



HOUSE OF COMMONS

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# DISSOLUTION GUIDANCE

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*Members not standing*

February 2015

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*Members not standing*

The  
Electoral  
Commission

## **A message from the Electoral Commission**

The Electoral Commission provides advice and guidance for Election candidates, and also monitors candidates' compliance with the financial rules. When a General Election is called, comprehensive guidance for candidates and agents, covering the entire process of standing for Election and including the rules about candidates' Election expenses and donations, will be available to download on the Commission's website:

[www.electoralcommission.org.uk](http://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](mailto:pef@electoralcommission.org.uk).

For any other queries call 020 7271 0500 or email [info@electoralcommission.org.uk](mailto:info@electoralcommission.org.uk).

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# INTRODUCTION

## Purpose

This booklet sets out the arrangements which will be in place during the period when Parliament is dissolved before a General Election. It is not possible to deal with every eventuality in this short document. However, the principle which you should observe is that, during the dissolution period, House and IPSA-funded resources may be used only for the purpose of carrying out parliamentary functions (e.g. residual casework) and for maintaining a small range of facilities as described in this booklet. As Parliament is not in existence during this period, any such activities will inevitably be limited.

This booklet is written for Members who are standing down. In particular, as an employer you have contractual and legal responsibilities to your staff and, among other things, it provides information which will help you meet these obligations. It is important you keep your staff informed of their status and that you follow the formal procedures for redundancy dismissal as required by law.

The Independent Parliamentary Standards Authority (IPSA) has produced two corresponding guidance notes. They cover arrangements before and after the Election for:

- Members.
- Members' staff.

The guidance note for Members is attached to, and should be read in conjunction with, this booklet (pages 33 – 43).

This information is also available online at <http://intranet.parliament.uk/dissolution>.

If you have any queries regarding this guidance, please contact [communicationsoc@parliament.uk](mailto:communicationsoc@parliament.uk) or x6163.

## GENERAL INFORMATION

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- 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. From 5pm on the day of dissolution, some of the facilities that the House provides for Members in Westminster during a Parliament will not be available to you.
- 1.2** If you are standing down at the General Election, your security pass will allow you access to the Estate until midnight, five working days after dissolution, giving you time to wind up your office. This will also apply to staff and spouse/partner passes.
- 1.3** As set out in this booklet, some of the facilities which are provided for your use as a Member of Parliament may continue to be used during the dissolution period if you so choose.
- 1.4** If you have any questions about the arrangements during the dissolution period that are not answered here, please seek advice from the relevant staff – for a list of useful contacts see Annex C on page 27.
- 1.5** A checklist of actions you may wish to consider is on page 24.

## REDUNDANCY PROCEDURES FOR MEMBERS' STAFF

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1.6

Redundancy is a fair reason to dismiss a member of staff. As part of a fair redundancy process, you are required to consult with staff. Consultation with staff involves explaining what is likely to happen, how any redundancy payments will be calculated, how the office will be wound up and giving staff an opportunity to contribute views and ask questions.

1.7

The Personnel Advice Service (PAS) provides HR advice to Members in their role as employers, including around staff redundancies. PAS will provide you with template letters for the redundancy process, and is available to meet with you either in Westminster or via Skype. What follows is good practice, but you should contact PAS for specific advice on 020 7219 2080 or [pas@parliament.uk](mailto:pas@parliament.uk).

### Consulting your staff about redundancy

1.8

As part of a fair redundancy process, you are required to consult with staff. If you are standing down, please inform your staff as soon as your decision is publicly announced or earlier if possible. You need to decide which staff you need to help wind down your parliamentary business after the election, if any, and the last day of employment for each member of staff. The last day you can employ staff is the last day of the winding up period. Your staff will continue to receive their salary until their employment ends.

1.9

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

### Confirmation of staff redundancy

1.10

Once consultation is completed and you have responded to any queries raised by your staff, you should confirm their redundancy

by giving them a dismissal notice letter. The timing of the letter will depend on the last day you intend to employ them and their notice period.

