



HOUSE OF COMMONS

DISSOLUTION GUIDANCE

Members not standing

April 2017 (revised)

DISSOLUTION GUIDANCE

Members not standing

The
Electoral
Commission

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 has made available comprehensive guidance for candidates and agents, covering the entire process of standing for election and including the rules about candidates' election expenses and donations, which are all 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 STANDING DOWN

- 1.1** 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 while Parliament is dissolved. Once dissolution happens, at **12.01am on Wednesday 3 May 2017**, there are no Members of Parliament, and you will no longer be able to use the title.
- 1.2** Parliament is not in existence during the period between dissolution and the Election, so its activities are limited. **From 5pm on Wednesday 3 May, 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 services are available to help you, and when.
- 1.3** Your security pass will allow you access to the Estate until 11.59pm on Wednesday 10 May, five working days after dissolution, giving you time to wind up your office. This will also apply to your spouse/partner's and staff passes.
- 1.4** A guiding principle, which applies now and 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 (e.g. residual casework).
- 1.5** 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.
- 1.6** This booklet includes guidance from IPSA (at Annex E), and there are two corresponding guidance notes, for Members (standing for

election), and for Members' staff. 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.

1.7

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

Key contacts for general help and signposting (see also contacts page at Annex C)

- The Switchboard, 2001 and 4747 are all 24/7
- Switchboard 020 7219 3000, Switchboard supervisor 020 7219 6161
- Digital Support Desk 020 7219 2001
digitalsupportdesk@parliament.uk
- Accommodation and Logistics (your office) 020 7219 1319
accommodationservices@parliament.uk
- Members' HR Advice Service 020 7219 2080 or
membershr@parliament.uk
- Maintenance Team Help Desk (maintenance and cleaning) 020 7219 4747
- Serjeant at Arms 020 7219 3030 saaenquiries@parliament.uk
- Independent Parliamentary Standards Authority (IPSA) 020 7811 6400
- Feedback with any compliments, complaints and comments: feedback@parliament.uk, www.parliament.uk/feedback or call or text the customer team on 0771 240 2074

REDUNDANCY PROCEDURES FOR MEMBERS' STAFF

1.8

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.

1.9

The Members' HR Advice Service provides HR advice to Members in their role as employers, including around staff redundancies. The service will provide you with template letters for the redundancy process, and is 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

1.10

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. This is yet to be announced by IPSA but is generally within two months of the General Election, so is likely to be between 6-10 August. Your staff will continue to receive their salary until their employment ends.

1.11

Once you have the redundancy calculations, you should therefore 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

1.12

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.

1.13

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.

1.14

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

Notice period

1.15

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.

1.16

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).

1.17

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.

PENSIONS

- 1.18** You will be advised individually of your pension entitlements and options by RPMI, who are the administrators of the parliamentary pension scheme. You can either contact them directly on 0845 555 3377, or you can speak to the Secretariat of the Fund who are based in Corporate Services in the House of Commons, at pensionsmp@parliament.uk or 020 7219 2106.

SECURITY ADVICE

- 1.19** Members and Members' staff with any ongoing security or safety concerns should make contact with their local police commander or force chief officer team. If the police identify an urgent security issue, any recommended security measures will be actioned and will be funded by IPSA.
- 1.20** The Parliamentary Liaison and Investigation Team (PLAIT), in conjunction with Parliamentary Security Department SAFE Team, will continue to work with local police regarding any existing issues or threats.
- 1.21** The Independent Parliamentary Standards Authority (IPSA), Chubb and SAFE will continue to progress any ongoing security surveys, work and installations in the lead up to the General Election.
- 1.22** 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 pay for the two 2 month winding up period after the General Election. Members will then have the option of taking

over the agreement and responsibility for full payment.

1.23

Please contact the Parliamentary Security Department on psdenquiries@parliament.uk or 020 7219 2244 if you have any specific queries.

USE OF THE TITLE 'MEMBER OF PARLIAMENT'

1.24

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 Wednesday 3 May, the day of dissolution. Similarly, House of Commons branding such as the Portcullis cannot be used from this time, and you have also to address your online presence.

1.25

This applies to you and to your staff. At this Election, we are making network accounts, email access, and access to stored files and data available for longer for you and your staff during dissolution. We recognise that pressing 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. Further detail is given later in this document.

Attending events

1.26

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.

Stationery and correspondence

1.27

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.

1.28

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

1.29

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"

1.30

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

1.31

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 web site.

