



House of
Commons

Dissolution Guidance Members not standing

October 2019

Members not 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**.

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Introduction

Members not standing dissolution guidance

This booklet is written for Members who have taken the decision to stand down at the General Election. It aims to guide you in the run-up to the Election, including the period during which Parliament is dissolved. At 12.01am on the day of dissolution, there are no Members of Parliament, and you will no longer be able to use the title Member of Parliament or MP.

A guiding principle, which applies now and which everyone should observe 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 (such as residual casework or winding up your office).

Parliament is not in existence during the period between dissolution and the Election, so its activities are limited. From 12.01am on the day of dissolution, some of the facilities that the House provides for Members during a Parliament are no longer available. However, we realise that you will have a great many matters to deal with once you have decided not to stand, so this booklet outlines which House and IPSA services are available to help you.

Your security pass will allow you access to the Estate until 11.59pm, five working days after dissolution, giving you time to wind up your office. This will also apply to passes held by your staff or partner/spouse.

As an employer and a Member standing down, in particular, you have contractual and legal responsibilities to your staff and this booklet provides information which will help you meet these obligations. It is important you keep your staff informed of their status and that you follow the formal procedures for redundancy as required by law but also for their welfare.

This booklet provides information on the House of Commons service and what you can or cannot continue to use. It also contains IPSA's guidance on how your decision to stand down fits into the scheme. This information is also available online at intranet.parliament.uk/dissolution. Contact details are given in the text and if you are unsure, or have any questions that are not answered here, please seek advice.

A checklist of actions you should consider is at Annex A.

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
membersshr@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

HR advice, support and wellbeing contacts

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. The service will provide you with template letters for the redundancy process, and is available to meet with you in Westminster. What follows in this guidance booklet is good practice, but you should contact the service for specific advice.

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 756 9814** or employeesupport@croner.co.uk. Further information on their services is provided in the House of Commons services section.

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.

As soon as you decide to stand down (HR and redundancy procedures)

As soon as you know you are leaving, you should contact the Members' HR Advice Service on **020 7219 2080** or membershr@parliament.uk to discuss redundancy arrangements for your staff, and any other HR or staffing issues. Redundancy calculation spreadsheets are prepared by IPSA and provided by Members' HR Advice Service to each Member standing down.

As part of a fair redundancy process, you are required to consult with staff. 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.

Consulting your staff about redundancy

You should consult with staff and follow a fair procedure for making them redundant. If you are standing down, please inform your staff as soon as your decision is publicly announced or earlier if possible. 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 member of staff. The last day you can employ staff is the last day of the winding up period. The winding up budget is open for two months, as per Scheme guidance – please contact IPSA directly for details of the dates. Your staff will continue to receive their salary until their employment ends.

Once you have the redundancy calculations, you should consult with your staff individually by inviting them to a 1:1 meeting with you, giving them at least five working days' notice of the meeting and the right to be accompanied by a Trade Union Representative or work colleague.

Confirmation of staff redundancy

Once consultation is completed and you have responded to any queries raised by your staff, you should 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. 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 (PILON) to the taxpayer. Further details on PILON are provided below.

- 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, you must give them 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. The notice period entitlement for each staff member is listed on the redundancy calculation spreadsheet prepared for each Member standing down.

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.

Contacting IPSA

Please note that it is very important to consult staff prior to issuing any notice of redundancy. Failure to consult staff could lead to you incurring additional costs or risk a claim against you for unfair dismissal in an Employment Tribunal.

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

Pension

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 to Members' Hub, Finance, Portfolio and Performance team in the House of Commons, at pensionsmp@parliament.uk or **020 7219 2106**.

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. Outgoing Members with any ongoing security or safety concerns should make contact with their Local Borough Commander or Chief Constable.

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 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).

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 for the two month winding up period after the General Election. Please contact the supplier about any urgent issues with your devices.

Any Members standing down who were previously signed up for redirection of constituency and/or home mail via Parliament for screening will continue to receive this service for up to three months, including during the period of dissolution. However, redirection services will cease on the expiry date and may not be renewed. Contact the Royal Mail customer service manager on **0207 219 4639** if you want to stop your mail redirection at any point.

New lone worker devices will not be issued and new redirection services may not be set up for Members standing down.

