



HOUSE OF COMMONS

DISSOLUTION GUIDANCE

For Members' staff

April 2017

DISSOLUTION GUIDANCE

For Members' staff

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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 email pef@electoralcommission.org.uk.

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

which applies now, and everyone should continue to observe during the dissolution period, is that House.

INTRODUCTION – MEMBERS’ STAFF

This booklet is written for Members’ staff. It aims to guide you in the run-up to the General Election and especially during the period between when Parliament is dissolved and the Election, when there are no Members of Parliament.

Parliament dissolves 12.01am on Wednesday 3 May, and from that time your Member may not use the title ‘Member of Parliament’, and you and they may not use related branding such as the Portcullis or headed paper.

Parliament itself is not in existence during the dissolution period, so its activities are limited. From midnight on Wednesday 3 May, the day of dissolution, some of the facilities that the House provides during a Parliament will not be available; some others remain available until 5pm.

If your Member is standing at the General Election, your security pass and that of your Member’s spouse or partner will be deactivated at 11.59pm on Wednesday 3 May (the day of dissolution).

If your Member is standing down at the General Election, your security pass will allow you access to the Estate until 11.59pm Wednesday 10 May, five working days after dissolution, to give you time to clear your office.

If your Member loses their seat, you will have five working days after Polling Day to access the Estate, until 11.59pm on Thursday 15 June.

If you are based in the constituency, we know that pressing casework does not disappear. This guide outlines the rules on access to network and email accounts, which are available for longer this Election than previously.

A guiding principle which applies now, and everyone should continue to 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. urgent casework).

This booklet is divided into three sections:

- Part 1: Information for all Members' staff (page 8).
- Part 2: Further information for staff of Members not standing at the General Election (page 22).
- Part 3: Information for staff of Members not returned at the General Election (page 27).

We realise that this is an uncertain and possibly stressful time. This booklet, and two related guides, for Members who are standing down, and for Members who are standing at the Election, describe the House facilities that remain available to help you. They also outline, among other things, Members' contractual and legal responsibilities to you, their staff, as employees. These booklets are available online at intranet.parliament.uk/dissolution.

Contact details are given in the text. If you are not sure, or have any questions that are not answered here, please seek advice from us. A checklist of actions you may wish to consider can be found at Annex B.

KEY CONTACTS FOR GENERAL HELP AND SIGNPOSTING

(see also contacts page at Annex A)

The Switchboard, 2001 and 4747 are all 24/7

- Switchboard 020 2719 3000, Switchboard supervisor 020 2719 6161
- Health Assured Members' Staff confidential helpline 0800 030 5182
- Digital Support Desk 020 2719 2001
digitalsupportdesk@parliament.uk

- Accommodation and Logistics (Westminster offices)
020 2719 1319 accommodationservices@parliament.uk
- Maintenance Team Help Desk (maintenance and cleaning)
020 2719 4747
- Members' HR Advice Service 020 2719 2080 or
membershr@parliament.uk (through prior arrangement
via your Member only)
- Serjeant at Arms 020 2719 3030
saaenquiries@parliament.uk
- Independent Parliamentary Standards Authority (IPSA)
020 7811 6400
- Parliamentary Security Department 020 2719 2244
psdenquiries@parliament.uk
- 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

PART 1: INFORMATION FOR ALL MEMBERS' STAFF

Use of the title 'Member of Parliament'

1.1

During the period when Parliament is dissolved before a General Election there are no Members of Parliament. Consequently your Member may not use that title during this period, which starts from 12.01am on Wednesday 3 May, the day of dissolution. Similarly, you must not be doing anything that implies they are still a Member of Parliament. House of Commons branding such as the Portcullis cannot be used in this period, and you have also to consider your Member's and the whole team's online presence.

1.2

This applies to teams at Westminster and in the constituency. Because we know that urgent casework does not go away, at this Election we are making network accounts, email access, and

access to stored files and data available during dissolution. It is ultimately your Member's responsibility to ensure that you use these services for parliamentary purposes only, such as pressing constituency casework. Further detail is given in this booklet.

