



HOUSE OF COMMONS

DISSOLUTION GUIDANCE

Members standing

April 2017 (revised)

DISSOLUTION GUIDANCE

Members 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

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

Parliament is not in existence during the dissolution period, so its activities are limited. **From 12.01am on Wednesday 3 May, the day of dissolution**, some of the facilities that the House provides for Members during a Parliament will not be available to you. A principle, 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. residual casework). House and IPSA-funded resources must never be used for regulated political activities. Any such use could put the Member and/or their agent at risk of legal action, including criminal prosecution. The House Service also reserves the right to withdraw the use of House-funded resources where there is prima facie evidence that these resources have been misused.

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

If you are **standing** at the General Election, your security pass will allow you access to the Estate until **11.59pm on Wednesday 10 May** at which point it will be deactivated. This is solely to enable you to collect items (you can also ask for post to be forwarded). The passes of your staff and spouse/partner will be deactivated at **11.59pm on Wednesday 3 May**, the day of dissolution.

The booklet is divided into two sections and also includes guidance from IPSA:

- **Part 1** Information for all Members standing for re-election (page 8)
- **Part 2** Members who are not returned at a General Election (page 22)
- A checklist of actions you may wish to consider is at Annex B.

Contact details are given in the text but if you are not sure, or have any questions that are not answered here, please seek advice from the relevant staff:

KEY CONTACTS FOR GENERAL HELP AND SIGNPOSTING

(see also contacts page at Annex C)

The Switchboard, 020 7219 2001 and 020 7219 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
- Maintenance Team Help Desk (maintenance and cleaning) 020 7219 4747
- Members' HR Advice Service 020 7219 2080
membershr@parliament.uk
- Serjeant at Arms 020 7219 3030 saaenquiries@parliament.uk
- Independent Parliamentary Standards Authority (IPSA) 020 7811 6400
- The Parliamentary Security Department 020 7219 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

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 you may not use that title during this period, which starts from a **12.01am on Wednesday 3 May**, the day of dissolution. Similarly, House of Commons branding such as the Portcullis cannot be used in this period, and you must also consider your online presence.
- 1.2** This applies to you and to your staff teams. At this Election, we are making network accounts, email access, and access to stored files and data for you and your staff available during dissolution. It is therefore your responsibility to ensure that you and your staff use these services for parliamentary purposes only, such as pressing constituency casework. Further detail is given from para 1.17 onwards below.

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 you are not currently a Member of Parliament. The disclaimer should say (or words to this effect): **"I am not currently an MP, as Parliament has been dissolved until after the General Election"**.

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

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

Social media presence

- 1.6** You are **not** required to rename any social media or parliamentary email accounts referring to you as an MP as long as these accounts bear the disclaimer above. However, if you do wish to rename your Twitter account (while 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 you are attending pre-arranged events during the dissolution period or afterwards, please note you should not be identified as a sitting MP as part of the event.

HANDLING CASEWORK AND RECORDS

- 1.9** We recognise that you and your 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 you are a Member of Parliament. You should not use official stationery or pre-paid envelopes and also remove any references from email footers and signatures.

1.10 You remain a data controller, with responsibilities to keep personal data secure, under the Data Protection Act 1998. This continues to be the case if you are not returned (see para 2.37 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 which are sent to the Ombudsman during the period when Parliament is dissolved. However, the Ombudsman has developed procedures to minimise the impact this has on constituency casework. New complaints about the NHS in England are not affected as the Ombudsman will continue to accept these while Parliament is dissolved. If you need any advice, please call the Ombudsman's MP helpline on 0300 061 4953 or email MP@ombudsman.org.uk.

1.12 The booklet giving advice for Members and their staff when dealing with personal information may also be of assistance. This is available at www.parliament.uk/documents/foi/Advice-for-Members-and-Data-Protection-Feb15-WEB.pdf.

1.13 Specific advice can be obtained by contacting the Data Protection Officer in the IRIS team, on 020 7219 4296/2559 or iris@parliament.uk.

Stationery and correspondence

1.14 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.

1.15 In correspondence, including emails, you should not use either the title MP or the address of the House of Commons until the day after Polling Day.

1.16

You may 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.

PARLIAMENTARY DIGITAL SERVICE

1.17

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

1.18

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 and/or services, provided by Parliament, for other purposes, these will need to be paid for and declared as an election expense (see para 1.24).

