signed up for redirection of constituency and/or home mail via Parliament for screening will continue to receive this service during dissolution and, if you are re-elected, following the election. Redirection services for Members who are not re-elected will continue for up to three months. However, redirection services will cease on the expiry date and may not be renewed during dissolution. Contact the Royal Mail customer service manager on **0207 219 4639** if you want to stop your mail redirection.

During dissolution, new lone worker devices will not be issued and new redirection services may not be set up. However, if the police identify an urgent security issue and recommend these security measures, this will be actioned and funded by Parliament.

Members' Security Support Service (MSSS)

During dissolution, Members standing for re-election will continue to receive their existing services from the Members' Security Support Service (MSSS) including personal security advice and social media monitoring (if opted in prior to dissolution).

You and your parliamentary staff can continue to contact the MSSS during dissolution on **0207 219 2244** or safe@parliament.uk during office hours (9am-5pm, Monday to Friday).

As ever, MSSS can only assist with security in connection with parliamentary duties, not with party political activities or campaigning. Please contact them if you have any specific queries regarding your security arrangements, but bear in mind they cannot advise on anything specific to campaigning or other electoral and party political activities.

Accommodation in Westminster

Access to your office

Your security pass will allow you access to the Estate until 11.59pm five days after dissolution but this is solely to enable you to collect items; you may not work here from the day following dissolution.

Passes of your staff and spouse/partner will be deactivated from 11.59pm on the day of dissolution. Staff and the spouse/partners of Members may enter the precincts to collect papers, post, and so forth, but they will not be allowed to work in the precincts. Their rooms will be locked. They may not make telephone calls or use other facilities on the precincts during the period of dissolution. The same arrangements apply to political advisers.

If you wish to access the Estate after your pass has been deactivated, you should contact the Access Team on **020 7219 3030** or saaenquiries@parliament.uk.

As Members are not allowed to work on the Estate during dissolution your office will be locked five days following the day of dissolution. To access your office in the Palace please contact Service Delivery on **020 7219 4226** or email inhouseservicecentre@parliament.uk. In the outbuildings, the Service Delivery Co-ordinators on duty will open rooms on request.

Although you may leave personal items in your office, please be aware that during dissolution surveys or works may take place while the office is empty so please lock everything away and clear the office as much as possible.

Your Westminster office

Even if you are doing only constituency work, and normally work at Westminster, your Westminster offices are unavailable to you during dissolution, and we are not able to provide hot-desking facilities on the Estate. Please ensure you leave them clean and tidy, as people may be entering them in the meantime.

Tidying or clearing your Westminster office

When discarding sensitive, confidential or personal material shred it, put it in a confidential waste bag and keep it safe (not in a public area) until it can be disposed of correctly. Keep bins in a secure area.

You can order boxes and confidential waste sacks from the maintenance helpdesk on **020 7219 4747**. If you would like any advice about moving items from your Westminster office, please contact Service Delivery on inhouseservicecentre@parliament.uk or **020 7219 4226**.

There are three options Members can use for moving items/clearing offices:

- Driving onto the Estate themselves and using their own car (consulting the Access Team and Parliamentary Security Department first to confirm access and logistics);
- Using Premier Workplace Services, the firm used by the House of Commons. The contact for this service is Gary Malmstrom: malmstromg@parliament.uk or **0207 219 3664**.

- Using a self-hire vehicle or external removal firm. All vehicles will need to go via the offsite security process which requires booking in advance before accessing the Estate. There is information on the intranet with further details and contacts intranet.parliament.uk/access-buildings/access/vehicle-access-to-parliamentary-estate/.

Car park

All cars should be removed from the underground car park during dissolution. You may park your car in the underground car park for short periods only when, for example, you are calling to collect mail.

Vehicle access to the Estate

All requests to bring a vehicle onto the Estate, including your vehicle once your security pass has been deactivated, should be sent to the Access Team on **020 7219 3030** or saaenquiries@parliament.uk.

House services

Members' HR Advice Service

The Members' HR Advice Service will be available during dissolution to you, or to your proxies, providing they have written (which includes email) authorisation to act on your behalf. Contact Members' HR Advice Service on **020 7219 2080** or membershr@parliament.uk.

Members' Staff HR Advice Service

The HR Support Service for Members' and Peers' Staff is an independent service that can provide impartial advice to Members Staff on a range of employment issues including redundancy. They can be contacted on **0800 7569814** or employeesupport@croner.co.uk

Insurance services

The insurance policies arranged and funded by the House Service will continue to be available during dissolution. Former MPs can continue to submit claims in respect of any losses—or allegations brought against them—that relate to the carrying out of their ongoing constituency or parliamentary duties (e.g. casework, membership of the Council of Europe), and their role as an employer.

The policies are: travel and personal accident; employer and public liability; professional indemnity (including defamation); and employment practices liability.

If you would like further information regarding the administration of the policies during this period, please contact the Members' Hub on **020 7219 6481** or at membershub@parliament.uk.

Library

Library services, including the research service, online newspapers and databases, and the library suite, will not be available to you or your staff from dissolution. For this reason, the Library will not accept any new enquiries from 5pm the day before dissolution.

Library staff will use their best endeavours to complete all outstanding work for Members and their staff before this deadline. If you have an outstanding request which is urgent, please tell the Library staff in order to help them prioritise their work.

Where it is not possible to complete a research request before the deadline, re-elected Members will be able to resubmit enquiries after Polling Day when normal services resume.

In line with the Library's Statement of Services, staff cannot assist with election related requests, this includes research commissioned before dissolution with an electoral focus. All of the Library's research and statistics published before dissolution will remain available to you on commonslibrary.parliament.uk.

Material on loan to you or your staff from the Library should be returned to the Members' Library no later than 5pm on the day of dissolution. This applies irrespective of whether you are standing for re-election. Any items not returned will be counted as missing and may be subject to a replacement charge.

Services will resume as normal the day after Polling Day.

Digital support

The services of the Digital Support Desk and other Digital Service staff will not generally be available to you or your staff during dissolution, apart from assistance with the interpretation of this guidance. The Digital Service will be represented in the Customer Services Hub on the ground floor of Portcullis House. The Hub will be open between 9am and 6pm until 13th November. Services will not be available to you or your staff if you are standing for re-election. Digital Service staff will, however, be available to advise former Members not standing for re-election who are in the process of clearing their desks.