Social media accounts

1.32

You are not required to rename any social media or parliamentary email accounts referring to you as an MP pending their removal, as long as these accounts bear the disclaimer above. However, if you do wish to rename your Twitter account (whilst reserving your existing username) or your Facebook account, the Digital Service can provide advice on 020 7219 2001.

Members' biography pages

1.33

The status of Members will be clarified on the parliamentary website on the day of dissolution.

DATA PROTECTION AND HANDLING CASEWORK AND RECORDS

- 1.34** You may need to continue to deal with urgent or pressing constituency casework during a dissolution period until a new Member for your constituency is elected. 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.
- 1.35** You may still handle personal data when dealing with urgent casework, acting as the data controller in line with the Data Protection Act 1998. This authority runs until the end of the fourth day after a new Member is elected, provided of course that the individuals concerned are content for you to continue acting on their behalf. If in doubt, their agreement should be sought.
- 1.36** 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 a Member of Parliament. This includes electronic as well as hard copy information. The Data Protection Act 1998 will apply to you acting as the data controller for this information even when you cease to be a Member so you should ensure that you are aware of the obligations in relation to this legislation.
- 1.37** It is recommended 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 it is recommended that the explicit permission 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.

1.38

To cancel your Data Protection notification, you will need to write to the Information Commissioner to request for this to be done, quoting your security number which they gave you when you notified. Further details can be found on www.ico.org.uk.

1.39

For further advice, you can access guidance on the internet: www.parliament.uk/documents/foi/Advice-for-Members-and-Data-Protection-Feb15-web.pdf. You may also wish to contact the Information Rights and Information Security team (IRIS) on 020 7219 4296/2559 or iris@parliament.uk. Alternatively, contact details for the Information Commissioner's Office are available at www.ico.org.uk.

PARLIAMENTARY DIGITAL SERVICES

1.40

The following sections provide guidance on the use of parliamentary digital services for parliamentary purposes during dissolution. If you wish to use loaned IT equipment or services provided by Parliament for other purposes, these will need to be paid for and declared as an election expense (see para 1.47).

Access to the Parliamentary Network and email

1.41

Your parliamentary network account, including remote access, email access, and access to stored files and data for yourself and your staff, will remain active until **4.59pm on Wednesday 7 June** to allow you to download any of your own personal records from these accounts. At 5pm on **Wednesday 7 June** your network account will be closed and 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.

1.42

From **5pm on Wednesday 3 May**, the day of dissolution, an auto-response message and a disclaimer will be applied by the Digital Service to Members' (and their staff's) email accounts, stating that because Parliament has been dissolved, there are no MPs until after the Election.

Internet facilities

1.43

The ability to browse the internet via parliamentary-provided broadband will remain available for constituency-related work only until 8 August, unless requested otherwise. If you wish to transfer this service to another provider, please contact the Digital Service Support Desk.

Equipment

1.44

At dissolution you may remove any machines purchased using private funds or IPSA's MPs' 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.

1.45

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. ICT equipment in your home or constituency office can continue to be used for winding up your office until 8 August.

1.46

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.

1.47

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, a flat fee of £100 is payable to cover all services. Parliamentary email accounts may not be used for regulated political activities under any circumstances.

1.48

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, you can access a booklet that gives

information on dealing with constituents' personal information at www.parliament.uk/documents/foi/Advice-for-Members-and-Data-Protection-Feb15-web.pdf. Alternatively, you may wish to contact the Information Rights Information Security team (IRIS) on 020 7219 4296/2559 or iris@parliament.uk; or contact the Information Commissioner's Office: www.ico.org.uk.

1.49

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 the Data Protection Act 1998. This includes ensuring that personal data is properly deleted from electronic equipment if you no longer have a legitimate reason to hold it. Further information on data protection is available on page 12.

1.50

For further information about equipment and what you need to do, please see the relevant IPSA guidance at Annex E.

Support

1.51

The Digital Service drop in centre will be open on the ground floor of Portcullis House from 9am to 5pm in the week after dissolution to assist 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.

TELEPHONE SERVICES

1.52

Telephone lines in your Westminster office will remain available until you vacate your room, but telephone calls may not be made

from the Parliamentary Estate during the period of dissolution and telephones may not be diverted to external lines. Any existing diverts to external lines will be automatically removed.

1.53

You are advised to switch off the power to any fax machine before vacating your office, but please leave the telephone and network lines plugged in.