ONLINE PRESENCE

1.3

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

"I'm not currently an MP, as Parliament has been dissolved until after the General Election" or

"I am no longer a Member of Parliament, as Parliament has been dissolved and I am not seeking re-election"

Domain names, email addresses and online accounts referring to MPs.

1.4

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

1.5

This means the website may remain online, but that no new content should be added except the disclaimer, contact details and/or a link to an alternative web site.

Social media presence

1.6

Social media accounts referring to your Member as an MP do not need to be renamed 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' parliamentary biography pages

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

Attending events

- 1.8** If your Member is attending pre-arranged events throughout the dissolution period, please note they should not be identified as a sitting MP as part of the event.

HANDLING CASEWORK AND RECORDS

- 1.9** We recognise that teams in the constituency may need to continue to deal with pressing constituency casework during a dissolution period. You must ensure that your correspondence does not give the impression that your employer is still a Member of Parliament. You should not use official stationery or pre-paid envelopes.

- 1.10** Your Member remains a data controller, with responsibilities to keep personal data secure, under the Data Protection Act 1998. This continues to be the case even if they not returned (see part 3 for further guidance).

- 1.11** By law, the Parliamentary and Health Service Ombudsman cannot accept any new requests to investigate complaints about government or other public organisations sent to the Ombudsman during the period when Parliament is dissolved. However, the Ombudsman has developed procedures to minimise the impact this has on constituency casework. New complaints about the NHS in England are not affected as the Ombudsman will continue to accept these during dissolution. If you need advice, please call the

Ombudsman’s MP helpline on 0300 061 4953 or email MP@ombudsman.org.uk.

1.12

The booklet giving advice when dealing with personal information may also be of assistance, available at www.parliament.uk/documents/foi/Advice-for-Members-and-Data-Protection-Feb15-web.pdf. Specific advice can be obtained by contacting the Data Protection Officer in the Iris team, on 020 7219 4296/2559 or iris@parliament.uk. Further guidance if your Member is not returned is in part 3 of this guidance.

Stationery and correspondence

1.13

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

1.14

In correspondence, including emails, and email signatures and footers, you should not add either the title MP or the address of the House of Commons during dissolution (until the day after Polling Day, if your Member is returned).

1.15

You may make arrangements with the Postmaster on 020 7219 4639 for your Member’s 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.

PARLIAMENTARY DIGITAL SERVICES

1.16

The following sections provide guidance on the use of parliamentary ICT for parliamentary purposes during dissolution.

1.17

As is always the case, parliamentary systems must never be used for regulated political activities under any circumstances, and this includes election campaigning. If you wish to use loaned ICT equipment provided by Parliament for such purposes, these will need to be paid for and declared as an election expense (see para 1.24).

1.18

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. Your Member has been advised not to transfer sensitive personal data from parliamentary systems onto other systems unless they are confident that they are capable of transferring that data securely in line with their legal responsibilities, and that the other systems they 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.

1.19

If you use caseworker software that is reliant on the Parliamentary Network, and your Member is not standing, then you will be affected when your Parliamentary Network account is closed (the day before Polling Day, if your Member is standing down). Please speak to your casework provider if you are not sure and to discuss transferring any data that you require. Externally-hosted (e.g. cloud) casework software will not be affected.

Access to Parliamentary Digital Service network accounts

1.20

Your Parliamentary Network account, including remote access, email access, and access to stored files and data for yourself and your staff, will remain available during dissolution for all Members' staff, including staff of Members standing for re-election.

1.21

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. Parliamentary email accounts may not be used for regulated political activities under any circumstances.

1.22

If your Member is standing down, your Parliamentary Network and email accounts will be kept active until 5pm on 7 June 2017, the day before the Election. It is your responsibility to ensure that you use these services for parliamentary purposes only, such as urgent constituency casework.

Equipment

1.23

Laptops provided by the House may be taken off the Estate but PCs supplied by the House as part of a Member's entitlement must not be removed. No loan machine provided by the House for parliamentary purposes may be used for party political purposes unless the appropriate rental is paid (see para 1.24 below).