House of Commons Enquiry Service

The House of Commons Enquiry Service will operate as usual on **020 7219 4272**. You may use the Office to obtain information about the work of the House of Commons, on the same basis as members of the public.

Parliamentary Recording Unit

The Parliamentary Recording Unit is open throughout the dissolution period. Please contact the Director of Parliamentary Audio/Video on **020 7219 5849** or pru@parliament.uk if you require advice on how broadcasting material may be used in Election literature, party political broadcasts and on your websites.

Vote Office

If you are seeking re-election, you are not entitled to use the Vote Office during the dissolution period.

Chamber and committee services

The services of the Committee Office, Table Office and the Public and Private Bill Offices will not be available to you or your staff from dissolution until after Polling Day.

Membership of the UK delegations to international assemblies continues over the period of dissolution. Delegation members will be briefed by the European Section on the implications of the dissolution for their work at the assemblies.

House of Commons Shop

The House of Commons Shop will be closed during the dissolution period. The Jubilee Shop and the Houses of Parliament Shop will be open as usual and will serve you on the same basis as they serve members of the public.

Catering facilities

You may not use the reserved catering facilities during the dissolution period. All functions booked during the period in the name of a Member are automatically cancelled. Functions booked by Members who are returned at the Election will stand from the day following the Election.

Room bookings

Committee and meeting rooms are not available for you to use during dissolution. Following Polling Day a number of committee and meeting rooms will be used as decant accommodation for new Members and will not be available immediately.

Gallery tickets and educational parties

All bookings of Admission Order tickets, including the automatic allocation of seats in the Strangers' Gallery, will be cancelled as soon as Parliament is dissolved. Bookings already made for educational parties on days after the House re-assembles will stand. No further bookings for the galleries may be made until after the results of the General Election are known.

Democratic Access tours (formerly 'Members' tours')

Members of the public and school age groups who are already booked on Democratic Access tours during the period of dissolution will still be encouraged to attend. The sponsorship of these will transfer to the Education and Engagement Team. Neither you nor your team can escort or sponsor anybody on the Visitor Route during the period of dissolution. You cannot make advance bookings with the Tours Office for Democratic Access tours during the period of dissolution.

Upon return of the House after the election the Tours Office (**020 7219 3003** or tours@parliament.uk) will notify new Members of constituency groups booked in by their predecessors so that they may decide whether they wish to meet them.

Education tours

The above arrangements do not apply to tours sponsored by the Education and Engagement Team.

Education Centre and community outreach outside of Westminster

School visits via the Education Centre (**020 7219 4496** or engage@parliament.uk) will continue during the period of dissolution, although Members will not be invited to speak to these groups during dissolution.

Our school visits programme and community outreach activities off the Parliamentary Estate will continue during the period of dissolution. However, Members will not be notified or allowed to speak during a UK Parliament-arranged session during this period.

Exhibitions

All exhibition bookings for the Upper Waiting Hall will be automatically cancelled when Parliament is dissolved. New applications are required for all exhibitions following the Election.

Travel Office

The services of the Travel Office will not be available to you or your staff from 11.59pm on the day of dissolution.

Westminster Gym

If you or your staff are members of the gym, membership will be suspended for the period of dissolution until the day after Polling Day. Please contact the gym (**020 7219 5546**) about membership and payments.

Members can opt to freeze their membership for three months, thereby having no access to any JHT (Jubilee Hall Trust) gym. Written confirmation for this is required. After the freeze period ends, the automatic Direct Debit will start collecting money again - any changes to the membership must be communicated to JHT before the 20th of the month. Please contact Westminster@jubileehalltrust.org for further information and full details. If the membership is left running, members can use Covent Garden or Hampstead gyms.

They will also be automatically upgraded to the Health & Fitness UK Network, which gives them access to Better Gyms countrywide (better.org.uk/centre-locator).

Nursery

The nursery will remain open during dissolution and existing arrangements will continue. Passes can be replaced with a special pass which allows access just via the 1 Parliament Street entrance. Normal arrangements regarding nursery passes (e.g. for childminders or spouses/partners) will be maintained. Members and their staff who are registered to use the Nursery can talk to the Nursery Liaison Officer on **020 7219 0655** about options available to them if they do not intend to use the Nursery during dissolution.

Can I get a refund on my nursery place/s if I am unable to come and work at Westminster?

The nursery is writing to all its users. If you will not be using the nursery, you will be able to reserve your current place(s) at no cost by contacting the nursery, or you can terminate your place(s) and apply for reinstatement if you return after the election. If, after the Election, you are not returned, you will be entitled to an extension of one month's use of the nursery while you find alternative childcare arrangements for your child. Your temporary pass will be valid until exactly one month after election night. Payments go through on the 1st of the month, so you can cancel your payment for the past month, retain a month's payment stored in credit, or arrangements can be made for refunds if necessary. Please contact **020 7219 0655**.

Journalists

The Press Gallery will be closed on dissolution. However, in accordance with previous practice, journalists may work in their offices and use their telephones, but they may not receive any visitors, whether they are those who have previously been Members or others.

Sums owing to the House of Commons

Please settle all outstanding House of Commons Catering accounts (including events and Parliamentary Recording Unit invoices) in full before dissolution. Accounts will be suspended during the dissolution period and you will not have access to any credit facilities. These will require reactivating following the Election if you are returned.

Any sums owing to the Finance team (for example, telephone calls, etc.) must also be repaid immediately. Similarly, any debts incurred under contracts held by the House of Commons (e.g. to a digital supplier) must be settled immediately.

The Finance team will be reviewing all Members' debts before dissolution and writing to Members outlining the procedure that will be applied as of the date of dissolution, including the suspension of all credit facilities. Members will receive a statement and once issued, the Finance team will be contacting Members directly and making any necessary arrangements with the aim of clearing all amounts by the date of dissolution.

For information on methods of payment, please contact the Accounts Receivable Team on **020 7219 6308** or hocaccountsreceivable@parliament.uk.

Medical records – what happens if I stand down or am defeated?

The Parliamentary Health & Wellbeing Service (PHWS) are seeking Members' instructions on the release of medical records which they hold. They strongly advise that your records are forwarded to your general practitioner; in order to release your notes they need your written consent to do so, together with the name and address of your GP. If you would prefer to have the notes sent to you, please supply an address. If they do not hear from you they will retain your records for five years, after which time they will be destroyed. The Service can be contacted at phws@parliament.uk.

IPSA guidance on salary and claims—before the election

What happens to my salary?