Voicemail

1.54

Your voicemail will not receive messages from **5pm on Wednesday 3 May**. You can record a simple message on your voicemail lines informing the caller that the office is closed and giving a number where you may be contacted, but there will be no facility for storing or retrieving messages or forwarding calls. More detailed guidance and advice is available on the intranet.

1.55

You should amend your voicemail in your constituency office 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

1.56

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.

Mobile devices

1.57

If you have a centrally provided tablet (e.g. an iPad), the SIM (which provides mobile data) will cease to operate on Thursday 29 June. On Thursday 15 June, any connections to the parliamentary network will cease. Any personal data on the device will be removed. All centrally provided tablets must be returned to the Digital Service and will be recycled in line with arrangements for other loan equipment.

PASSES AND ACCOMMODATION IN WESTMINSTER

Access to your office

- 1.58** Your security pass will allow you access to the Estate until **11.59pm on Wednesday 10 May**, 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 here from the day following dissolution.
- 1.59** Staff and the spouse/partner of Members will be allowed access to the Estate until **11.59pm on Wednesday 10 May**, five working days after dissolution, to collect papers, post, etc, 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.
- 1.60** If you wish to access the Estate after your pass has been deactivated, you should contact the Serjeant at Arms on 020 7219 3030 or saenquiries@parliament.uk.
- 1.61** As Members are not allowed to work on the Estate during dissolution your office will be locked. To access your office in the Palace you should contact Accommodation Services on 020 7219 1319. In the outbuildings, the Service Delivery Coordinators on duty will open rooms on request.

Vacating your office

- 1.62** 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.
- 1.63** Please clear your possessions as soon as possible after the Election is called and in any event no later than **11.59pm on Wednesday**

10 May, 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.

1.64

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 Accommodation and Logistics Services on accommodationservices@parliament.uk or 020 7219 1319.

1.65

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

1.66

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

1.67

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. (The 2015-17 parliamentary term counts as a full term.) For further details please contact the Serjeant at Arms on 020 7219 3030 or saaenquiries@parliament.uk.

Car park

1.68

All cars should 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

1.69

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

Insurance Services

1.70

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

1.71

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

1.72

If you would like further information regarding the administration of the policies during this period, please contact Andy Martin on 020 7219 5732 or martina@parliament.uk.

Library

1.73

Library services, including the research service, online newspapers and databases, and the libraries, will not be available to you or your staff from dissolution. For this reason, the Library will stop accepting new commissions of work, or enquiries, from 5pm the day before dissolution. Services will resume on the day after Polling Day.

1.74

Material on loan to you or your staff from the Library should be returned to the Members' Library or the book drop off point in the Members' Centre in Portcullis House no later than 5pm on Wednesday 3 May, dissolution day, whether or not you are standing for re-election. Any items not returned will be counted as missing and may be subject to a replacement charge. Former Members are not able to access Library services.

Room bookings

1.75

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

Digital Service drop in centre

1.76

The Digital Service drop in centre will be open from 9am to 5pm in the week after the House dissolves on the ground floor of Portcullis House. Digital Service staff will be available to advise former Members not standing for re-election who are in the process of clearing their desks. Services will not be available to former Members standing for re-election or their staff. The centre will then close until the day after Polling Day, 9 June.

House of Commons Enquiry Service

1.77

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

1.78

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

1.79

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 (Members seeking re-election may not use the Vote Office).

Chamber and committee services

1.80

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.

1.81

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

1.82

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

1.83

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.

Members' Tours

- 1.84** Members of the public and school age groups who are already booked on Members' tours during the period of dissolution will still be encouraged to attend. The sponsorship of these will transfer to the Education Service. 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 Member tours during the period of dissolution.
- 1.85** 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.
- 1.86** The above arrangements do not apply to tours sponsored by the Education Service.

Education Centre and community outreach outside of Westminster

- 1.87** School Visits via the Education Centre (020 7219 4496 or education@parliament.uk) will continue during the period of dissolution, although Members will not be invited to speak to these groups during dissolution.
- 1.88** 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

- 1.89** 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

- 1.90** The services of the Travel Office will no longer be available to you or your staff from dissolution at 11.59pm on Tuesday 2 May.

Westminster Gym

- 1.91** If you or your staff are members of the Gym, membership will be suspended from dissolution. Please contact the gym (020 7219 5546) about membership and payments.

Nursery

- 1.92** 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 2948 about options available to them if they do not intend to use the Nursery during dissolution.

Catering facilities

- 1.93** 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.