1.19

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. You are advised not to transfer sensitive personal data from parliamentary systems onto other systems unless you are confident that you are capable of transferring those data securely in line with your legal responsibilities, and that the other systems you intend to use are likewise suitably secure. You are strongly discouraged from using free online email and document storage solutions for processing of any sensitive data.

Access to Parliamentary Digital Service network accounts, and equipment

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. It is your responsibility to ensure that you and your staff use these services for parliamentary purposes only, such as pressing constituency casework.

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.

1.22

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

1.23

Laptops provided by the House may be taken off the Estate but PCs supplied by the House as part of your Member entitlement must not be removed from the Parliamentary Estate. No loan machine provided by the House may be used for party political purposes, unless the appropriate rental is paid.

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

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.

Declarations

1.25

All guidance with regard to network access and the use of parliamentary email addresses remains as in para 1.20. If you fully comply with the guidance then no payment or declaration need be made.

1.26

It is your 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 1.46 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 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.

1.31

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.

Switchboard messages

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

Security advice

- 1.33** Members and Members' staff with any ongoing security or safety concerns should make contact with their local police commander or force chief officer team in the same way as prior to dissolution. If the police identify an urgent security issue, any recommended security measures will be actioned and will be funded by IPSA in the usual way as prior to dissolution.
- 1.34** 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 or new issues or threats. If you receive any social media abuse or threats you should continue to report them to your local police, or to PLAIT if you wish.
- 1.35** 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.
- 1.36** 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 month winding up period after the General Election. Members will then have the option of taking over the agreement and responsibility for full payment.
- 1.37** Please contact the Parliamentary Security Department on psdenquiries@parliament.uk or 020 7219 2244 if you have any specific queries.

ACCOMMODATION IN WESTMINSTER

Access to your office

- 1.38** Your security pass will allow you access to the Estate until **11.59pm on Wednesday 10 May** but this is solely to enable you to collect items; you may not work here from the day following dissolution.
- 1.39** Staff and the spouse/partners of Members may enter the precincts 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. Passes of your staff and spouse/partner will be deactivated at **11.59pm on Wednesday 3 May**.
- 1.40** 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 saaenquiries@parliament.uk.
- 1.41** As Members are not allowed to work on the Estate during dissolution your office will be locked. To access your office in the Palace please contact Accommodation Services on 020 7219 1319 or email accommodationservices@parliament.uk. In the outbuildings, the Service Delivery Co-ordinators on duty will open rooms on request.
- 1.42** You and your staff 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.

Tidying or clearing your Westminster office

- 1.43** 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.

Car park

1.44

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

Vehicle access to the Parliamentary Estate

1.45

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

HOUSE SERVICES

Members' HR Advice Service

1.46

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

Insurance Services

1.47

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

1.48

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

1.49

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

Library

1.50

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.

1.51

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.

Digital Service drop in centre

1.52

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 or your staff if you are standing for re-election. The Centre will then re-open the day after Polling Day, **9 June**.

House of Commons Enquiry Service

1.53

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

Parliamentary Recording Unit

1.54

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

Vote Office

1.55

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

Chamber and committee services

1.56

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

1.57

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

1.58

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

Catering facilities

1.59

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

Room bookings

1.60

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

Gallery tickets

1.61

All bookings of Admission Orders, 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.

Tours

1.62

Members of the public and school age groups who are already booked on tours during the period of dissolution will still be encouraged to attend. The sponsorship of these will transfer to the Education Service. You cannot escort or sponsor anybody on the Visitor Route during the period of dissolution. You cannot make advance bookings with the Tours Office for Members' tours during the period of dissolution.

1.63

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.

1.64

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

Education Centre and community outreach outside of Westminster

1.65 School visits via the Education Centre (020 7219 4496 or education@parliament.uk) will continue during the period of dissolution; however Members will not be invited to speak to these groups during this period.

1.66 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 Parliament-arranged session during this period.

Exhibitions

1.67 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

1.68 The services of the Travel Office will not be available to you or your staff from dissolution, 11.59pm on **Tuesday 2 May**.

Westminster Gym

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

Nursery

1.70 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.

Journalists

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

Sums owing to the House of Commons

- 1.72** Please settle all outstanding House of Commons Catering accounts (including events and Parliamentary Recording Unit invoices) in full before dissolution. Accounts will be suspended during the dissolution period and you will not have access to any credit facilities. These will require reactivating following the Election.
- 1.73** Any sums owing to Finance – 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.
- 1.74** 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 be contacting Members directly and making any necessary arrangements with the aim of clearing all amounts by dissolution date.
- 1.75** For information on methods of payment, please contact the Accounts Receivable Team on 020 7219 6308 or centralaccountsreceivable@parliament.uk.