You will continue to receive your salary up to and including Polling Day. This will include any London Area Living Payment (LALP) or Additional LALP (for outer London MPs). If you chair a select committee or you are a member of the Panel of Chairs, your salary for these activities will stop on the date of dissolution.

What can I claim?

A quick guide to what you can claim during the dissolution period is at Annex D. As usual, you can only claim for costs that are for the performance of your parliamentary functions, and not for any party political or electoral activity. You can continue to use your Payment Card and direct payment options during the dissolution period but only for costs to support you in carrying out your parliamentary functions. You should bear in mind that if you are not returned after the election, your budgets will be pro-rated for the financial year.

After Parliament is dissolved, you can continue to claim your usual costs. A summary of relevant actions is provided on pages 39–40. You should note the following six key considerations around claiming costs:

1. Office equipment, IT and furniture

From the dissolution of Parliament, you should only claim for office furniture, IT hardware and other capital equipment where there is an exceptional need. This is at your discretion and you do not need to apply to IPSA beforehand, but as normal, all claims will be subject to review. IPSA expect you to have regard to the fundamental principles of the Scheme at all times.

2. Use of office for campaigning and campaigning activity by MPs' staff

You may continue to use IPSA-funded resources (including parliamentary staff, your office, supplies and equipment funded by IPSA) in the normal way for your parliamentary functions. However you are not allowed to use IPSA funds for political campaigning purposes, except where an IT equipment hire fee is paid (see below). Any use of IPSA funds for either party or candidate campaign purposes contravenes the IPSA rules and may also be regarded as a donation by the Electoral Commission. IPSA is not a permissible donor for candidates, and so using any IPSA-funded resources for your election campaign may be a criminal offence.

Please see the IPSA website for more guidance on campaign activities.

This means that if you use your office for campaigning activities, you may only claim from IPSA the proportion of the rent and utilities which relate to your parliamentary work. Office supplies and equipment already funded by IPSA for parliamentary work may not be used for party political or electoral activities. You may use office supplies and equipment funded by IPSA for parliamentary work during dissolution, e.g. for casework. If you have not yet claimed for supplies or equipment, you should only claim the amount which relates to your parliamentary functions.

If you wish to use IPSA-funded IT equipment for campaigning activities, you must pay a fee of £135 to IPSA. This sum must be repaid to IPSA as soon as possible and no later than the day before Polling Day. The fee will count towards your candidate spending, and you should ensure that you are continuing to adhere to electoral rules for candidates, including spending limits. You must pay a separate fee for the use of House of Commons-funded equipment for campaigning activity.

Similarly, if your staff undertake any campaigning activities, they cannot do this during working hours; they must choose one of the following options:

- take paid leave;
- take unpaid leave;
- use accrued Time Off In Lieu; or
- campaign outside their normal working hours.

You must let IPSA know by the 15th of the month if any of your staff are going to take unpaid leave to campaign, so IPSA can adjust their pay.

3. Staffing changes

No changes to staff members' terms and conditions may be made from six months before a planned election, or in the case of a snap election from the date the election is called, until the end of the winding-up period. This includes contractual terms such as pay, hours, place of work.

Staff on non-IPSA contracts can move over to an IPSA contract. However, staff members must be employed on the new contract for at least six months in order to benefit from the IPSA contract redundancy provisions (i.e. double statutory redundancy).

4. Accommodation

You can claim for rental accommodation, hotel accommodation or associated costs for parliamentary purposes in accordance with the normal rules of the Scheme during dissolution.

5. Travel and subsistence

During dissolution, you can continue to claim for travel if it is necessary for your parliamentary work. You can also claim for travel for your dependants and for your spouse or partner.

Your staff can claim as normal for travel related to your parliamentary functions. Additionally, staff who normally work in Westminster and need to work in the constituency during dissolution may claim for travel between Westminster and the constituency office. They may also claim for journeys between their home and the constituency office. If they need to stay overnight in the constituency they may claim for hotels and other subsistence and for journeys to the constituency office.

You cannot claim for costs for travel by you, your family members or your staff which is for campaigning or party-political reasons.

6. Security

During dissolution, if you have specific security concerns you should contact your local police or the Parliamentary Liaison and Investigation Team. If the police identify an urgent security issue and recommend specific security measures, these will be actioned and funded by IPSA.

Once Parliament has been dissolved, IPSA, Chubb and MSSS will assess any ongoing security surveys, work and installations.

IPSA will continue to pay for existing security items or contracts (e.g. lone worker devices, security maintenance/monitoring charges). In the event that a Member is not re-elected, as with other IPSA funded services, IPSA will continue to pay for existing security items or contracts during the two-month winding up period. Members will then have the option of taking over the agreement and responsibility for full payment.

What do I need to do?

You will be able to retain access to parliamentary email and network accounts. IPSA will continue to use your parliamentary email address as the primary way of contacting you during dissolution. If you wish to use your office for campaigning activities, you will need to cease your claims for rent or pro-rate them appropriately. If your rent is paid directly to your landlord by IPSA you will need to make a repayment to IPSA.

If you wish to use your IPSA-funded IT equipment for campaigning activities, you must pay a fee of £135 to IPSA. This sum must be repaid to IPSA as soon as possible and no later than the day before Polling Day. The fee may be paid by cheque or BACS payment, accompanied by a repayment form.

Similarly, you must let IPSA know by the 15th of the month if any of your staff are going to take unpaid leave within the month to campaign, so IPSA can adjust their pay.

IPSA guidance on salary and claims for Members returned

You also need to ensure that where you claim for a business expense or a cost, you only claim the amount which relates to your parliamentary functions. As usual, you must make claims within 90 days of incurring the cost.

Make sure that any outstanding business you have with IPSA is up to date e.g. you have submitted all Payment Card reconciliation forms.

Check your lease and/or service contracts and make sure you are able to give notice to end them should that be necessary. Remember that IPSA will not fund rental costs beyond the two-month winding up period for MPs who lose their seats.

How will IPSA support me?

IPSA's phone lines are open from 10am to 5pm, Monday to Friday during the dissolution period. Please call them on **020 7811 6400** if you have any questions, or email them on info@theipsa.org.uk.

What happens to my salary?

Provided you have taken the Oath your salary will be paid on the last working day of the month as usual if you are re-elected.

What can I claim?

From the day after Polling Day, you can claim your parliamentary costs as usual, within the Scheme rules. You will have budgets for the full year.

What do I need to do?