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

1.24

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.

1.25

If full compliance with the guidance in para 1.17 is followed then no payment or declaration need be made.

1.26

It is each Member's responsibility to determine if a declaration is required and to ensure that an appropriate payment is made, according to this guidance.

Support on digital services

1.27

Para 1.43 onwards further outlines which House services remain available during dissolution, but the services of the Digital Support Desk and other Digital Service staff will not generally be available to you or your staff during dissolution, apart from assistance with the interpretation of this guidance. Where urgent constituency casework is being conducted and a fault with a House-provided service arises, essential support, sufficient to allow the urgent casework to continue, will be provided.

TELEPHONES AND MESSAGES

Telephones and diverts

- 1.28** 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.
- 1.29** You are advised to switch off the power to any fax machine before vacating your Westminster office, but please leave the telephone and network lines plugged in.

Voicemail

- 1.30** 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.
- 1.31** You should amend your voicemail messages in the constituency office as appropriate, e.g. to say that the office is closed, or to make it clear that while your Member is no longer an MP, they are using the office and its facilities to deal with urgent casework etc.

Switchboard messages

- 1.32** The Switchboard will not connect any telephone calls or take any messages for your Member during dissolution. If requested, the Switchboard Supervisor will inform callers of your Member's contact details. This service will be provided for three months; contact the Switchboard Supervisor on 020 7219 6161 to pass on their contact details.

PASSES AND ACCOMMODATION IN WESTMINSTER

Access to your Member's office

- 1.33** Your pass (and if relevant) that of your Member's spouse/partner will cease at **11.59pm on Wednesday 3 May**, the day of dissolution, if your Member is standing for re-election, or five working days after dissolution (**11.59pm on Wednesday 10 May**) to clear the office if they are standing down.
- 1.34** You may enter the precincts to collect papers, post, etc., but you will not be allowed to work in the precincts and your rooms will be locked. You may not make telephone calls or use other facilities on the precincts during the period of dissolution. The same arrangements apply to political advisers.
- 1.35** 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 email saenquiries@parliament.uk to arrange this.
- 1.36** 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 the Accommodation and Logistics Service on 020 7219 1319 or email accommodationservices@parliament.uk. In the outbuildings, the Service Delivery Managers on duty will open rooms on request.
- 1.37** If your Member is standing for re-election, you may leave personal belongings, papers and books in your office during the dissolution period, preferably locked away. Please ensure your desk is clear, both for security reasons and to enable your office to be thoroughly cleaned.

Car park

- 1.38** All cars should be removed from the underground car park during dissolution.

Security advice

- 1.39** Members' staff with any ongoing security or safety concerns should make contact with their local police commander or force chief officer team.
- 1.40** 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.
- 1.41** Please contact the Parliamentary Security Department psdenquiries@parliament.uk if you have any specific queries.

Members' staff confidential helpline

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

HOUSE OF COMMONS SERVICES

Members' HR Advice Service

- 1.43** The Members' HR Advice Service provides HR advice to Members in their role as employers. The Service will be available during dissolution to Members, or to Members' staff if you have written authorisation to act on behalf of your Member (this includes email permission). They can be contacted at 020 7219 2080 or membershr@parliament.uk.

Insurance Services

- 1.44** The insurance policies arranged for your Member 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.

1.45

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

1.46

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

1.47

Library services, including the research service, online newspapers and databases, and the libraries, will not be available to you from dissolution. For this reason, the Library will stop accepting new commissions of work or enquiries from 5pm on Tuesday 2 May (the day before dissolution). Services will resume on the day after Polling Day.

1.48

Material on loan to you 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 your Member is standing for re-election. Any items not returned will be counted as missing and may be subject to a replacement charge.

Digital Service drop- in centre

1.49

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 you if your Member is standing for re-election. The Centre will then close until the day after Polling Day.