PART 2: MEMBERS NOT RETURNED AT THE GENERAL ELECTION

Help winding up your affairs

- 2.1** The House Service understands that if you have not been returned following the General Election this may be a difficult time. We will try to help you as much as we can. Please appreciate that we also have a duty to provide facilities for those who have been elected.
- 2.2** You will receive an email from IPSA offering a meeting to discuss the winding up of your affairs. This will include your staff, office and accommodation. The meeting will be attended by staff of both the House of Commons and IPSA.
- 2.3** Meeting slots will be available from the **9-25 June 2017**. When you contact IPSA, you will be assigned a dedicated IPSA Election Contact (IEC) to see you through the whole winding up process. Your IEC's details will be included in an email confirming the meeting and so it is important to contact IPSA as soon as you can following the Election.
- 2.4** If you encounter any problems in accessing House services immediately post-Election you can contact John Owen, on 020 7219 2306 or owenjd@parliament.uk. He will act as a special contact for Members who are not returned. We will write to you immediately after the Election to give you information on how House staff will be able to help you in leaving the House. For a list of useful contact numbers, please see Annex C.
- 2.5** It is particularly important to note that, as an employer, you have contractual and legal responsibilities to your staff and this document provides information which will help you meet these obligations. It is important you keep your staff informed of their status and that you follow a formal procedure for making your staff redundant.

Redundancy procedures for your staff

- 2.6** If you lose your seat, you will need to make your staff redundant. The Members' HR Advice Service on 020 7219 2080 or membershr@parliament.uk provides HR advice to Members in their role as employers, including around staff redundancies.
- 2.7** You will also be given specific information at your winding up meeting, and should as soon as possible afterwards consult with staff and follow a fair procedure for making them redundant. Failure to do so could lead to you incurring additional costs or risk an employment tribunal claim against you for unfair dismissal.
- 2.8** 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.
- 2.9** The Members' HR Advice 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

- 2.10** As part of a fair redundancy process, you are required to consult with staff. You need to decide which staff you need to help wind down your parliamentary business after the Election, if any, and the last day of employment for each staff member. Any staff you continue to employ during the winding up period must have meaningful work to do along with a place to do the work, and they cannot campaign or be involved in any political activities unless they take annual leave or unpaid leave. The last day you can employ staff is the last day of the winding up period. This will be from 6-10 August; the date is for IPSA to set. Your staff will continue to receive their salary until their employment ends.
- 2.11** You should therefore consult with your staff individually, inform them of their redundancy entitlements and answer any queries.

Confirmation of staff redundancy

2.12

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

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

2.13

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

Notice period

2.14

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.

2.15

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

2.16

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.

Pensions

2.17

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.

PARLIAMENTARY DIGITAL AND RELATED SERVICES

2.18

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. The accounts of your staff will also remain enabled for the same period unless you have told the Digital Service that they should not be.

2.19

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

2.20

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

2.21

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.

2.22

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 the 8 August; date to be confirmed by IPSA).

2.23

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.

2.24

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.

Telephone services in Westminster

2.25

Your voicemail account will have been turned off during dissolution. Your telephone lines will work until 11.59pm on **Thursday 15 June**.

2.26

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

2.27

Mobile devices

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.

ACCOMMODATION IN WESTMINSTER AND OTHER FACILITIES

- 2.28** Your security pass will allow you access to the Parliamentary Estate on the morning after Polling Day and will be deactivated at 11.59pm on **Thursday 15 June**. Requests for access after this period and requests for vehicle access should be made to the Serjeant at Arms on 020 7219 3030 or saaenquiries@parliament.uk.
- 2.29** The In-House Services Team in your area stand ready to help if you have any issues or problems. Call the helpdesk on 020 7219 4747, Accommodation Services on 020 7219 1319 or email accommodationservices@parliament.uk, or ask your local Service Delivery Managers.
- 2.30** Help with packing personal belongings, office and computer equipment, and transporting these items to your car can be arranged through the local Service Delivery Manager or the Accommodation Office on 020 7219 1319. This should be completed no later than five working days after Polling Day.
- 2.31** The Despatch Box (Portcullis House) will be open from 10.30am until 4.30pm on the Saturday and Sunday immediately following the Election to provide refreshments for those clearing their offices and others.
- 2.32** Please clear your papers and belongings as soon as possible and in any case no later than five working days after Polling Day, the end of **Thursday 15 June**. This will include:
- 2.33** Clearing all personal papers, belongings and books from your room, desk, filing cabinets and lockers, including any office equipment which has been installed. Do not remove any parliamentary property. Paper records stored in your office and remaining after five working days, or when you have vacated the office, will be destroyed. Personal belongings left in your office after this period may also be destroyed.