If you have not already done so, if you used your office for campaigning activities you must either adjust your claims for rent and utilities or repay the appropriate amount for any rental payments which IPSA pays direct to your landlord.

Similarly, you must let IPSA know if any of your staff undertook campaigning activities during their normal working hours, so IPSA can make the necessary adjustments to claims and staff pay. Guidance on how to do this is on IPSA's website.

How will IPSA support me?

IPSA's phone lines are open from 10am to 5pm on Monday to Friday and these hours will be extended immediately before and after the Election. You can call them on **020 7811 6400** if you have any questions, or email on info@theipsa.org.uk. They will have extended phone line hours after the election.

IPSA will also be offering re-elected MPs and their staff the opportunity for refresher training on any aspect of making claims for business costs and expenses. IPSA will run regular drop-in events.

Part 2

Members not returned at the General Election

Help winding up your affairs

The House Service and IPSA understand that if you have not been returned following the General Election this may be a difficult time. We will try to help you as much as we can. Please appreciate that we also have a duty to provide facilities for those who have been elected.

You will receive an email from IPSA offering a meeting to discuss the winding up of your affairs. This will include matters relating to your staff, office and accommodation. The meeting will be attended by staff from both the House of Commons and IPSA.

Meeting slots will be available after the election. When you contact IPSA, you will be assigned a named IPSA Account Manager to support you through the winding up process.

Your Account Manager's details will be included in an email confirming the meeting and so it is important to contact IPSA as soon as you can following the election.

If you encounter any problems in accessing House services immediately post-election you can contact John Owen, on **020 7219 2306** or owenjd@parliament.uk. He will act as a special contact for Members who are not returned. We will write to you immediately after the election to give you information on how House staff will be able to help you in leaving the House. For a list of useful contact numbers, please see Annex B.

It is particularly important to note that, as an employer, you have contractual and legal responsibilities to your staff and this document provides information which will help you meet these obligations. It is important you keep your staff informed of their status and that you follow a formal procedure for making your staff redundant.

Redundancy procedures for your staff

If you lose your seat, you will need to make your employees' jobs redundant. The Members' HR Advice Service on **020 7219 2080** or membershr@parliament.uk provides HR advice to Members in their role as employers, including around staff redundancies. The team will be available to support you during the winding up period.

The HR Support Service for Members' and Peers' Staff is available during dissolution to provide Members' staff with impartial advice on a range of employment issues, including redundancy. They can be contacted on **0800 7569814** or employeesupport@croner.co.uk. The cut off for accessing the service is up to three months after an individual has been made redundant, or had their contract of employment terminated.

You will also be given specific information at your winding up meeting and should as soon as possible afterwards consult with staff and follow a fair procedure for making their jobs redundant.

Failure to do so could lead to you incurring additional costs or risk an employment tribunal claim against you for unfair dismissal. Consultation with staff involves explaining what is likely to happen, how any redundancy payments will be calculated, how the office will be wound up and giving staff an opportunity to contribute views and ask questions.

The Members' HR Advice Service will provide you with template letters for the redundancy process, and they are available to meet with you in Westminster. What follows is good practice, but you should contact the Service for specific advice.

Consulting your staff about redundancy

As part of a fair redundancy process, you are required to consult with staff. You need to decide which staff you need to help wind down your parliamentary business after the Election, if any, and the last day of employment for each staff member. Any staff you continue to employ during the winding up period must have meaningful work to do along with a place to do the work, and they cannot campaign or be involved in any political activities unless they take annual leave or unpaid leave.

The last day you can employ staff is the last day of the winding up period. Your staff will continue to receive their salary until their employment ends. You should therefore consult with your staff individually, inform them of their redundancy entitlements and answer any queries.

Confirmation of staff redundancy

Once consultation is completed and you have responded to any queries raised by your staff, you should then confirm their redundancy by giving them a redundancy letter. The timing of the letter will depend on the last day you intend to employ them and their notice period. The redundancy letter:

- Gives each employee formal notice of termination of their contract of employment and their final day of service.
- Sets out their entitlements, including what they can expect to receive in the way of a redundancy payment and how it is calculated.
- Outlines the right to appeal their redundancy.

Redundancy payments are made by IPSA on provision of the Employee Leaver Form and a copy of the redundancy letter.

Notice period

Once you have given your employees notice of redundancy letters, you must allow them reasonable time off, with pay, to look for other work during their notice period.

Staff are normally expected to work until their final day of employment. If, exceptionally, there is no work for your employees to do, they would generally be entitled to pay in lieu of notice (known as PILON).

Notice periods will vary according to the individual terms and conditions of the employment contract of each of your staff, and their length of service. Employees are entitled to the greater of their contractual and statutory notice period entitlement. The length of service taken into account when calculating a statutory notice period is capped at 12 years.

Parliamentary Digital and related services

Although it is up to you as the employer to decide at what point to give your staff notice of redundancy, IPSA expects that you will do so at a point which allows you to wind up your affairs effectively and also minimises the cost to the taxpayer of PILON.

Pensions

You will be advised individually of your pension entitlements and options by Buck, who are the administrators of the parliamentary pension scheme from September 2019. You can contact them directly on **0330 123 0634** or email PCPF@buck.com, or you can speak the pensions team in the House of Commons, at pensionsmp@parliament.uk or **020 7219 2106**.

Your network account will remain enabled for one month starting four days after Polling Day to allow you the opportunity to download any of your own personal records from your account. The accounts of your staff will also remain enabled for the same period unless you have told the Digital Service that they should not be.

After this time the accounts will be disabled. The Digital Service will arrange for a standard reply to be sent to any email directed to your account. If you wish, the Digital Service will include your contact details. This service will be active for three months, until 12th March.

Please remove any data you wish to keep from your parliamentary loan machines on the Parliamentary Estate by 11.59pm on 19th December.

During this time you should also remove from the Estate any computers you have purchased with your IPSA budgets or personal funds. You should treat any personal information held on this equipment about your staff, constituents or others, in accordance with the provisions of data protection legislation (EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018).

This includes ensuring that personal data is properly deleted from electronic equipment if you no longer have a legitimate reason to hold it.

From 19th December, the Digital Service will collect ICT equipment on the Parliamentary Estate and make arrangements to collect any centrally provided equipment from your home or constituency offices. All remaining data on the equipment will be securely wiped.