### 1.11

The dismissal notice 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.
- The right to appeal their redundancy.

### 1.12

Redundancy calculation spreadsheets are prepared by IPSA and provided by PAS to each Member standing down. Redundancy payments are made by IPSA on provision of the Employee Leaver Form and a copy of the dismissal notice letter.

## Notice period

### 1.13

Once you have given your employees notice of dismissal letters, you must allow them reasonable time off, with pay, to look for other work during their notice period.

### 1.14

Staff are normally expected to work until their final day of employment. If, exceptionally, there is no work for your employees to do, you must give them pay in lieu of notice (known as PILON).

### 1.15

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. Statutory notice period entitlement is capped at 12 years. The notice period entitlement for each staff member is listed on the redundancy calculation spreadsheet prepared for each Member standing down.

## PENSIONS

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1.16

You will be advised individually of your pension entitlements and options by the Pensions Unit. You can contact the team at [pensionsmp@parliament.uk](mailto:pensionsmp@parliament.uk) or 020 7219 2106. Members' staff are advised to contact their stakeholder/personal pension administrator directly for details of their options.

## YOUR ONLINE PRESENCE

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### Websites

1.17

All Members' websites and any other online or social media presences (such as Facebook, Twitter etc.) must bear a disclaimer throughout the dissolution period which makes it clear that it was established while you were a Member of Parliament and that you are no longer a Member of Parliament. The disclaimer should read:

*"This site/account was established while I was a Member of Parliament. As Parliament has been dissolved there are no Members of Parliament until after the Election on XX XXX 2015".*

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

1.18

No one can use the title MP during dissolution and you should not use a website, 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](http://johnpeekmp.co.uk)) should be frozen. 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 accounts

1.19

If you wish to rename your Twitter or Facebook account, the Web and Intranet Service can provide advice on 020 7219 2010 or [webmaster@parliament.uk](mailto:webmaster@parliament.uk).

## Members' biography pages

1.20

Members' biography pages, including any links to Members' websites, will be removed from the parliamentary website on the day following dissolution.

## PARLIAMENTARY ICT AND RELATED SERVICES

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1.21

The following sections provide guidance on the use of parliamentary ICT for parliamentary purposes during dissolution. If you wish to use loaned ICT equipment or services provided by Parliament for other purposes, these will need to be paid for and declared as an election expense (see para 1.27).

## Access to the Parliamentary Network and email

1.22

Your Parliamentary Network and email accounts and those of your staff will be kept active until 5pm the day before the Election to allow you to download any of your own personal records from these accounts. When you have vacated your room and left the Parliamentary Estate you will still be able to use your current remote access services (i.e. Cisco and Pinsafe and Mobile device access) until the day before Polling Day. At 5pm on the day before the Election your network account will be closed and PICT will arrange for a standard reply to be sent to any email directed to it. If you wish, PICT will include your contact details. This service will be provided for three months.

## Internet facilities

1.23

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

## Equipment

1.24

Members cannot order equipment from their allowances in the six months leading up to an election (see IPSA guidance on page 34 for further information on what can be claimed from IPSA). At dissolution you may remove any machines purchased using private funds or IPSA's MPs' Scheme of Business Costs and Expenses from the Parliamentary Estate. All laptops, PCs and printers supplied by the House as part of your Member entitlement will be recovered and recycled. All remaining data on the equipment will be securely wiped.

1.25

Please notify PICT in advance of or at dissolution if there are any particular dates by which the equipment should be retrieved, e.g. by the expiry of an office lease. ICT equipment in your home or constituency office can continue to be used for winding up your office until 8 July.

1.26

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 PICT.

1.27

No loan machine provided by the House for parliamentary purposes may be used for party political purposes unless the appropriate rental is paid. A schedule of costs, updated quarterly, is available on the intranet at <http://intranet.parliament.uk/Documents/computers-equipment/computer-services/dissolutioncharging-schedule-v5.pdf>. The charging calculator is provided for you to calculate the cost of equipment rental and is

available at <http://intranet.parliament.uk/Documents/computers-equipment/Getting-setup/ChargingCalculator.xlsx>. This document will need to be attached to any payment submitted.