- 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 and car parking permits to either of the two Pass Offices at Black Rod's Garden or Derby Gate or to your Service Delivery Manager.
- Removing your car from the precincts.
- Returning all outstanding loaned material to the Library (should be done by 5pm on dissolution day).
- Issuing instructions about the disposal of any material you hold off-site in the off-site facility.

2.34

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

2.35

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.

2.36

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

DATA PROTECTION AND HANDLING CASEWORK AND RECORDS

2.37

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.

2.38

The Data Protection Act 1998 (DPA) will apply to you acting as the data controller for this information even when you cease to be a Member. You may still handle personal data when dealing with urgent casework. 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.

2.39

It is recommended that closed files are destroyed rather than passed to the new Member because your constituents and other third parties may not have intended that the information they provided to you would be shared with the new Member. If casework is live, or dormant but might become live again or contains evidence that might be vital to the constituent in the future (for example for the purpose of litigation), it is advised that you contact the data subject (the constituent) and ask them whether they would be content for their file to be passed to the new Member to represent their interests. The advice to Government departments is that they should not forward information about existing cases without the constituent's explicit consent.

2.40

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

2.41

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 you in your 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. For more information see the Information Commissioner's Office website www.ico.org.uk or contact IRIS on 020 7219 4296/2559.

2.42

To cancel your data protection notification you will need to write to the Information Commissioner, quoting the security number that was provided to you when you notified them in terms of the Act. 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 for Members, which is available at <http://www.parliament.uk/documents/foi/Advice-for-Members-and-Data-Protection-Feb15-WEB.pdf>.

Other

2.43

You may wish to join the Association of Former MPs. Contact details are overleaf, 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.

ANNEX B: Checklist of actions

ALL MEMBERS

Before dissolution

- Consider how you will handle your ICT requirements during dissolution.
- Consider the working arrangements of your staff during dissolution and discuss these with them.
- Check you are aware of the redundancy process, and have started consulting staff. For advice on HR, staffing and redundancy issues contact the Members' HR Advice Service on 020 7219 2080 or membershr@parliament.uk.
- Notify the Digital Service of the staff accounts that you do not wish to have enabled if you are re-elected.
- Make arrangements with the Postmaster on 020 7219 4639 for your mail either to be held for collection in the Members' post office or forwarded to a nominated external address for the duration of the dissolution period.
- Settle all outstanding House of Commons Catering and Retail accounts in full.
- Contact the Switchboard Supervisor on 020 7219 6161 to pass on contact details.

At dissolution

- Add a disclaimer (such as "I'm not currently an MP, as Parliament has been dissolved until after the General Election") to any website, webpages or social media accounts. Remove the Crown Portcullis if used anywhere on these sites, pages and accounts.
- Freeze any web or email domain which refers to you as a Member of Parliament e.g. www.johnpeekmp.org.uk.
- Remove your car from the underground car park.

- Collect any purchased (not loaned) computers that you wish to remove, correspondence and papers from your lockers, filing cabinets and your office on the Parliamentary Estate.
- Clear your desk top so that the room can be cleaned effectively.
- Return all material on loan to you from the 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.

During dissolution

- If you continue to deal with constituency casework during the dissolution period, ensure you sign all correspondence in such a way as to indicate that you are not a Member of Parliament.

Members who are not returned at a General Election

Checklist of actions

- Arrange a joint meeting with IPSA and the Members' HR Advice Service via 020 7811 6400 to discuss financial and redundancy arrangements for you and your staff.
- Contact either RPMI who are the administrators of the Parliamentary pension scheme directly on 0845 555 3377 or the Secretariat of the Fund who are based in Corporate Services in the House of Commons, at pensionsmp@parliament.uk or 020 7219 2106 if you wish to discuss your parliamentary pension.
- Complete the redundancy processes for your staff; contact the Members' HR Advice Service on 020 7219 2080 or membershr@parliament.uk
- Contact 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 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 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 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.
- Cancel your notification with the Information Commissioner's Office www.ico.org.uk.
- Contact the Association of Former Members. You may also apply for a Parliamentary photo pass.
- Return your existing parliamentary pass and those of any staff and Spouse/Partner to one of the two Pass Offices at Black Rod's Garden or Derby Gate, or to your Service Delivery Manager.
- Complete IPSA's checklist of actions.