The Digital Service will make arrangements so that devices purchased with your IPSA budgets or personal funds can be assigned to you. This process will require restoring such devices to their factory default settings. This will remove any associated parliamentary data and software that was included with the device. The Digital Service will be in touch with further instructions about this process. Alternatively the Digital Service can collect and dispose of these devices for you free of charge.

Accommodation in Westminster and other services

Digital Service provided broadband

Digital Service provided broadband will remain in place in constituency offices and Members' homes until 12th February when it will be ceased. If the service is in a constituency office and that office is being taken over by the new Member, the Digital Service will agree with the incoming Member if they wish us to continue to provide this service. Please note, it is not possible to take over services provided by the Digital Service. If a service is required the former Member will need to make their own arrangements for a new service of their choice.

Voice Services (Skype for Business)

You will have access to voice services until 11.59pm on 16th January in line with your account being disabled. You are strongly recommended to update your voicemail as soon as possible following Polling Day to provide any relevant details around winding up.

No messages will be taken for former Members after dissolution, but, if requested, the Switchboard Supervisor will inform callers of your contact details. This service will be provided for three months.

Tablet devices

If you have a centrally provided tablet (e.g. iPad or Galaxy), the SIM which provided mobile data will cease to operate on 12th February. Guidance on how to remove personal data will be provided by the Digital Service after the election.

All centrally provided tablets must be returned to the Digital Service and will be recycled in line with arrangements for other loan equipment.

Your security pass will allow you access to the Parliamentary Estate on the morning after Polling Day and will be deactivated at 11.59pm 19th December. Requests for access after this period and requests for vehicle access should be made to the Access Team on **020 7219 3030** or saenquiries@parliament.uk.

The In-House Services Team in your area are able to help if you have any issues or problems. Call the helpdesk on **020 7219 4747**, Service Delivery on **020 7219 4226** or email inhouseservicecentre@parliament.uk, or ask your local Service Delivery Managers.

Help with packing personal belongings, office and computer equipment, and transporting these items to your car can be arranged through the local Service Delivery Manager or the Service Delivery on **020 7219 4226**. This should be completed no later than five working days after Polling Day.

The Despatch Box (Portcullis House) will be open from 10.30am until 4.30pm on the weekend immediately following the Election to provide refreshments for those clearing their offices and others.

Please clear your papers and belongings as soon as possible and in any case no later than five working days after Polling Day, the end of 19th December. This will include clearing all personal papers, belongings and books from your room, desk, filing cabinets and lockers, including any office equipment which has been installed. Do not remove any parliamentary property. Paper records stored in your office and remaining after five working days, or when you have vacated the office, will be destroyed. Personal belongings left in your office after this period may also be destroyed.

Please remember to:

- Return your locker keys and keys of rooms, desks and filing cabinets to the Hallkeeper's Lodge or to an outbuilding reception desk.
- Return your photo-identity passes and car parking permits to either of the two Pass Offices at Black Rod's Garden or Derby Gate or to your Service Delivery Manager.

Data protection and handling casework and records

- Remove your car from the precincts.
- Return all outstanding loaned material to the Members' Library or book drop in the Customer Services Hub (should be done by 5pm on dissolution day).
- Issue instructions about the disposal of any material you hold off-site in the off-site facility.

Please arrange for your staff to clear any desks or filing cabinets allocated for their use, return all keys to the Hallkeeper's Lodge (**020 7219 4626**), or to an outbuilding reception desk, and return any photo-identity passes and car parking permits they hold to either of the two Pass Offices at Black Rod's Garden or Derby Gate, or to the local Service Delivery Manager.

Post can be redirected to a specified address free of charge for three months. To use this service contact the Postmaster on **020 7219 4637**.

Former Members of Parliament who have served more than one full parliamentary term, and those who have served one full parliamentary term and have been defeated at a General Election, may apply for a photo identity pass. (The 2015-17 parliamentary term counts as a full term.) For further details please contact the Access Team on **020 7219 3030** or saaenquiries@parliament.uk.

Although you will not be a Member during the dissolution period, you will nevertheless continue to hold personal data and control any decisions over it during that time. You should therefore continue to act as a controller and abide by data protection legislation (EU General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA)).²

As the controller, you may decide to deal with urgent constituency casework. In this circumstance, the DPA enables you to process sensitive personal data ("special category data" as defined in GDPR) where necessary as an "elected representative" until the end of the fourth day after the General Election. This authority depends on the individuals concerned being content for the Member to continue acting on their behalf. If in doubt, their agreement should be sought.

You should note that this authority also depends on the processing being necessary. You may well decide, therefore, that an urgent social welfare or safeguarding case falls within the scope of this provision, whereas a non-urgent issue may not.

The proper disposal and handling of casework and records you hold in your capacity as a Member of Parliament must be carefully considered when you cease to be an MP. This includes electronic as well as hard copy information.

² There is no caselaw on this issue and it has not been tested by the Information Commissioner's Office or the courts. The decision of the ICO in relation to this issue will be final and will be made on a case by case basis.

IPSA guidance— salary, claims and redundancy

We recommend that the records held by your office, including those held off-site in the Iron Mountain facility, should be reviewed. In general, old records should be destroyed rather than passed on to the new Member even if the new Member is from the same party. However, exceptions may be needed for live casework or casework which is dormant but likely to become live again in the near future. Each case must be considered, taking account of the expectations of the person concerned. If the case involves sensitive personal data (“special category data” as defined in GDPR) it is recommended that the explicit consent of the person(s) concerned is obtained. Government Departments are advised not to forward information about existing cases to a new Member without the constituent’s explicit permission.

Appropriate measures should be taken to ensure that records containing personal data are securely destroyed.

For further advice, you can access guidance on the internet: parliament.uk/site-information/data-protection/commons-data-protection-information/.

You may also wish to contact the Information Rights and Information Security team (IRIS) on **020 7219 2580** or iris@parliament.uk. Alternatively, contact details for the Information Commissioner’s Office are available at ico.org.uk.

What happens to my salary?

IPSA will pay your salary up to and including Polling Day. IPSA will send a payslip to your home address by pay day, shortly followed by a P45 showing your earnings and tax paid during the year.

Will I receive other payments?

Assuming you were an MP on the day before dissolution and you were candidate for re-election in the same seat, you will receive a Winding-Up payment. The winding-up payment is calculated based on the sum of two months’ salary, net of tax and National Insurance contributions. It is a single amount applicable to all eligible MPs, so may not be exactly equivalent to the salary payments you had been receiving. The winding-up payment will be paid through the first possible payroll after an Election.