Members' Security Support Service (MSSS)

During dissolution, Members standing down will continue to receive support from the Members' Security Support Service (MSSS), including personal security advice, in relation to any existing issues or threats. The social media monitoring service will not be available to Members standing down.

You and your Parliamentary staff can contact the MSSS during dissolution on **0207 219 2244** or safe@parliament.uk during office hours (9am–5pm, Mon–Fri).

Use of the title 'Member of Parliament'

Once Parliament is dissolved before a General Election there are no Members of Parliament. Consequently you may not use your former title from 12.01am on 6th November, the day of dissolution. Similarly, House of Commons branding such as the Crowned Portcullis image cannot be used from this time, and you have also to address your online presence. This applies to you and to your staff.

We recognise that urgent constituency casework may need to be continued or handed over to your successor. There are rules on doing this around data protection however, and it is also your responsibility to ensure that you and your staff use these services for parliamentary purposes only.

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 Member of Parliament as part of the event.

Stationery and correspondence

You may not use House emblems, House stationery and pre-paid envelopes once Parliament is dissolved; this includes any use for casework undertaken during the period.

In correspondence, including emails, and email footers and signatures, you should not use either the title MP or the address of the House of Commons once Parliament is dissolved.

Your online presence

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

"I am no longer an MP, as Parliament has been dissolved, and I am not seeking re-election".

This should apply to all domain names, email addresses and other online accounts referring to you as an MP.

No one can use the title MP during dissolution and 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, pending its removal, 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.

Social media accounts

It is your responsibility to rename any social media and parliamentary email accounts referring to you as an MP.

Members' biography pages

A page clarifying the status of Members will be posted on the parliamentary website on the day of dissolution.

Data protection and handling casework and records

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.

In regard to casework, you may well decide that the lawful basis for processing personal data is more restricted during this period. For example, you may need to continue to deal with urgent constituency casework during a dissolution period that cannot wait until a new Member for your constituency is elected. 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 you 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.

Please 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.

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. 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 so you should ensure that you are aware of your obligations in relation to this legislation.

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.

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 (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.

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.

Parliamentary digital services

The following sections provide guidance on the use of parliamentary digital services for parliamentary purposes during dissolution. If you wish to use loaned ICT equipment or services provided by Parliament for other purposes, these will need to be paid for and declared as an election expense (further details below).

Access to the parliamentary network and email

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 are capable of transferring those 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, ico.org.uk.

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.

Your parliamentary network account, including remote access, email access, and access to stored files and data, will remain active for one month starting four days after Polling Day, after which the Digital Service will arrange for a standard reply to be sent to any email directed to it. If you wish, the Digital Service will include your contact details. This service will be provided for three months, until 12th March. You should also ensure that IPSA have an alternative email address.

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 and if a service is required the former Member will need to make their own arrangements for a new service of their choice.

Equipment

At dissolution you may remove any machines purchased using private funds or IPSA’s Scheme of Business Costs and Expenses from the Parliamentary Estate. All laptops, PCs and printers supplied by the House as part of your Member entitlement will be recovered and recycled. All remaining data on the equipment will be securely wiped.

Please notify the Digital Service in advance of or at dissolution if there are any particular dates by which the equipment should be retrieved, e.g. by the expiry of an office lease.

The software (for example, Microsoft Office suite) that was included with the laptop or PC remains the property of Parliament and, in accordance with the conditions of supply and the terms of the licensing agreement, will need to be removed. Instructions to do this will be supplied by the Digital Service.

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 parliamentary purposes during dissolution, a flat fee of £147 is payable to cover all services. Parliamentary email accounts may not be used for regulated political activities under any circumstances.

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

If you wish to make a payment in respect of the use of House-provided equipment and broadband, please contact the Central Accounts Receivable Team on hocaccountsreceivable@parliament.uk or **020 7219 6308** who will be able to let you know how to do this.

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 the Central Accounts Receivable Team on hocaccountsreceivable@parliament.uk or **020 7219 6308**.

You 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 you do move Parliamentary-supplied printers and PCs, you must move and return it at your own risk and cost. House services cannot help with packing, transporting or returning.

There will be no Digital Service desk support for setting up or troubleshooting in the constituency. If damaged, you will be charged replacement costs.