ANNEX C: Useful Contacts

USEFUL CONTACTS

Parliament main switchboard 020 7219 3000, Switchboard supervisor 020 7219 6161

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 020 7219 5311

Pass Office 020 7219 5920 passoffice@parliament.uk

Serjeant at Arms 020 7219 3030 saaenquiries@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 – Corporate Services

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 on 020 7219 2080 or
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 8805/4296 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

Registrar of Members' Financial Interests 0207 219 3277/0311
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 020 7219 3394

Library – research and information 020 7219 3666

Broadcasting Unit 020 7219 5511 pru@parliament.uk

MEMBERS' HR ADVICE SERVICE & IPSA – WHO WE ARE AND WHAT WE DO

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

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

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

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	Provides guidance on contractual terms and conditions e.g. 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 are standing at the Election.

It will answer most general questions you may have. If you have any specific questions now, please contact us on 020 7811 6400 or 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 IN THE RUN-UP TO 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 Additional LALP (for outer London MPs) if you currently receive 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 1.
- As usual, you can only claim for costs that were for the performance of your parliamentary functions, and not for any party political or electoral activity. You can continue to use your Payment Card and direct payment options over the Election period but only for costs to support you in carrying out your parliamentary functions.
- After Parliament is dissolved on 3 May, you can continue to claim your usual costs, subject to the following:
 - **Office equipment, IT and furniture:**
 - From the dissolution of Parliament, you should only claim for office furniture, IT hardware and other capital equipment where there is an exceptional need. This is at your discretion and you do not need to apply to IPSA beforehand, but as normal all claims will be subject to review. 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 our further guidance on campaign activities: 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.

- **Staffing changes:**

- There is no restriction on making staffing changes, including salary changes and/or employing new staff, during the dissolution period. However, you should be mindful of the fact that you may only have ¼ of your staffing budget available if you lose your seat. (See “What if I lose my seat?” below for more information on pro-rated budgets.)

- **Accommodation:**

- 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:**

- During dissolution, you can continue to claim for travel if it is necessary for your parliamentary work. You can also claim for travel for your dependants and for your spouse or partner.
- Your staff can claim as normal for travel related to your parliamentary functions. Additionally, staff who normally work in Westminster and need to work in the constituency during dissolution may claim for travel between Westminster and the constituency office. They may also claim for journeys between their home and the constituency office. If they need to stay overnight in the constituency they may claim for hotels and other subsistence and for journeys into the MP's constituency office.
- You cannot claim for costs for travel by you, your family members or your staff which is for campaigning or party political reasons.

- **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, as well as existing security items or contracts.

What do I need to do?

- You will be able to retain access to parliamentary email and network accounts this Election. We will continue to use your parliamentary email address as the primary way of contacting you during dissolution.
- Make sure you have downloaded the RSA soft token onto a device that you will still be able to use during dissolution to access the online expenses system or a mobile device.
- 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. If your rent is paid directly to your landlord by IPSA 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 within the month to campaign, so we can adjust their pay.
- You also need to ensure that where you claim for a business expense or a cost, you only claim the amount which relates to your parliamentary functions. As usual, you must make claims within 90 days of incurring the cost.
- Make sure that any outstanding business you have with IPSA is up to date e.g. you have submitted all Payment Card reconciliation forms.
- Check your lease and/or service contracts and make sure you are able to give notice to end them should that be necessary. Remember that IPSA will not normally fund rental costs beyond the two-month winding up period for MPs who lose their seats.

How will IPSA support me?

- Our phone lines are open from 10am to 5pm on Monday to Friday, so please call us on 020 7811 6400 if you have any questions, or email us on info@theipsa.org.uk.

- We have also created a new General Election page on our website which includes all our more detailed guidance for MPs: www.theipsa.org.uk/general-election/.

AFTER THE ELECTION – WHAT HAPPENS IF I AM RE-ELECTED AS AN MP?

What happens to my salary?