SUMS OWING TO THE HOUSE OF COMMONS

- 1.94** 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.

- 1.95** Any sums owing to Corporate Services (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.
- 1.96** The Finance team will be reviewing all Members' debts before dissolution and writing to Members outlining the procedure that will be applied as of dissolution date, 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 dissolution date.
- 1.97** For more information or about methods of payment, please contact the Accounts Receivable Team on 020 7219 6308 or centralaccountsreceivable@parliament.uk.

JOURNALISTS

- 1.98** 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.

ASSOCIATION OF FORMER MPS

- 1.99** You may wish to join the Association of Former MPs. Contact details are in Annex A.

Annex A: The Association of Former Members of Parliament

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.

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 - Corporate Services (020 7219 5732) of any new address or contact details. They will be circulated to IPSA and all relevant areas of the House Service.
- Contact Accommodation on 020 7219 1319 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-provided ICT equipment 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' post office 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 Wednesday 10 May, 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, be it on paper or electronic files, 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 Members' Centre in Portcullis House.
- Record an appropriate voicemail message in your Westminster and constituency offices.

After the General Election

- Complete any casework and arrange for the secure disposal of paper records, plus 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.
- Cancel your Data Protection notification with the Information Commissioner's Office: www.ico.org.uk.
- Contact the Association of Former MPs. See Annex A for contact details.
- Consider applying for a former Member's security photo pass.

USEFUL CONTACTS

Parliament main switchboard 020 7219 3000 Switchboard Supervisor 020 7219 6161

Feedback (any compliments, complaints and comments):
feedback@parliament.uk, www.parliament.uk/feedback, or
call or text the customer team on 0771 240 2074

Access

Security Control 020 7219 5311

Pass Office 020 7219 5920 passoffice@parliament.uk

Serjeant at Arms 020 7219 3030 saaenquiries@parliament.uk

Members' Staff Verification Office 020 7219 3468/4072
msvo@parliament.uk

Offices and logistics

Accommodation and Logistics Services (Members' offices)
020 7219 1319 (general enquiries) or 020 7219 3080
accommodationservices@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 centralaccountsreceivable@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 4782/1484 shwsadmin@parliament.uk

Information handling

Information Rights and Information Security team (IRIS) 020 7219 4296/2559 iris@parliament.uk

Information Commissioner's Office www.ico.org.uk

Events and tours

Events Team 020 7219 3090 hoceventsteam@parliament.uk

Tours Office 020 7219 3003 tours@parliament.uk

Education Service 020 7219 4496 education@parliament.uk

Governance and administration

Speaker's Office general enquiries 020 7219 5300
speakersoffice@parliament.uk

IPSA general enquiries 020 7811 6400
info@parliamentarystandards.org.uk

Business of the House

Chamber and Committees Team, during dissolution -
the Duty Clerk 020 7219 3394

Library 020 7219 3666

Public enquiry service 020 7219 4272

Broadcasting Unit 020 7219 5511 pru@parliament.uk

Annex D: Members' HR Advice Service and IPSA – who we are and what we do

The report by the Administration Committee (“First weeks at Westminster: induction arrangements for new MPs in 2015”) recommended that we provide some guidance clarifying the different roles of Members' HR Advice Service and IPSA. 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 Members' HR Advice 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, of course, to paying MPs' parliamentary costs and expenses).

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

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

Staffing/MP issue	Members' HR Advice Service	IPSA
MP induction	Provides induction for new MPs on HR and employment law matters	Provides induction for new MPs on the MPs' Scheme of Business Costs and Expenses, payroll and staff job descriptions, salary ranges and contracts
Recruitment of MPs' staff	Provides advice about short-listing and interviews	Provides template job descriptions for staff. Sets pay ranges for all staff roles
Terms and conditions	<p>Provides guidance on contractual terms and conditions e.g.</p> <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) Extending/ending a fixed term contract Confidentiality agreements 	Provides template contracts for new starters (fixed term, permanent or casual), apprentices and interns

Staffing/MP issue	Members' HR Advice Service	IPSA
<p>Payroll administration (for MPs and their staff)</p>		<p>Actions new starter forms to set up staff on payroll Makes any adjustments to salary Administers pensions Makes any changes to personal details. Arranges payment for maternity, adoption and sickness leave Arranges payment of timesheets/overtime Issues P60s Provides Staffing budget reports, so that MPs can manage their Staffing budgets</p>
<p>Performance management and employment law</p>	<p>Provides HR advice on: Sickness absence Poor performance/appraisal Disciplinary/conduct issues Grievances Employment tribunal</p>	<p>Records sickness absence for payroll purposes</p>
<p>Exits/termination/transition</p>	<p>Provides HR advice on: Notice periods etc. Redundancy – including advice about consultation periods and redundancy entitlements</p>	<p>Provides redundancy quotes for inclusion in letters to staff (generally via Members' HR Advice Service) Closes payroll records, pays redundancy payments Issues P45s</p>

Annex E: IPSA General Election guidance for MPs



Introduction

The General Election is a demanding time for MPs, and we want to help it to go as smoothly as possible for you and your staff.