Equipment funded from IPSA budgets for parliamentary work may not be used for party political or electoral activities, unless a hire charge is paid. Should a Member wish to use IPSA –funded equipment for campaigning purposes, a flat fee of £135 is payable. 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 completed repayment form.

Parliamentary allowance provided equipment has a purple (or, on some iPads, black) asset tag, and IPSA's has a yellow asset tag.

You should remove all data you wish to keep from machines that will be returned to Parliament. For advice on your obligations about removing data, please contact the Information Rights Information Security team (IRIS) on **020 7219 2580** or iris@parliament.uk; or contact the Information Commissioner's Office: ico.org.uk.

Data removal should be carried out within five working days after dissolution for equipment at Westminster and by the day before Polling Day for equipment at other locations. You should treat any personal

information held on any equipment – whether purchased by Parliament, IPSA or privately – about your staff, constituents or others, in accordance with the provisions of data protection legislation (EU General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA)). This includes ensuring that personal data is properly deleted from electronic equipment if you no longer have a legitimate reason to hold it.

Forwarding 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 capable of transferring that data securely in line with your legal responsibilities acting as the controller, and that the other systems you intend to use are suitably secure. You are strongly discouraged from using free online email and document storage solutions for processing of any personal data. Further

guidance about your obligations to secure personal data can be found on the ICO's website, ico.org.uk.

Other emails can be forwarded but because of the above reasons, we suggest that automatic forwards should not be used to help ensure the security of sensitive data. We would recommend you only forward specific emails 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 hosted 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 your 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.

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 case work.”

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.

Digital Support

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. Digital Service staff will be available to advise former Members not standing for re-election who are in the process of clearing their desks. However, the services of the Digital Support Service 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 casework is being conducted and a fault with House provided equipment 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 etc.

Messages

The Switchboard will not connect any telephone calls for Members after dissolution. If requested, the Switchboard Supervisor will inform callers of your contact details. This service will be provided for three months; contact the Switchboard Supervisor on **020 7219 6161** to pass on your contact details.

Passes and accommodation in Westminster

Tablet devices

If you have a centrally provided tablet (e.g. and 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.

Access to your office

Your security pass will allow you access to the Estate until 11.59pm, five working days after dissolution, but this is solely to enable you to collect items and post or to clear your office. You may not work in any Parliamentary building from the day following dissolution.

Your staff and spouse/partner will be allowed access to the Estate until 11.59pm, five working days after dissolution, to collect papers, post, etc, but they will not be allowed to work in the precincts and your 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 need 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 you should contact Service Delivery on **020 7219 4226**. In the outbuildings, the Service Delivery Coordinators on duty will open rooms on request.

Vacating your office

During the period of dissolution, please clear all your personal belongings, papers and books from your rooms, desks, filing cabinets and lockers. Please remove any office equipment of your own that you may have installed, but do not remove any parliamentary property. Your staff should also clear any desks or filing cabinets allocated to them. This applies even if they will be seeking employment with another Member after the General Election.

Please clear your possessions as soon as possible after the General Election is called and in any event no later than 11.59pm, five working days after the House is formally dissolved. This will give time for any necessary refurbishment, redecoration, etc. to take place prior to Polling Day.

Any paper records stored in your office and remaining after five working days, or when you have vacated the office, will be destroyed. Any personal belongings remaining after this point may also be destroyed.

In order to vacate your office you may:

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

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. Please keep bins in a secure area.

You can order boxes and confidential waste sacks from the 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**.

Please return all locker keys and keys of rooms, desks and filing cabinets to the Hallkeeper's Lodge or to the reception desk in the parliamentary outbuildings. Photo-identity passes and car parking permits should be returned to one of the two Pass Offices, at Black Rod's Garden or Canon Row, or to your Service Delivery Manager.

Post

If you wish post to be re-directed please inform the Postmaster on **020 7219 4639**. This service will be provided free of charge for three months. Otherwise it will be redirected to the Member who is returned at the General Election for the same constituency.

Former Members' security pass

Former Members of Parliament who have served more than a 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. For further details please contact the Serjeant at Arms on **020 7219 3030** or saaenquiries@parliament.uk.

Car park

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

House of Commons 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 authorisation to act on your behalf. Contact Members' HR Advice on **020 7219 2080** or membershr@parliament.uk.