- Provided you have taken the Oath by 21 June, your salary will be paid on the last working day of the month as usual.

What can I claim?

- From the day after Polling Day, **9 June 2017**, you can claim your parliamentary costs as usual, within the Scheme rules. You will have budgets for the full year 2017-18 to cover costs since **1 April 2017**.
- Please be aware that some rules will be different after the Election. Following our comprehensive review of the Scheme in 2016, IPSA announced a number of changes in March 2017, including some which take effect after the next General Election. The following rules will come into effect from **9 June 2017**:
 - **Employment of connected parties:** IPSA will not fund the employment of new connected parties. This does not affect any connected parties who are employed as of the 8 June 2017. Their contracts will be honoured as long as they remain employed by the same MP.
 - **Associated costs:** The maximum amount claimable for 'associated costs' (e.g. utilities, council tax and other similar bills) for MPs who own their homes will reduce from £8,850 to £5,000 per year. This brings the maximum more in line with what the vast majority of MPs claim for associated costs.

- **London Area Living Payment (LALP):** Non-London Area MPs will no longer be able to opt to receive LALP. This includes Non-London area MPs who were claiming LALP before 1 April 2017. From the 9 June, only London Area MPs will be eligible. Non-London Area MPs who have previously claimed LALP will only be eligible to claim for accommodation or associated costs, as well as for all travel between their constituencies and London.

What do I need to do?

- 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 claims and staff pay. Guidance on how to do this is on our website www.theipsa.org.uk/general-election/.

How will IPSA support me?

- Our phone lines are open from 10am to 5pm on Monday to Friday and these hours will be extended immediately before and after the Election. So please call us on 020 7811 6400 if you have any questions, or email us on info@theipsa.org.uk. We will have extended phone line hours after the Election, and from **Monday 12 June** our lines will be open from 9am to 6pm for a month.
- We will also be offering re-elected MPs and their staff the opportunity for refresher training on any aspect of making claims for business costs and expenses, and we will be running regular drop-in events.

AFTER THE ELECTION – WHAT HAPPENS IF I LOSE MY SEAT?

What happens to my salary?

- On the last working day of June, we'll pay your salary up to and including Polling Day. We'll send a payslip to your home address by pay day, shortly followed by a P45 showing your earnings and tax paid during the year. You will receive a P11D for 2017-18.

Will I receive other payments?

- Assuming you were an MP on the day before dissolution and you were a candidate for re-election in the same seat, you will be eligible to receive a **Loss of Office Payment** equal to twice your statutory redundancy entitlement. You can use www.gov.uk/calculate-your-redundancy-pay to work out how much you will receive.
- You can ask for part of your Loss of Office payment to be paid in advance, up to an amount equal to the salary you would have received for the remainder of June 2017. The rest of the Loss of Office Payment will then be paid to you once you have completed all business with us (please see below, "What do I need to do?")
- If you owe money to IPSA, you can ask for this to be subtracted from the Loss of Office payment you are due to receive.

What can I claim?

- Your existing budgets for office costs, staffing and accommodation will be pro-rated to one quarter of the full year, to cover the period between 1 April and Polling Day. Please refer to Annex G for a summary of budgets.
- You can claim any outstanding costs from the period before Polling Day within the Scheme rules.

- You will also have a **Winding Up budget**, from which you can claim the costs of winding up your parliamentary business for up to two months after the Election. The majority of your costs incurred after Polling Day must be allocated to the Winding Up budget, including: staff salaries and National Insurance costs; payments for untaken annual leave and pay-in-lieu-of-notice; other contractual liabilities for staff and offices/equipment (e.g. overtime worked, office rent); travel costs; costs incurred under your office lease; postage, stationery and telephone costs; data disposal; and removals from IPSA-funded office accommodation. These claims will be published in the usual way. You can find more details about Winding Up costs in the Scheme: 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 residential accommodation rent, associated expenditure, or hotel accommodation, for up to a maximum of two months after Polling Day while you wind up your parliamentary business. These costs will be charged to the contingency fund, although you should claim them 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 will **not** be able to claim for the purchase of any new office equipment (including IT equipment) or furniture during the Winding Up period. If there is an exceptional need, you must apply to the contingency fund.
 - You will **not** be able to employ new staff members or make increases to salaries during the Winding Up period.
 - You 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 and we can pay your Loss of Office payment. 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 for you to reconcile.