House of Commons Enquiries Service

1.50

The House of Commons Enquiries Service for the public will operate as usual on 0207 219 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

1.51

The Parliamentary Recording Unit is open throughout the dissolution period. Please contact the Director of Audio/Video on 020 7210 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

1.52

Members seeking re-election are not entitled to use the Vote Office during the dissolution period. Members standing down may order certain documents by calling 020 7219 3631 or by email vote_office@parliament.uk. The Vote Office is open daily from 8am to 4pm during the dissolution period.

Chamber and committee services

1.53

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

1.54

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.

Room bookings

1.55

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

House of Commons Shop

1.56

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

Gallery tickets

1.57

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

1.58

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.

1.59

Neither you nor your Member can 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.

1.60

If your Member loses his or her seat, upon return of the House after the Election the Tours Office (020 7219 3003 or tours@parliament.uk) will notify the new Member of any constituency groups booked in by their predecessors so that they may decide whether they wish to meet them. You do not therefore need to cancel bookings for this period.

1.61

The above arrangements do not apply to tours sponsored by the Education Service.

Education Centre and Community Outreach outside of Westminster

1.62 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 this period.

1.63 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

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

Travel Office

1.65 The services of the Travel Office will not be available to you from 11.59pm on Tuesday 2 May.

Westminster Gym

1.66 If you are a gym member, note that membership will be suspended from dissolution. Please contact the gym on 020 7219 5546 about membership and payments.

Nursery

1.67 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

1.68

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

Sums owing to the House of Commons

1.69

Please settle all outstanding House of Commons Catering and Retail accounts (including events and Parliamentary Recording Unit invoices) in full before dissolution.

1.70

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 an ICT supplier) must be settled immediately.

1.71

The Finance team will be reviewing all Members' debts before dissolution and writing to your Member 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.

1.72

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

PART 2: INFORMATION IF YOUR MEMBER IS NOT STANDING AT THE GENERAL ELECTION

Redundancy procedures

- 2.1** Members who are standing down at the Election will be provided with additional information regarding their contractual and legal responsibilities as your employer. Members should follow a fair redundancy process as required by law. They should keep you informed of your employment status and consult with you prior to any redundancies taking effect. They should explain what is likely to happen, how any payments will be calculated and how the office will be wound up, and you should be given an opportunity to contribute views and ask questions.
- 2.2** You should be invited to a 1:1 consultation meeting, giving you five working days' notice of the meeting and allowing you to be accompanied by a Trades Union Representative or work colleague. Once consultation has been completed, you will be given a redundancy letter terminating your employment, the timing of which is dependent on your last day of employment and your notice period.
- 2.3** The redundancy letter:
- Gives you formal notice of termination of your contract of employment and your final day of service.
 - Sets out your entitlements, including what you can expect to receive in the way of a redundancy payment and how it is calculated.
 - Outlines the right to appeal your redundancy.
- 2.4** **Notice period**
- Once you have been given a redundancy letter, you should be given reasonable time off, with pay, to look for other work during your notice period.

- 2.5** You are normally expected to work until your final day of employment. If, exceptionally, there is no work for you to do, you may be given pay in lieu of notice (known as PILON).

Support

- 2.6** For support during this time, the Employee Assistance Programme, managed by Health Assured, can provide confidential support services about both work and personal matters. They can be contacted on 0800 030 5182.

Pensions

- 2.7** You are advised to contact your stakeholder/personal pension administrator directly for details of your pension options.

DIGITAL SERVICES

Access to the Parliamentary Network and email

- 2.8** Your Parliamentary Network account, including remote access, email access, and access to stored files and data, 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.

- 2.9** 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.

Equipment

- 2.10** All data should be removed from machines which will be returned to Parliament. The booklet giving advice when dealing with personal information may also be of assistance, available at

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

2.11

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 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.

2.12

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.

2.13

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.

Telephones

2.14

Your telephone lines in your Westminster office will remain available until you vacate your room, but your voicemail accounts will be closed the day after dissolution. Any existing diverts to external lines will be automatically removed.

2.15

No messages will be taken for Members after dissolution, but the Switchboard Supervisor will inform callers of your Member's contact details if requested. This service will be provided for three months. The Switchboard Supervisor can be contacted on 020 7219 6161.