HR Support Service for Members' and Peers' Staff

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 etc.), 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 **0207 219 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.

Please let Library staff know as far in advance as possible (ahead of this deadline), if you have an urgent or particularly substantial enquiry and Library staff will prioritise accordingly, negotiating deadlines in consideration of staff workload and business need. Although the Library will make every endeavour to complete enquiries before the House has dissolved, they cannot guarantee it.

As per the Library's Statement of Services, staff cannot assist with election campaigns in any way. This includes research commissioned before dissolution with an obvious electoral focus.

However, all of the Library's research and statistics published before dissolution will remain available to you and your staff on commonslibrary.parliament.uk. Material on loan to you or your staff from the Library should be returned to the Members' Library or the book drop in the Customer Services Hub in Portcullis House no later than 5pm on the day of dissolution. Any items not returned will be counted as missing and may be subject to a replacement charge.

Services will resume as normal on the day after polling day.

Room bookings

Committee and meeting rooms are not available for you to use during dissolution.

Digital Service support

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 in the week after the House dissolves. Digital Service staff will be available to advise former Members not standing for re-election.

House of Commons Enquiry Service

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

You may order certain documents by contacting **020 7219 3631** or vote_office@parliament.uk. The Vote Office is open daily from 8am to 4pm during the dissolution period to Members standing down.

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 during dissolution.

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 remain open and will serve you on the same basis as they serve members of the public.

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. You or your team cannot escort or sponsor anybody on the Visitor Route during the period of dissolution, and 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 will be 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 from the date of dissolution. Please contact the gym (**020 7219 5546**) about membership and payments. Members can opt to freeze their membership for a limited period, 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 (better.org.uk/centre-locator) which gives them access to Better Gyms countrywide.

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.

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.

Medical records

The Parliamentary Health & Wellbeing Service (PHWS) will seek your 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.

Press Gallery

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 those who have previously been Members or others.

Sums owing: outstanding debts to the House of Commons

Please settle all outstanding House of Commons Catering and Retail 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.

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 contact Members directly and make any necessary arrangements with the aim of clearing all amounts by the date of dissolution.

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

Before the election— claims and salary

What happens to my salary?

You will continue to receive your salary up to and including on 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 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 were for the performance of your parliamentary functions, not any party political or electoral activity.

Your existing budgets for accommodation, office costs and staffing will be pro-rated based on the date of the election. (Please refer to Annex E for a summary of budgets.) You will still have 90 days to submit your claims.

In the run-up to and during dissolution, you can claim your usual costs. A summary of relevant actions is provided on pages 36-37. You should note the following six key considerations around claiming costs:

1. Office equipment, IT and furniture

From the dissolution of Parliament on 6th November, 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 also 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 party political campaigning purposes, except where an IT hire fee is paid (see below). Any use of IPSA funds for either party or candidate campaign purposes would be against the IPSA rules. For more guidance on this issue, see the IPSA website for guidance on campaign activities.

The above means that if you use your office for campaigning activities, you may only claim 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 IPSA-funded office supplies equipment 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. You must pay a separate fee for the use of House of Commons-funded equipment for campaigning activity.

Similarly, if your staff undertake any party-political 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 6 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 to an IPSA contract. However, you must be employed on the IPSA contract for six continuous months prior to any notice of redundancy in order to be eligible for the IPSA redundancy provisions (i.e. double the statutory redundancy provisions).

4. Accommodation

You can claim for rental accommodation, hotel accommodation or associated costs 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 functions. 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 MP's constituency office.

You cannot claim for costs for travel by you, your family members or your staff which are 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 fund existing security items or contracts during dissolution.

While you can continue to use your Payment Card and direct payment facilities to support you in carrying out your parliamentary functions during the dissolution period, you are strongly encouraged to claim for reimbursement. This will help you complete the winding up process quickly (and also minimises the risk of budget overspends). However, you will continue to have access to your Payment Card and direct payment facilities during the first month of the Winding Up period.

What do I need to do?

Please contact IPSA before dissolution so you can discuss next steps, and resolve as many of your dealings with IPSA as possible before the Election.

You will also need to give IPSA your contact details to use after the Election, and your home address, so they can get in touch with you if necessary.

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 completed repayment form.