- 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 (with the same MP). You can use www.gov.uk/calculate-your-redundancy-pay 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 will be paid from the Contingency Fund, rather than your usual Staffing budget. Other costs such as employer pension contributions, overtime worked, untaken holiday and pay in lieu of notice will come from your Winding Up budget. (Please note that if you make staff redundant before the Election, the redundancy payments, as well as other costs, will be charged to your Staffing budget.)

What do I need to do?

- We will use your parliamentary email address as the primary way of contacting you immediately after the Election to discuss next steps.
- If you have not already done so, 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.
- Before you can conclude your affairs with IPSA and receive your Loss of Office Payment (or remaining part of it), you must do the following:
 - Make your staff redundant. For advice on the process of making staff redundant, please contact the House Members' HR service which provides HR advice to MPs in their role as employers (membershr@parliament.uk or 020 7219 2080). There is also some guidance on the IPSA website about giving staff notice 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 your incurring additional costs or risk a claim against you for unfair dismissal at an Employment Tribunal.
 - Following consultation, you will need to issue notices of redundancy to your staff, and these must confirm the redundancy payments they will receive.
 - You should give your staff notice of redundancy at a point which allows you to wind up your affairs

effectively and minimises the cost of pay-in-lieu-of-notice to the taxpayer.

- When this process is complete, **you need to send 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.
 - **Wind up your parliamentary business, including your office.**
 - **Check the notice periods for any office or accommodation leases, service contracts and equipment lease agreements you have and give notice as soon as you can.** IPSA will not pay any costs beyond the Winding Up period. You then need to let us know when you intend to leave your office and/or accommodation. If you receive any refunds for contracts or leases for which IPSA has already paid, these should be passed to IPSA.
 - **Ensure you repay any outstanding amounts to us** (e.g. deposit loans) promptly. You can ask for outstanding money owed to IPSA to be deducted from your Loss of Office Payment in order to expedite the process.
 - **Submit all claims and evidence as soon as possible so we can pay them to you.**
 - **Submit any outstanding Payment Card reconciliations.** As above, please bear in mind that using your Payment Card after the Election could delay how quickly we can pay your Loss of Office payment.
 - **Make sure you complete any other administrative tasks.**
- You may transfer IPSA-funded office equipment and furniture to your successor or another MP. If you choose not to do this and you make a profit from disposing of your equipment, you should refund this to IPSA. Alternatively, you can choose to donate equipment to a charity of your

choice. You can claim any disposal costs from your Winding Up budget. You should comply with the Data Protection Act when disposing of any equipment.

How will IPSA support me?

- We'll get in touch with you shortly after the Election, to arrange a meeting and explain what you need to do.
- For the first two weeks after the Election there will be a Departing Members' Area available, where you will have the option of a one-to-one meeting with someone from IPSA. We will provide you with further details on this.
- You will continue to be able to contact your IPSA Account Manager and Payroll Officer, who will support you through the process of winding up your parliamentary affairs efficiently and effectively. We'll have extended phone line opening hours following the Election, so we can resolve your queries quickly. From Monday 12 June our lines will be open from 9am to 6pm for a month.

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	Returning MPs (Full 2017-18 budget)	New MPs (10 months pro-rated)	Departing MPs (¼ pro-rated)
Accommodation Expenditure – Rental costs	London Area	£22,760	£18,967	£5,690
	Outside London Area	£15,850	£13,209	£3,963
Accommodation – Associated Expenditure only	(Non-London Area MPs only)	£5,963 3 months @£8,850 per year pre-election 9 months @£5,000 per year post-election	£4,167 10 months @£5,000 per year	£2,213 3 months @£8,850 per year
Office Costs¹	London Area MP	£26,850	£28,375 incl. £6,000 start-up supplement	£6,713
	Non-London Area MP	£24,150	£26,125 incl. £6,000 start-up supplement	£6,038
Staffing	London Area	£161,550	£134,625	£40,388
	Non-London Area MP	£150,900	£125,750	£37,725
Winding Up	London Area	N/A	N/A	£57,150
	Non-London Area MP	N/A	N/A	£53,950
London Area Living Payment (LALP)	For eligible MPs	£3,820	£3,184 (London Area MPs only)	£955
Additional LALP	For eligible MPs	£1,350	£1,125 (London Area MPs only)	£338
Rental accommodation uplift for MPs with caring responsibilities	Per eligible dependant per year (max of 3 uplifts)	£5,435	£4,530	£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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