This guidance explains how the Scheme rules apply to your activities before and after the Election for MPs who decide to stand down.

It will answer most general questions you may have. If you have any specific questions now, please contact us on 020 7811 6400 or at info@theipsa.org.uk and we will be happy to advise you.

Annex F provides a quick guide to what claims can be made during the dissolution period.

Annex G gives a summary of the budgets available for standing down, returning and new MPs.

There is a dedicated page on our website with information relating to the June 2017 General Election: www.theipsa.org.uk/general-election. We will update this page in the run up to the Election with FAQs and other useful information, so please do check it regularly.

This guidance reflects the current edition of the Scheme of MPs' Business Costs and Expenses, which came into effect on 1 April 2017. You can view the Scheme on our website: www.theipsa.org.uk/publications/scheme-of-mps-business-costs-expenses.

BEFORE THE ELECTION – WHAT HAPPENS IF I DECIDE TO STAND DOWN AT THE ELECTION?

What happens to my salary?

- You will continue to receive your salary up to and including polling day. This will include the London Area Living Payment (LALP) or Outer LALP if you receive either of these.
- 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, 3 May 2017.

What can I claim?

- A quick guide to what you can claim during the dissolution period is at Annex F.
- 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 to a quarter of the full year, to cover the period between 1 April and 8 June 2017. (Please refer to Annex G 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, subject to the following:

- OFFICE EQUIPMENT: IT AND FURNITURE

- From the dissolution of Parliament on 3 May 2017, 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. We also expect you to have regard to the fundamental principles of the Scheme at all times.

- PARTY POLITICAL USE OF OFFICES AND PARTY POLITICAL ACTIVITY BY MPs' STAFF

- You may continue to use IPSA-funded costs and expenses (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 any IPSA funds for electoral purposes. Any use of taxpayer funds for either party or candidate campaign purposes would be against 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 business costs or expenses for your election campaign may be a criminal offence. For more guidance on this issue, see: www.theipsa.org.uk/media/1968/campaign-activities_guidance.pdf.
- The above means that if you use your office for campaigning activities during office hours, 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, however, use these 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.
- Similarly, if your staff undertake any party political 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.

- STAFF CHANGES

- There is no restriction on making staffing changes, including salary changes and/or employing new staff, during the dissolution period. However, you will only have ¼ of your staffing budget available until the Election.

- ACCOMODATION

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

- TRAVEL AND SUBSISTENCE

- 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.

- SECURITY

- During dissolution, if you have specific security concerns you should contact your local police or the Parliamentary Liaison and Investigation Team. IPSA will continue to fund police recommended security measures throughout dissolution. IPSA will continue to pay for existing security items or contracts IPSA will continue to fund existing security measures and contracts.
- 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 make purchases using cash if possible, followed by a claim for reimbursement. This will help you complete the winding up process quickly (and also minimises the risk of budget overspends). For example, if you use your card at the end of May, we won't receive the statement from Barclaycard until the beginning of July for you to reconcile.

What do I need to do?

- **Please contact us before dissolution so we can discuss next steps**, and resolve as many of your dealings with us as we can before the Election.
- You will also need to give us **your contact details to use after the Election, and your home address, so we can get in touch with you if necessary**.
- **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). There is also some guidance on the IPSA website about giving staff notice when it is as the result of a General Election: www.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 you incurring additional costs or risk a claim against you for unfair dismissal in 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 us (a) redundancy notices and (b) an Employee Leaver Form for each member of staff so we can make any redundancy payments to your staff and take them off the payroll at the appropriate time.
- **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 us 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 during office hours, 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 us know by the 15th of the month if any of your staff are going to take unpaid leave to campaign**, so we 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: www.theipsa.org.uk/media/1968/campaign-activities_guidance.pdf.
- 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 the Data Protection Act when disposing of any equipment.

How will IPSA support me?