Consider when and how you will make staff redundant. For advice on the process of making staff redundant, please contact the Members' HR service, which provides advice to MPs in their role as employers (membershr@parliament.uk or **020 7219 2080**), and see the guidance section on redundancies earlier in this booklet. There is also some guidance on the IPSA website about giving staff notice when it is as the result of a General Election: theipsa.org.uk/ipsa-for-mps/guidance/.

Make sure that any outstanding business you have with IPSA is up to date e.g. you have submitted all Payment Card reconciliation forms and repaid any advance loan. As above, please bear in mind that using your Payment Card before or after the Election may delay how quickly you can wind up your affairs.

Check the notice periods for any office or accommodation leases, service contracts and equipment lease agreements you have, and make sure that you give sufficient notice to avoid incurring any additional cost. You must avoid entering into any new lease or service contract which would restrict your ability to wind up your parliamentary business when you stand down. IPSA will only fund rental costs until the end of the Winding Up period.

Let IPSA know when you intend to leave your office and/or accommodation, and whether this will be before or after the Election.

Although you are standing down, if you wish to use your office for campaigning activities, you will need to cease your claims for rent or pro-rate them appropriately. (And if your rent is paid directly to the landlord you will need to make a repayment.)

Similarly, 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.

You also need to ensure where you claim for an expense or a cost, you only claim the amount which relates to your parliamentary functions. Guidance on how to do this is on our website.

Start making arrangements for disposing of your IPSA-funded office equipment and furniture. You may transfer these items 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 Office Costs budget before the Election, or your Winding Up budget after the Election. You should comply with data protection legislation when disposing of any equipment.

After the election

How will IPSA support me?

IPSA will offer meetings with all MPs who have announced they are standing down to explain the next steps in more detail and start making arrangements for winding up your parliamentary business before the Election. Please call to arrange a meeting on **020 7811 6400** or email info@theipsa.org.uk.

Meetings will be with your IPSA Account Manager who will continue to support you through the process of winding up your parliamentary affairs as efficiently and effectively as possible.

In the meantime, should you have any questions, please contact IPSA on **020 7811 6400** or at info@theipsa.org.uk.

What happens to my salary?

On the last working day of the month, your salary will be paid up to and including polling day. IPSA will send your payslip to your home address by the last day of the month, shortly followed by your P45 containing details of your earnings and tax paid during the year.

Will I receive any other payments?

In the case of a snap election 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 not receive any Loss of Office payment.

What can I claim?

You can claim any outstanding costs from the normal budgets for the period up to polling day in accordance with the Scheme rules. As normal, you will have 90 days from when you incurred the costs to make claims.

You will also have a Winding Up budget, from which you can claim the costs of winding up your parliamentary business from polling day and for up to two months after. These costs include 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. office rent for the period for which there is a continuing requirement, or overtime worked); the costs incurred under your office lease; travel costs; 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 further details about Winding Up in the latest edition of the Scheme on the IPSA website.

The current Winding Up budget limits are outlined in Annex E.

You can also claim your accommodation rent and/or associated expenditure, or hotel accommodation, for up to a maximum of two months after polling day while you wind up your parliamentary business, if you claim accommodation costs from IPSA. These costs will be charged to the Contingency Fund,

although you should claim them using the 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 may not 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 will have to 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, so please consider whether this is the best option.

If your staff have completed two years' continuous service with the same MP by the time they cease to be employed, they will receive a redundancy payment, based on the number of completed years of

continuous service. Staff on IPSA contracts will be entitled to twice the 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 have received the redundancy notices and Employee Leaver Forms (please see “What do I need to do?” below), they will make any redundancy payments to your staff and take them off the payroll at the appropriate time. Redundancy payments as a result of winding up will be paid from the Contingency Fund. Other costs, including employer pension contributions, overtime worked, untaken holiday and pay in lieu of notice, will be charged to your Winding Up budget. (If you made your staff redundant and they finished working before the Election, but it was as a result of your standing down, the redundancy payment would still come from the Contingency Fund.)

What do I need to do?

Please make sure IPSA can get in touch with you after the Election to help you wind up your parliamentary affairs, by sending IPSA contact details they can use, i.e. a non-parliamentary email address, a phone number and your home address.