### 1.28

You should remove all data you wish to keep from machines which will be returned to Parliament. For advice on your obligations about removing data, you can access a booklet that gives information on dealing with constituents' personal information at <http://intranet.parliament.uk/Documents/people-offices/office-departments/DHRC/FOI/advice-for-members-offices.pdf>. Alternatively, you may wish to contact the Information Rights Information Security team (IRIS) on 020 7219 8805/4296 or [iris@parliament.uk](mailto:iris@parliament.uk); or contact the Information Commissioner's Office: [www.ico.org.uk](http://www.ico.org.uk).

### 1.29

Data removal should be carried out within five working days after dissolution for equipment at Westminster and by the day before Polling Day for equipment at other locations. You should treat any personal information held on any equipment – whether purchased by Parliament, IPSA or privately – about your staff, constituents or others, in accordance with the provisions of the Data Protection Act 1998. This includes ensuring that personal data is properly deleted from electronic equipment if you no longer have a legitimate reason to hold it. Further information on data protection is available on page 16.

### 1.30

For further information about equipment and what you need to do, please see the relevant IPSA guidance on pages 33 – 43.

## Support

### 1.31

The ICT Local drop in centre will be open on the ground floor of Portcullis House from 9am to 5pm in the week after dissolution to assist former Members not standing for re-election who are in the process of clearing their desks. However, the service of the ICT Service Desk, the Operator Bureau and other PICT staff will not generally be available to you or your staff during dissolution, apart from assistance with the interpretation of this guidance. Where urgent casework is being conducted and a fault with House-

provided equipment arises, essential support sufficient to allow the urgent casework to continue will be provided.

## Telephones

1.32

Telephone lines in your Westminster office will remain available until you vacate your room, but telephone calls may not be made from the Parliamentary Estate during the period of dissolution and telephones may not be diverted to external lines. Any existing diverts to external lines will be automatically removed.

1.33

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

1.34

Your voicemail will not receive messages from 5pm on the day of dissolution. 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 at <http://intranet.parliament.uk/documents/intranet/pict/assets/voicemailQuickReferenceGuide.pdf>.

1.35

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

## Messages

1.36

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

## Mobile devices

1.37

If you have a centrally provided mobile device, the SIM (and number) will cease to operate 28 days after the Election, unless you inform PICT that you wish to transfer it to a personal account. On the day before the Election, any connection to the Parliamentary Network will cease. Any data already on the device (e.g. old emails or photos) will remain but will not be updated. If you do not wish to keep your device, PICT will dispose of it for you in a secure and an environmentally responsible way.

1.38

If you have a centrally provided tablet (e.g. an iPad), the SIM will cease to operate 28 days after the Election. On the day before the Election, any connection to the Parliamentary Network will cease. Any personal data on the device will be removed. All centrally provided tablets will be recovered and recycled.

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## ACCOMMODATION IN WESTMINSTER

### Access to your office

1.39

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

1.40

Staff and the spouse/partner of Members will be allowed access to the Estate until midnight, five working days after dissolution, to collect papers, post, etc, but they will not be allowed to work in the precincts. Their rooms will be locked. They may not make telephone calls or use other facilities on the precincts during the period of dissolution. The same arrangements apply to political advisers.

1.41

If you wish to access the Estate after your pass has been deactivated, you should contact the Serjeant at Arms on 020 7219 3030 or [saenquiries@parliament.uk](mailto:saenquiries@parliament.uk).

**1.42**

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 ask the nearest Security Officer or contact Accommodation Services on 020 7219 1319. In the outbuildings, the Service Delivery Co-ordinators on duty will open rooms on request.

### **Vacating your office**

**1.43**

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

**1.44**

Please clear your possessions as soon as possible after the Election is called and in any event no later than midnight, five working days after the House is formally dissolved. This will give time for any necessary refurbishment, redecoration, etc. to take place prior to Polling Day. Any paper records stored in your office and remaining after five working days, or when you have vacated the office, will be destroyed. Any personal belongings remaining after this point may also be destroyed.