You will also be eligible to receive a Loss of Office Payment equal to twice your statutory redundancy entitlement. You can use this calculator on the Gov.uk website (gov.uk/calculate-your-redundancy-pay) to work out how much you will receive. Any Loss of Office Payment you are entitled to will be paid to you once you have completed all business with IPSA (please see below, “What do I need to do?”). Loss

of Office payment won’t be paid until any debts are repaid. Monies owed can be deducted from the Loss of Office payment

What can I claim?

Your existing budgets for office costs, staffing and accommodation will be pro-rated and should be used for any costs incurred before Polling Day. Please refer to Annex E for a summary of budgets.

After the Election you will have a Winding Up budget, from which you can claim the costs of winding up your parliamentary business for up to two months after the Election. The majority of your costs incurred after Polling Day must be allocated to the Winding Up budget, including: staff salaries and National Insurance costs; payments for untaken annual leave and pay-in-lieu-of-notice; other contractual liabilities for staff and offices/equipment (e.g. overtime worked, office rent); travel costs; costs incurred under your office lease; postage, stationery and telephone costs; data disposal; and removals from IPSA-funded office accommodation. These claims will be published in the usual way. You can find more details about Winding Up costs in the Scheme: theipsa.org.uk/publications/scheme-of-mps-business-costs-expenses/.

The current Winding Up budget limits can be found in Annex E.

You can also claim your residential accommodation rent, associated expenditure, or hotel accommodation, for up to a maximum of two months after Polling Day while you wind up your parliamentary business. These costs will be charged to the contingency fund, although you should claim them against a Winding Up budget on an expenses form in IPSA Online.

If you receive disability or security assistance, you can continue to claim for existing measures on the same basis for up to two months.

You will not be able to claim for the purchase of any new office equipment (including IT equipment) or furniture during the Winding Up period. If there is an exceptional need, you must apply to the contingency fund.

You will not be able to employ new staff members or make increases to salaries during the Winding Up period.

You will continue to have access to your Payment Card and direct payment facilities during the first month of the Winding Up

period. Using the Payment Card after the Election will delay how quickly you can wind up your affairs and receive your Loss of Office Payment, so please consider whether this is the best option.

If your staff have two years' continuous service with the same MP when they cease to be employed, they will receive a redundancy payment, based on the number of years of continuous service (with the same MP). Staff on IPSA contracts will be entitled to twice their statutory redundancy entitlement; staff on non-IPSA contracts will normally be entitled to statutory redundancy, or what is stated in their contract. You can use this calculator on the Gov.uk website ([gov.uk/calculate-your-redundancy-pay](https://www.gov.uk/calculate-your-redundancy-pay)) to help calculate staff redundancy payments.

Once IPSA has received the redundancy notices and Employee Leaver Forms (please see "What do I need to do?" below), IPSA will make any redundancy payments to your staff and remove them from the payroll at the appropriate time. Redundancy will be paid from the Contingency Fund, rather than your Staffing or winding up budget.

Other costs such as employer pension contributions, overtime worked, untaken

holiday and pay in lieu of notice will come from your Winding Up budget. (Please note that if you make staff redundant before the Election, the redundancy payments, as well as other costs, will be charged to your Staffing budget.)

What do I need to do?

IPSA will use your parliamentary email address as the primary way of contacting you immediately after the Election to discuss next steps.

Please ensure that you provide an alternative email address IPSA can contact you on following the closure of your parliamentary email account.

If you have not already done so, if you used your office for campaigning activities you must either adjust your claims for rent and utilities or repay the appropriate amount for any rental payments which IPSA pays direct to your landlord. Similarly, you must let IPSA know if any of your staff undertook campaigning activities during normal working hours, so IPSA can make the necessary adjustments to staff pay.

Before you can conclude your affairs with IPSA and receive your Loss of Office Payment (or remaining part of it), you must do the following:

Make your staff roles redundant.

For advice on the process of making staff redundant, please see the guidance at the beginning of Section 2 of this handbook, and contact the Members' HR Advice Service, which provides HR advice to MPs in their role as employers (membershr@parliament.uk or **020 7219 2080**). There is also some guidance on the IPSA website about giving staff notice: theipsa.org.uk/ipsa-for-mps/guidance/.

It is important to consult staff prior to issuing any notice of redundancy, even if in practice there is no alternative but to dismiss them on grounds of redundancy. Failure to do so could lead to your incurring additional costs or risk a claim against you for unfair dismissal at an Employment Tribunal.

Following consultation, you will need to issue notices of redundancy to your staff, and these must confirm the redundancy payments they will receive.

You should give your staff notice of redundancy at a point which allows you to wind up your affairs effectively and minimises the cost of pay-in-lieu-of-notice to the taxpayer.

When this process is complete, you need to send IPSA (a) redundancy notices and (b) an Employee Leaver Form for each member of staff so IPSA can make any redundancy payments to your staff and take them off the payroll at the appropriate time. Redundancy payments will be paid with the staff member's final salary.

Wind up your parliamentary business, including your office

Check the notice periods for any office or accommodation leases, service contracts and equipment lease agreements you have and give notice as soon as you can. IPSA will not pay any costs beyond the Winding Up period. You then need to let IPSA know when you intend to leave your office and/or accommodation. If you receive any refunds for contracts or leases for which IPSA has already paid, these must be paid back to IPSA.

Ensure you repay any outstanding amounts to IPSA (e.g. deposit loans) promptly. You can ask for outstanding money owed to IPSA to be deducted from your Loss of Office Payment in order to expedite the process.

Submit all claims and evidence as soon as possible so IPSA can pay them to you.

Submit any outstanding Payment Card reconciliations. As above, please bear in mind that using your Payment Card after the Election could delay how quickly IPSA can pay your Loss of Office payment.

Make sure you complete any other administrative tasks. You may transfer IPSA-funded office equipment and furniture to your successor or another MP. If you choose not to do this and you make a profit from disposing of your equipment, you should refund this to IPSA. Alternatively, you can choose to donate equipment to a charity of your choice. You can claim any disposal costs from your Winding Up budget. You should comply with the data protection legislation when disposing of any equipment.

How will IPSA support me?

IPSA will get in touch with you shortly after the Election, to arrange a meeting and explain what you need to do.

After the election there will be a Departing Members' Area available, where you will have the option of a one-to-one meeting with someone from IPSA. IPSA will provide you with further details on this.