ACCOMMODATION IN WESTMINSTER AND OTHER FACILITIES

2.16

Please clear any desks or filing cabinets that are allocated to you and all personal belongings as soon as possible. The last day you can do this is 10 May (five working days after the House is dissolved). This applies even if you are seeking employment with another Member after the General Election. Any paper records stored in your office and remaining after five working days, or when the office has been vacated, will be destroyed. Any personal belongings remaining after this point may also be destroyed.

2.17

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.

2.18

After this time, 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.

Tidying or clearing your Westminster office

2.19

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.

DATA PROTECTION AND HANDLING CASEWORK AND RECORDS

2.20

Members may need to continue with urgent constituency casework during a dissolution period but correspondence must not give the impression they are a Member of Parliament.

2.21

If you use caseworker software that is reliant on the Parliamentary Network, you will not have access to this from the day before Polling Day. Please speak to your casework provider if you are not sure and to discuss transferring any data that you require. Externally-hosted (e.g. cloud) casework software will not be affected.

2.22

When your Member ceases to be an MP, the proper disposal and handling of casework and records must be carefully considered. This includes electronic as well as hard copy information. The provisions of the Data Protection Act 1998 will apply to each Member acting as the data controller of this information even if they cease to be a Member so they should ensure they are aware of the obligations in relation to this legislation.

2.23

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.

2.24

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

PART 3: INFORMATION IF YOUR MEMBER IS NOT RETURNED AT THE GENERAL ELECTION

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

3.2 If your Member is not returned, we will write to them immediately after the Election to give information on how House staff from all Departments will be able to help with leaving the House. For a full list of useful contact numbers, please see Annex A.

Redundancy procedures

3.3 If your Member is not returned at the Election they will be provided with information regarding their contractual and legal responsibilities as your employer. They should consult with you about your redundancy and follow a fair redundancy procedure.

3.4 When your Member consults with you they should explain what is likely to happen, how any payments to you will be calculated, how the office will be wound up and they should also give you an opportunity to contribute views and ask questions. You are entitled to be accompanied at any formal meetings by a work colleague or, if you are a member of a trade union, a trade union representative. Following this consultation, your Member should give you a redundancy letter. The letter will provide a formal notice of the termination of the contract of your employment, your final day of service and set out your redundancy payment.

Pensions

3.5 You are advised to contact your stakeholder/personal pension administrator directly for details of your pension arrangements.

Parliamentary digital and related services

3.6

Your network account will remain enabled for fifteen working days after Polling Day (**until Thursday 29 June**) to allow you the opportunity to download any of your own personal records from your account. After this time the accounts will be disabled.

3.7

Please remove any data you wish to keep from your parliamentary loan machines on the parliamentary estate by **11.59pm on Thursday 15 June**.

3.8

During this time you should also remove from the Estate any computers you have purchased with your IPSA budgets or personal funds. You should treat any personal information held on this equipment about your staff, constituents or others, in accordance with the provisions of 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.

3.9

From Friday 16 June, the Digital Service will collect ICT equipment on the Parliamentary Estate and make arrangements to collect any centrally provided machines from your home or constituency offices. All remaining data on the equipment will be securely wiped. ICT equipment in your home or constituency office can continue to be used for winding up your office until the end of the winding up period (around 8 August; date to be confirmed by IPSA).

3.10

The Digital Service will arrange for the maintenance contracts for any machines that have been purchased with your IPSA budgets or personal funds to be assigned to you. 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.

3.11

The Digital Service will arrange for any centrally provided broadband services in your constituency office and/or home to cease on 8 August, unless requested otherwise. However, you will be responsible for the BT line and any ISDN services. Your telephones will remain available until you vacate your office but must not be diverted to external numbers. If you wish to transfer your service to another provider, please contact the Digital Support Desk.

Mobile devices

3.12

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.

Telephone services

3.13

Voicemail accounts will have been turned off during dissolution but telephones will work as long as your pass remains active.