**1.45**

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

### **Post**

**1.46**

If you wish post to be re-directed please inform the Postmaster on 020 7219 4639. This service will be provided free of charge for

three months. Otherwise it will be redirected to the Member who is returned at the General Election for the same constituency.

### **Former Members' security pass**

**1.47**

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

### **Car park**

**1.48**

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

## **DATA PROTECTION AND HANDLING CASEWORK AND RECORDS**

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**1.49**

You may continue to deal with constituency casework during a dissolution period; please ensure that your correspondence does not give the impression that you are a Member of Parliament. You should not use official stationery or pre-paid envelopes.

**1.50**

You may still handle personal data when dealing with 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.

**1.51**

The proper disposal and handling of casework and records you hold in your capacity as a Member of Parliament must be carefully considered when you cease to be a Member of Parliament. This includes electronic as well as hard copy information. The Data Protection Act 1998 will apply to you as the data controller of this

information even when you cease to be a Member so you should ensure that you are aware of your obligations in relation to this legislation.

### 1.52

It is recommended that the records held by your office, including those held off-site in the Iron Mountain facility, should be reviewed. In general, old records should be destroyed rather than passed on to the new Member even if the new Member is from the same party. However, exceptions may be needed for live casework or casework which is dormant but likely to become live again in the near future. Each case must be considered, taking account of the expectations of the person concerned. If the case involves sensitive personal data it is recommended that the explicit permission of the person(s) concerned is obtained. Government Departments are advised not to forward information about existing cases to a new Member without the constituent's explicit permission.

### 1.53

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

### 1.54

For further advice, you can access a booklet that gives information or dealing with constituents' personal information: <http://intranet.parliament.uk/Documents/people-offices/office-departments/DHRC/FOI/advice-for-members-offices.pdf>. You may also wish to contact the Information Rights Information Security team (IRIS) on 020 7219 8805/4296 or [iris@parliament.uk](mailto:iris@parliament.uk). Alternatively, contact details for the Information Commissioner's Office are available at [www.ico.org.uk](http://www.ico.org.uk).

### 1.55

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; 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](mailto:mp@ombudsman.org.uk).

## STATIONERY AND CORRESPONDENCE

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- 1.56** 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.
- 1.57** 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.

## HOUSE OF COMMONS SERVICES

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### Personnel Advice Service (PAS)

- 1.58** PAS will be available during dissolution to you or your staff, providing they have written authorisation to act on your behalf. Contact PAS on 020 7219 2080 or [pas@parliament.uk](mailto:pas@parliament.uk).

### Library

- 1.59** Library services, including the research service, online access to newspapers and databases, and the facilities in the Members' Library and Derby Gate Library, will not be available to you or your staff from 5pm on the day of dissolution. Services will resume on the day after Polling Day.
- 1.60** Books and audio-visual material on loan to you or your staff from the Library should be returned 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 no later than 5pm on the day of dissolution. Any items not returned will be counted as missing and may be subject to a replacement charge.

## ICT Local drop in centre

1.61

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

## Information Office

1.62

The House of Commons Information Office's services for the public will operate as usual. You may use the Office to obtain information about the work of the House of Commons, but only on the same basis as other members of the public.

## Parliamentary Recording Unit

1.63

The Parliamentary Recording Unit is open throughout the dissolution period. Please contact the Director of Parliamentary Broadcasting on 020 7219 5849 or [pru@parliament.uk](mailto: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

1.64

You may order certain documents by contacting 020 7219 3631 or [vote\\_office@parliament.uk](mailto:vote_office@parliament.uk). The Vote Office is open daily from 8am to 4pm during the dissolution period.