You can contact your IPSA Account Manager and Payroll Officer, who will support you through the process of winding up your parliamentary affairs efficiently and effectively. IPSA will have extended phone line opening hours following the Election, so they can resolve your queries quickly. Please see the regular IPSA Bulletin for more information about their extended opening hours.

Association of former MPs

You may wish to join the Association of Former MPs Founded in 2001, there are now 420 paid up members from all parties, regions, and both Houses, presently including 50% of all living former MPs. The Speaker is Patron and the Association is supported by the House of Commons Commission. Its aims are:

- A) To provide former Members of the House with opportunities to meet socially and continue long-standing friendships.
- B) To offer high quality advice on individual personal problems from other professionally qualified former Members.
- C) To maintain links with the House of Commons and the House of Lords and administrative committees of Parliament so as to enhance the status of politicians generally and demonstrate that British politics is an honourable profession in which we have been proud to serve.

D) To utilise the experience, skills and knowledge of former MPs in promoting parliamentary democracy and a wider understanding of Parliament. To this end the Association has set up a charitable Parliamentary Outreach Trust to involve Association members in educational work in schools and colleges in the UK and in capacity building and good governance programmes overseas.

For information and an application form please contact:

Sally Grocott, Executive Officer,
Association of Former MPs,
Room G13, 1 Parliament St,
London SW1A 2NE

Telephone: **020 7219 8207**
Email: grocotts@parliament.uk.

Annex A Checklist of actions

Before dissolution

- Consider how you will handle your ICT requirements during dissolution.
- Consider the working arrangements of your staff during dissolution and discuss these with them.
- Notify the Digital Service of the staff accounts that you do not wish to have enabled if you are re-elected.
- Make arrangements with the Postmaster on **020 7219 4639** for your mail either to be held for collection in the Members' Lobby counter or forwarded to a nominated external address for the duration of the dissolution period.
- Settle all outstanding House of Commons Catering and Retail accounts in full.
- Contact the Switchboard Supervisor on **020 7219 6161** to pass on contact details.

At dissolution

- Add a disclaimer (such as "I'm not currently an MP, as Parliament has been dissolved until after the General Election") to any website, webpages or social media accounts. Remove the Crown Portcullis image if used anywhere on these sites, pages and accounts.
- Check you are aware of the redundancy process, and have started consulting staff. For advice on HR, staffing and redundancy issues contact the Members' HR Advice Service on **020 7219 2080** or membershr@parliament.uk.
- Freeze any web or email domain which refers to you as a Member of Parliament e.g. www.johnpeekmp.org.uk.
- Remove your car from the underground car park.
- Collect any purchased (not loaned) computers that you wish to remove, correspondence and papers from your lockers, filing cabinets and your office on the Parliamentary Estate.

- Clear your desk top so that the room can be cleaned effectively and ensure that the room is suitable for surveys to take place while the office is empty.
- Return all material on loan to you from the Library to the Members' Library or the book drop off in the Customer Services Hub in Portcullis House.
- Record an appropriate voicemail message in your Westminster and constituency offices.
- Ensure you have submitted your reimbursement claims to IPSA and have reconciled your Payment Card.

During dissolution

- If you continue to deal with urgent constituency casework during the dissolution period, ensure you sign all correspondence in such a way as to indicate that you are not a Member of Parliament.
- Continue to inform the Digital Service of any cyber-related incidents as soon as possible by calling the Support Desk

Members who are not returned at a General Election

- Arrange a joint meeting with IPSA and the Members' HR Advice Service via **020 7811 6400** to discuss financial and redundancy arrangements for you and your staff.
- Contact either Buck who are the administrators of the parliamentary pension scheme directly on **0330 123 0634**, or speak to the Finance team in the House of Commons, at pensionsmp@parliament.uk or **020 7219 2106** if you wish to discuss your parliamentary pension.
- Complete the redundancy processes for your staff; contact the Members' HR Advice Service on **020 7219 2080** or membershr@parliament.uk
- Contact Service Delivery on **020 7219 4226** to arrange clearing your Westminster office and to issue instructions about the secure disposal of any material you hold off-site in the Iron Mountain facility.

- Contact the Digital Service on **020 7219 2001** to arrange return of House-loaned ICT equipment and restoring of IPSA and personal-funded machines to their factory default settings.
- Contact the Postmaster on **020 7219 4639** to arrange mail-forwarding.
- Contact the Switchboard supervisor on **020 7219 6161** to pass on contact details.
- Follow the guidance for managing casework and arrange for the secure disposal of paper records and any records stored on House-loaned or purchased ICT equipment.
- Be aware that any records left in your Westminster office after five working days, or when you have vacated the office, will be destroyed without further notice.
- Contact the Association of Former Members. You may also apply for a parliamentary photo pass.
- Return your existing parliamentary pass and those of any staff and Spouse/ Partner to one of the two Pass Offices at Black Rod's Garden or Derby Gate, or to your Service Delivery Manager.
- Complete IPSA's checklist of actions.
- Give notice on IPSA funded contracts for property, equipment and services.

Annex B

Useful contacts

Parliament main switchboard

020 7219 3000

Switchboard supervisor

020 7219 6161

Feedback: with any Compliments, Complaints and Comments:

feedback@parliament.uk
parliament.uk/feedback

General dissolution inquiries not covered in the guidance:

0207 219 5111 (active in the event of a General Election only).

Access

Security Control

020 7219 5311

Pass Office

020 7219 5920

passoffice@parliament.uk

Serjeant at Arms

020 7219 3030

saenquiries@parliament.uk

Offices and logistics

Service Delivery (Members' offices)

020 7219 4226 (general enquiries)

inhouseservicecentre@parliament.uk

Digital Support Desk

020 7219 2001

digitalsupportdesk@parliament.uk

Parliamentary Maintenance Service Team Help Desk (maintenance and cleaning)

020 7219 4747

General catering enquiries

020 7219 3686

csfeedback@parliament.uk

Travel Office

020 7219 4232

parliamentarytraveloffice@parliament.uk

Pay, pensions, HR advice

Accounts Receivable

020 7219 6308 to pay debts

owing to the House

hocaccountsreceivable@parliament.uk

Members' Pensions

020 7219 2106

pensionsmp@parliament.uk

Members' HR Advice Service

020 7219 2080

membershr@parliament.uk

Parliamentary Health and Wellbeing Service

020 7219 4014

phws@parliament.uk

Information handling / Information Rights and Information Security team (IRIS)