3.14

No messages will be taken for former Members after dissolution, but, if requested, the Switchboard Supervisor will inform callers of their contact details. This service will be provided for three months. The Switchboard Supervisor can be contacted on 020 7219 6161.

PASSES, ACCOMMODATION IN WESTMINSTER, AND OTHER FACILITIES

- 3.15** Your security pass will allow you access to clear offices on the Parliamentary Estate on the morning after Polling Day until Thursday 15 June; your pass will be deactivated at 11.59pm that day, which is five working days after Polling Day. Requests for access after this period and requests for vehicle access should be made to the Serjeant at Arms on 020 7219 3030 or by email saaenquiries@parliament.uk.
- 3.16** In-House Services staff in your area stand ready to help if you have any issues or problems.
- 3.17** Help with packing Member's personal belongings, office and computer equipment, and transporting these items to their car can be arranged through the local Service Delivery Manager or the Accommodation and Logistics Service (020 7219 1319). This should be completed by no later than five working days after Polling Day.
- 3.18** The Despatch Box will be open from 10.30am till 4.30pm on the Saturday and Sunday immediately following the Election to provide refreshments for those clearing their offices.
- 3.19** Please clear papers and belongings as soon as possible and in any case no later than five working days after Polling Day.
- This will include:
- Clearing all personal papers, belongings and books from your room, desk, filing cabinets and lockers, including any office equipment which has been installed. Paper records stored in your office and remaining after five working days, or when you have vacated the office, will be destroyed. Personal belongings left in your office after this period may also be destroyed.

- Returning your locker keys and keys of rooms, desks and filing cabinets to the Hallkeeper's Lodge or to an outbuilding reception desk.
- Returning your photo-identity passes to either of the two Pass Offices at Black Rod's Garden or Derby Gate or to your Service Delivery Manager.
- Returning all loaned books and audio-visual material to the Library Loans Service in the Oriel Room of the Members' Library or the book drop off point in the Members' Centre in Portcullis House.
- Issuing instructions about the disposal of any material you hold off-site in the off-site facility.

3.20

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

Data protection and handling casework and records

3.21

When a Member ceases to be a Member of Parliament, the proper disposal and handling of casework and records must be carefully considered. This includes electronic as well as hard copy information. The provisions of the Data Protection Act 1998 will apply to each Member acting as the data controller for this information even when they cease to be a Member so they should ensure they are aware of the obligations in relation to this legislation.

3.22

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.

3.23

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

3.24

Special provision for elected representatives was included in a 2002 Order, made under the DPA, to allow MPs to act on behalf of their constituents and share and request sensitive personal data (as defined by the Act) without first needing to have evidence that their constituent had provided their explicit consent as required by the Act. This was to ensure that the DPA did not unduly hamper casework duties. The provisions of the 2002 Order will continue to apply until the fourth day after a new Member is elected provided that the individuals who requested that you take action are content for you to continue to do so.

3.25

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

3.26

For further advice, please contact the Data Protection Officer on 020 7219 4296/2559 or iris@parliament.uk, or refer to the booklet on Data Protection advice available at <http://www.parliament.uk/documents/foi/Advice-for-Members-and-Data-Protection-Feb15-WEB.pdf>.

USEFUL CONTACTS

All Westminster numbers prefixed with 020 7219

Parliament main switchboard x3000, switchboard supervisor x6161

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

Access

Security Control x5311

Pass Office x5920 passoffice@parliament.uk

Serjeant at Arms x3030 saaenquiries@parliament.uk

Offices and logistics

Accommodation and Logistics Services (Members' offices)
x1319 (general enquiries) or x3080
accommodationservices@parliament.uk

Digital Support Desk x2001
digitalsupportdesk@parliament.uk

Parliamentary Maintenance Service Team Help Desk
(maintenance and cleaning) x4747