- We will aim to meet with all MPs who have announced they are standing down so we can explain the next steps in more detail and start making arrangements for winding up your parliamentary business before the Election. Please do 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 us on 020 7811 6400 or at info@theipsa.org.uk.

AFTER THE ELECTION – WHAT HAPPENS IF I STOOD DOWN AT THE ELECTION?

What happens to my salary?

On the last working day of the month, your salary will be paid up to and including polling day. We'll 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. You will also later receive a P11d for 2017-18.

Will I receive any other payments?

If you are standing down rather than having lost your seat, 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 our website: www.theipsa.org.uk/publications/scheme-of-mps-business-costs-expenses.

- The current Winding Up budget limits are:
 - £57,150 for London Area MPs; and
 - £53,950 for non-London Area MPs.
- 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 a Winding Up claim form on the online expenses system.
- If you receive disability or security assistance, you can continue to claim 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 can continue to use your Payment Card and direct payment facilities for costs to support you in carrying out your parliamentary functions but please consider whether this is the best option. Using the Payment Card after the Election will delay how quickly you can wind up your affairs. For instance, if you use your card at the end of June, we won't receive the statement from Barclaycard until the beginning of August. You will then need to complete the reconciliation form and wait for us to process it.
- 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, calculated on the number of completed years of continuous service. You can use [the calculator on the Gov.uk website](#) to calculate staff redundancy payments.

- Once we have received the redundancy notices and Employee Leaver Forms (please see “What do I need to do?” below), we 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 we can get in touch with you after the Election to help you wind up your parliamentary affairs, by **sending us contact details** we can use, i.e. a non-Parliamentary email address, a phone number and your home address. We’ll be in touch with several things, including your P11D form for 2017-18. This document summarises certain expenses paid to you by IPSA and provides the details you need to complete the Parliament pages of your tax return. We will also continue to publish data about your business costs and expenses until November 2017; 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 during office hours 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 us know if any of your staff undertook campaigning activities during paid IPSA time**, so we can make the necessary adjustments to staff pay. Guidance on how to do this is on our website: www.theipsa.org.uk/media/1968/campaign-activities_guidance.pdf
- Complete the process of making staff redundant (see page 12). **You then need to send us (a) redundancy notices**

and (b) an Employee Leaver Form for each member of staff so we 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 us (e.g. deposit loans) promptly.
- **Send us any expense claims from before the Election** so we can pay them to you.
- 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?

- As above, we will aim to meet with all MPs who have announced they are standing down so we can explain the next steps in more detail and start making arrangements for winding up your parliamentary business before the Election. Please do call to arrange a meeting on 020 7811 6400 or email info@theipsa.org.uk.
- Meetings will be with your IPSA Account Manager and Payroll Officer, 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.
- We'll have extended phone line opening hours following the Election, so we can resolve your queries quickly.

Annex F: At a glance: Claims during the dissolution

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.■ 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.■ You can make changes to your staffing if necessary, but bear in mind that you may only have ¼ of the budget available if you lose your seat.
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.■ You should not use any IPSA-funded equipment or office supplies for campaigning.■ You should only purchase office furniture, IT hardware and other capital equipment where there is an exceptional need.

Accomodation	<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 fund police recommended security measures throughout dissolution. IPSA will continue to pay for existing security items or contracts.
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 fund police recommended security measures throughout dissolution. IPSA will continue to pay for existing security items or contracts.

Note: If you are standing down or you lose your seat, your staffing, office costs and accommodation budgets will be pro-rated to ¼ of the full year (see Annex G).

Annex G: Summary of budgets

Budget Heading	Area	Departing MPs (¼ pro-rated)
Accommodation Expenditure – Rental costs	London Area	£5,690
	Outside London Area	£3,963
Accommodation – Associated Expenditure only	(Non-London Area MPs only)	£2,213 3 months @£8,850 per year
Office Costs	London Area MP	£6,713
	Non-London Area MP	£6,038
Staffing	London Area	£40,388
	Non-London Area MP	£37,725
Winding Up	London Area MP	£57,150
	Non-London Area MP	£53,950
London Area Living Payment (LALP)	For eligible MPs	£955
Additional LALP	For eligible MPs	£338
Rental accommodation uplift for MPs with caring responsibilities	Per eligible dependant per year (max of 3 uplifts)	£1,359

¹ The annual Office Costs budgets are £700 less than originally announced in March 2017, because the House of Commons has decided to retain its broadband contract for MPs.



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