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Dear Member of Parliament

## Preparing for the General Election

The Prime Minister has announced that a General Election will take place on 4 July, and here at IPSA we want to support you whether you are standing for re-election, have decided to leave Parliament, or if you are unsuccessful at the election. With this letter, we are enclosing a short document which provides you with an overview of the key rules. You should read this alongside the complete guidance available on our website.

In this letter, we want to draw your attention to some key aspects of our guidance and processes which you need to be aware of. Further information on all of these topics, and more, is available on our website and in the enclosed guidance.

### Communicating with your constituents

It is important to remember that **IPSA funding cannot be used to support campaigning**, either on your behalf if you are standing as a candidate at the election, to promote your party or other candidates, or to criticise a party or other candidates.

If you use IPSA-funded resources for your election campaign, this could be regarded as a donation by the Electoral Commission. IPSA is not a permissible donor for candidates, and so this could be against the law.

### Winding-up

We recognise that if you have decided to stand down, or if you are unsuccessful at the election, this will be a difficult moment for you and your staff.

You will have a four-month winding-up period after the election, from 5 July to 4 November, to conclude your parliamentary affairs, with IPSA's support throughout. The winding-up checklist included in this guide gives a summary of the actions you will need to take during these four months.

### Staff redundancies

One of the most important things you will need to do during the winding-up process is to give timely notice to your staff when making their roles redundant. This should happen as soon as possible after the election. IPSA and the Members' HR team will support you through this process, but it is your responsibility as the employer to consult and give notice to your staff.

**Please note that IPSA will not fund pay-in-lieu-of-notice (PILON) for staff where the notice period falls outside of the winding-up period.** The new four-month winding up period enables you to give your staff notice of redundancy at a point which allows them to work their notice period if required without your personal liability for PILON costs. We will only pay PILON costs where staff notice periods fall within the winding up period.

Additionally, staff should be encouraged to take any remaining annual leave during their notice period. If, exceptionally, they are unable to do this, IPSA will include a payment for untaken leave in the staff member's final salary. Please note, untaken leave payments will only be made for annual leave relating to the current year (including up to five days, for a full-time staff member, rolled over from the previous year). We will not accept payment requests for untaken leave relating to any previous years.

Please also remember that any time off in lieu (TOIL) owed to employees cannot be paid and would need to be taken before the employee's leaving date.

## Boundary changes

**We have introduced several measures to assist you if you are affected by constituency boundary changes.**

If your current office is outside your new constituency boundary, we will apply the £6,000 start-up supplement to your office costs budget to assist with setting up a new office. If your current office is inside your new boundary, but you still need to or choose to move office, you can apply to IPSA via contingency, for additional funding.

Where there are significant changes to staff job roles because of boundary changes – for example if you move office and it is too far for your staff to commute to – you must speak to Members' HR to confirm whether redundancy is the appropriate outcome. You can also apply to IPSA to have redundancy costs moved to the contingency budget.

We will support you throughout the General Election period, with advice on issues ranging from dissolution and pay, through to staffing and notice periods and any matters relating to winding-up, should you find yourself in that situation. Please do get in touch if you have any questions.

Yours sincerely,



Ian Todd

Chief Executive