General catering enquiries x3686 csfeedback@parliament.uk

Travel Office x4232 parliamentarytraveloffice@parliament.uk

Pay, pensions, HR advice, wellbeing

Health Assured Members' Staff helpline 0800 030 518235

Members' HR Advice Service, if you have prior written

(includes email) permission from your Member to access this

on 020 7219 2080 or membershr@parliament.uk

Accounts Receivable x6308 to pay debts owing to the House

Members' Pensions x2106 pensionsmp@parliament.uk

Parliamentary Health and Wellbeing Service x4782/1484
shwsadmin@parliament.uk

Information handling

Information Rights and Information Security team (IRIS)
x4296/2559 iris@parliament.uk

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

Events and tours

Events Team x3090 hoceventsteam@parliament.uk

Tours Office x3003 tours@parliament.uk

Education Service x4496 education@parliament.uk

Governance and administration

Speaker's Office general enquiries x5300
speakersoffice@parliament.uk

Registrar of Members' Financial Interests: x3277/0311
commonsregistrar@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 x3394

Library – research and information x3666

Broadcasting Unit x5511 pru@parliament.uk

Annex B: Checklist of actions

For all Members' offices

Before dissolution

- Consider the working arrangements of all staff in the office during the dissolution and discuss these with your Member.

At dissolution

- Add a disclaimer (such as "I'm not currently an MP, as Parliament has been dissolved until after the General Election") to any website, webpages or social media accounts.
- Freeze any web or email domain which refers to your Member as a Member of Parliament e.g. www.johnpeekmp.org.uk.
- Remove any cars from the underground car park.
- Collect any purchased (not loaned) computers that you wish to remove, correspondence and papers from your lockers, filing cabinets and your office on the Parliamentary Estate.
- Clear your desk top so that the room can be cleaned effectively.
- 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.
- Return all material on loan from the Library to the Members' Library or the book drop off point in Portcullis House.
- Record an appropriate voicemail announcement in your Westminster and constituency offices.
- Contact the Switchboard Supervisor on 020 7219 6161 to pass on your Member's contact details.

During dissolution

- If you continue to deal with constituency casework during the dissolution period, ensure all correspondence is signed in such a way as to indicate that your Member is not a Member of Parliament.
- For offices where Members are not standing at the Election
- As soon as you know your Member is leaving
- Consult with your Member about their plans, the prospect of redundancy and discuss with them your last day of service and any payments you will receive.
- Agree with your Member time off work to look for other jobs or attend training.
- 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.
- As soon as possible thereafter
- Members must advise the Members' HR Advice Service (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 the Accommodation and Logistics Service 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.
- Contact the Postmaster on 020 7219 4639 to arrange forwarding post.
- Contact your stakeholder/personal pension administrator for details of your pension options.

- Contact the Switchboard Supervisor on 020 7219 6161 to pass on contact details.
- aware that your parliamentary pass will be deactivated at midnight, five working days after dissolution.
- ensure all parliamentary passes (Member, staff and spouse/partner) are returned to one of the two Pass Offices at Black Rod's Garden or Derby Gate, or to your Service Delivery Manager.
- After the General Election
- Complete any casework and arrange for the secure disposal of paper records, plus any records stored on digital equipment which is not loaned from the Houses of Parliament.
- Be aware that any records left in your Westminster office after five working days or when you have vacated the office, be it on paper or electronic files, will be destroyed without further notice.
- If you have not received a redundancy letter from your Member, contact the Members' HR Advice Service on 020 7219 2080 as a matter of urgency.
- For offices where Members are not returned at the Election
- Contact your stakeholder/personal pension administrator for details of your pension options.
- Contact the Accommodation and Logistics Service 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 ICT equipment and forwarding information for emails.
- Contact the Postmaster on 020 7219 4639 to arrange mail-forwarding.
- Contact the Switchboard supervisor on 020 7219 6161 to pass on your Member's contact details.

- 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. For any sensitive records that need to be preserved or transferred, contact the Digital Service for technical recommendations.
- Be aware that any records left in your office after five working days, or when you have vacated the office, be it on paper or electronic files, will be destroyed without further notice.
- Be aware that your pass will be deactivated at midnight, five working days after Polling Day.
- Ensure all parliamentary passes (Member, staff and spouse/partner) are returned to one of the two Pass Offices at Black Rod's Garden or Derby Gate, or to your Service Delivery Manager



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