020 7219 2580

iris@parliament.uk

Information Commissioner's Office

ico.org.uk

IPSA

020 7811 6400

info@theipsa.org.uk

Events and tours

Events Team

020 7219 3090

hoceventsteam@parliament.uk

Tours Office

020 7219 3003

tours@parliament.uk

Education and Engagement Team,

020 7219 4496,

engage@parliament.uk

Governance and administration

Speaker's Office general enquiries

020 7219 5300

speakersoffice@parliament.uk

Registrar of Members' Financial Interests

0207 219 3277/0311

commonsregistrar@parliament.uk

IPSA general enquiries

020 7811 6400

Business of the House

Chamber and Committees team – during dissolution, the Duty Clerk

020 7219 3394

Library research and information

020 7219 3666

commonslibrary.parliament.uk

Broadcasting Unit

020 7219 5511

pru@parliament.uk

Annex C

Members' HR Advice Service & IPSA

Who we are and what we do

Members' HR Advice Service (run by the House Service) provides HR advice to MPs in their role as employers, for example on staff recruitment, redundancies and employment law.

If you would find HR advice helpful, please contact the Members' Advice Service on **020 7219 2080** or membershr@parliament.uk.

IPSA (the Independent Parliamentary Standards Authority) sets and administers job descriptions, salary ranges and template contracts for MPs' staff and runs the payroll for MP and staff salaries (in addition to paying MPs' parliamentary costs and expenses).

If you would like information on these issues, please contact IPSA on **020 7811 6400** or info@theipsa.org.uk, or go to IPSA's website theipsa.org.uk/.

The table below provides a more detailed breakdown of the key responsibilities of Members' HR Advice Service and IPSA.

Staffing/MP issue	Members' HR Advice Service	IPSA
MP induction	<ul style="list-style-type: none"> Provides induction for new MPs on HR and employment law matters 	<ul style="list-style-type: none"> Provides induction for new MPs on the Scheme of MPs' Business Costs and Expenses, payroll and staff job descriptions, salary ranges and contracts
Recruitment of MP's staff	<ul style="list-style-type: none"> Provides advice about short-listing and interviews 	<ul style="list-style-type: none"> Provides template job descriptions for staff Sets pay ranges for all staff roles
Terms and conditions	<ul style="list-style-type: none"> Provides guidance on contractual terms and conditions e.g. <ul style="list-style-type: none"> Annual leave and working hours Probationary period Variation of contract Resignation Family-friendly rights (e.g. maternity, paternity, adoption, flexible working) 	<ul style="list-style-type: none"> Provides template contracts for new starters (fixed term, permanent or casual), apprentices and interns
Payroll administration (for MPs and their staff)		<ul style="list-style-type: none"> Actions new starter forms to set up staff on payroll Makes any adjustments to salary Administers pensions Makes and changes to personal details Arrangements payment for maternity, adoption and sickness leave Arranges payment of timesheets/overtime Issues P60s Provides reporting so that MPs can manage their staffing budgets

Staffing/MP issue	Members' HR Advice Service	IPSA
Performance management and employment law	<ul style="list-style-type: none"> Provides HR advice on: <ul style="list-style-type: none"> Sickness absence Poor performance/appraisal Disciplinary/conduct issues Grievances Employment tribunal 	<ul style="list-style-type: none"> Records sickness absence for payroll purposes
Exits/termination/transition	<ul style="list-style-type: none"> Provides HR advice on: <ul style="list-style-type: none"> Notice periods etc. Redundancy; including advice about consultation periods and redundancy entitlements 	<ul style="list-style-type: none"> Provides redundancy quotes for <ul style="list-style-type: none"> inclusion in letters to staff (generally via Members' HR Advice Service) Closes payroll records, pays redundancy payments Issues P45s

Annex D

Claims during the dissolution period

Travel	<ul style="list-style-type: none"> MPs and staff members can claim for travel as normal, as long as it is for parliamentary work and not campaigning or party political purposes. Staff who usually work in Westminster can claim for travel to work in the constituency and for hotel costs if they need to stay overnight. Spouse/partner and dependant travel is as normal.
Staffing	<ul style="list-style-type: none"> Staff salaries are paid as normal, but staff members cannot undertake campaigning or party political activity during working hours. If any staff want to campaign, they can take paid or unpaid leave, or do so outside of working hours. No changes can be made to staff members' terms and conditions during the dissolution period. This includes contractual terms such as pay, hours, place of work.
Office costs	<ul style="list-style-type: none"> Office costs such as rent, utilities and supplies can be claimed as normal. However, if any office space is used for campaigning, only a proportion of the rent and utilities can be claimed. If you wish to use your IPSA-funded equipment for campaigning, you must pay a fee of £135 to IPSA by Polling Day. You should only purchase office furniture, IT hardware and other capital equipment where there is an exceptional need.
Accommodation	<ul style="list-style-type: none"> Accommodation costs (rental payments, hotels and associated costs) can be claimed as normal.
Security	<ul style="list-style-type: none"> If you have specific security concerns you should contact your local police or the Parliamentary Liaison and Investigation Team. IPSA will continue to pay for existing security items or contracts.

Annex E

Summary of budgets

Budget heading	Area/Eligibility	Returning MPs (Full 2019-20 budget)	Departing MPs (9 months pro-rated)	New MPs (4 months pro-rated)
Accommodation Rental costs	London Area	£22,920	£17,190	£7,640
	Non-London Area	£16,010	£12,008	£5,337
Associated costs	Non-London Area MPs only	£5,270	£3,953	£1,757
Office Costs	London Area	£28,270	£21,203	£15,423 Incl. £6,000 start-up supplement for 19-20 only
	Non-London Area	£25,430	£19,073	£14,477 Incl. £6,000 start-up supplement for 19-20 only
Staffing	London Area	£166,930	£125,198	£55,643
	Non-London Area	£155,930	£116,948	£51,977

Budget heading	Area	Returning MPs (Full 2019-20 budget)	Departing MPs (9 months pro-rated)	New MPs (4 months pro-rated)
London Area Living Payment (LALP)	London Area MP	£4,030	£3,023	£1,343
Additional LALP	23 outer London constituencies	£1,430	£1,073	£477
Rental uplift for MPs with caring responsibilities	Per eligible dependant per year	£5,435	£4,076	£1,812

For London Area MPs, the winding-up budget is £57,150
 For Non-London Area MPs, the winding up budget is £53,950