IPSA will also continue to publish data about your business costs and expenses; we’ll need to send this information to you so you can check it first.

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. Guidance on how to do this is on their website.

Complete the process of making staff redundant. You then 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. You should do this as soon as possible after the Election and once you have consulted with staff, ensuring that you will have adequate support to allow you to wind up your affairs.

Conclude winding up your parliamentary business, including your office, and, if you have not already done so, terminate any accommodation or office leases, service contracts or equipment rental agreements, ensuring that you give sufficient notice.

Ensure you repay any outstanding debts to IPSA (e.g. deposit loans) promptly.

Send IPSA any expense claims from before the Election so they can be processed.

Make sure you complete any other administrative tasks e.g. submitting outstanding Payment Card reconciliations. As above, please bear in mind that using your Payment Card after the Election may delay how quickly you can wind up your affairs.

How will IPSA support me?

IPSA will contact all MPs who have announced they are standing down so they can explain the next steps in more detail and start making arrangements for winding up your parliamentary business before the Election. Please call to arrange a meeting on **020 7811 6400** or email info@theipsa.org.uk.

Meetings will be with your IPSA Account Manager who will continue to support you through the process of winding up your parliamentary affairs as efficiently and effectively as possible, through to the end of the Winding Up period.

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

As soon as you know you are leaving

- Contact the Members' HR Advice Service on **020 7219 2080** or membershr@parliament.uk to discuss redundancy arrangements for your staff and any other HR or staffing issues.
- Consult with your staff about proposed redundancies, giving them at least five working days' notice of the 1:1 consultation meeting with you and allowing them to be accompanied by a Trade Union Representative or work colleague.
- Once consultation is completed and you have responded to any queries raised by your staff, confirm their redundancy by giving them a redundancy letter.
- Once you have given your employees notice of redundancy letters, allow them reasonable time off, with pay, to look for other work during their notice period.
- Start to dispose of unwanted records and other material from your office, taking appropriate measures to ensure that sensitive or personal records are destroyed securely. This includes reviewing any material you hold off-site in the Iron Mountain facility.

In the lead-up to dissolution

- Advise Members' HR of any new address or contact details. They will be circulated to IPSA and all relevant areas of the House Service.
- 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, restoring of IPSA and personal-funded machines to their factory default settings and cessation of broadband services.
- 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.
- Contact the Pensions Unit on **020 7219 2106** to discuss your parliamentary pension.
- Contact the Switchboard Supervisor on **020 7219 6161** to pass on contact details.
- Settle all outstanding House of Commons Catering and Retail accounts in full.
- Complete IPSA's checklist of actions for before the Election.

At dissolution

- Be aware that your parliamentary pass will be deactivated at 11.59pm on 13 November, five working days after dissolution. Your pass and those of any staff and spouse/ partner should be returned to one of the two Pass Offices at Black Rod's Garden or Derby Gate, or to your Service Delivery Manager.
- Be aware that any records left in your Westminster office after five days or when you have vacated the office, will be destroyed without further notice.
- Freeze any web or email domain which refers to you as a Member of Parliament e.g. www.johnpeekmp.org.uk.
- Add a disclaimer ("I am no longer an MP as Parliament has been dissolved, and I am not seeking re-election") to any website, webpages or social media account.
- 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.
- Return all books and audio-visual material on loan to you from the House of Commons Library to the Members' Library or the book drop off point in the Customer Services Hub in Portcullis House.
- Record an appropriate voicemail message in your Westminster and constituency offices.
- Continue to inform the Digital Service of any cyber-related incidents as soon as possible by calling the Support Desk.

Annex B

Useful contacts

After the General Election

- Complete any urgent casework and arrange for the secure disposal of paper records and any records stored on ICT equipment which is not loaned from the Houses of Parliament.
- Complete IPSA's checklist of actions for after the Election.
- Contact the Association of Former MPs. See Annex A for contact details.
- Consider applying for a former Member's security pass.

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

saaenquiries@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

Annex C

Members' HR Advice Service & IPSA

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

Who we are and what we do

IPSA and the House Service are working closely together on preparation for the election, and we will both be providing coordinated detailed guidance to MPs and their staff.

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 following table 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

Staffing/MP issue	Members' HR Advice Service	IPSA
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
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 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 before 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 dependent 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