## House of Commons Shop

1.65

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

## Chamber and committee services

- 1.66** The services of the Committee Office, Table Office and the Public and Private Bill Offices will not be available to you or your staff during dissolution.
- 1.67** 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

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

## Gallery tickets

- 1.69** 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

- 1.70** You cannot escort or sponsor anybody on the Visitor Route or to the Elizabeth Tower during the period of dissolution. You cannot make advance bookings with the Tours Office for Member tours or Elizabeth Tower tours during the period of dissolution; all Member tours will be suspended from Monday 30 March – Friday 8 May inclusive.
- 1.71** Upon return of the House after the Election the Tours Office will notify new Members of constituency groups booked in by their predecessors so that they may decide whether they wish to meet them.

**1.72**

Please note that bookings for Elizabeth Tower tours can only be confirmed once your office has provided the necessary details for your visitors to obtain security clearance. If this information has not been submitted by 30 March the tour cannot be confirmed and will be cancelled.

**1.73**

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

**1.74**

Newly elected Members may escort guests along the Visitor Route which is open the day after Polling Day but tours falling within the period of State Opening, including preparation time, will be curtailed or cancelled.

## **Exhibitions**

**1.75**

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**

**1.76**

The services of the Travel Office will not be available to you or your staff.

## **Gymnasium**

**1.77**

If you or your staff are members of the Gymnasium, membership will be suspended for the period of dissolution until the day after Polling Day. The Gym can freeze membership for this period, and therefore not take payment, but notification by the 20th of the previous month is required.

## **Nursery**

**1.78**

To ensure the continuity of childcare arrangements the nursery will remain open during dissolution and existing arrangements will continue.

## Catering facilities

1.79

You may not use the reserved catering facilities during the dissolution period. All functions booked during the period in the name of a Member are automatically cancelled.

## SUMS OWING TO THE HOUSE OF COMMONS

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1.80

Please settle all outstanding House of Commons Catering and Retail accounts (including events and Parliamentary Recording Unit invoices) in full before dissolution. Accounts will be suspended during the dissolution period and you will not have access to any credit facilities.

1.81

Any sums owing to the Department of Finance (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.

1.82

For information on methods of payment, please contact the Accounts Receivable Team on 020 7219 6308.

## JOURNALISTS

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1.83

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

## ASSOCIATION OF FORMER MPS

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1.84

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

## THE ASSOCIATION OF FORMER MEMBERS OF PARLIAMENT

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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](mailto:grocotts@parliament.uk)

## Annex B: Checklist of actions

### AS SOON AS YOU KNOW YOU ARE LEAVING

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

#### In the lead-up to dissolution

- Advise the Department of HR and Change (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 Department of Facilities 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 PICT on 020 7219 2001 to arrange return of House-provided ICT equipment and cessation of broadband services.
- Make arrangements with the Postmaster on 020 7219 4639 for your mail either to be held for collection in the Members' post office or forwarded to a nominated external address for the duration of the dissolution period.
- Contact the Pensions Unit on 020 7219 2106 to discuss your parliamentary pension.
- Contact the Telephone Operator Bureau Supervisor on 020 7219 6161 to pass on contact details.
- Settle all outstanding House of Commons Catering and Retail accounts in full.
- Complete IPSA's checklist of actions for before the Election.

## At dissolution

- Be aware that your parliamentary pass will be deactivated at midnight, five working days after dissolution. Your pass and those of any staff and spouse/partner should be returned to one of the two Pass Offices at Black Rod's Garden or Derby Gate, or to your Service Delivery Manager.
- Be aware that any records left in your Westminster office after five days or when you have vacated the office, be it on paper or electronic files, will be destroyed without further notice.
- Freeze any web or email domain which refers to you as a Member of Parliament e.g. [www.johnpeekmp.org.uk](http://www.johnpeekmp.org.uk).
- Add a disclaimer (such as *"This website was established while I was a Member of Parliament. As Parliament has been dissolved there are no Members of Parliament until*

*after the Election on XX XXX 2015") to any website, webpages or social media account*

- Remove your car from the underground car park.
- Collect any purchased (not loaned) computers that you wish to remove, correspondence and papers from your lockers, filing cabinets and your office on the Parliamentary Estate.
- Clear your desk top so that the room can be cleaned effectively.
- Return all books and audio-visual material on loan to you from the House of Commons Library 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.
- Record an appropriate voicemail announcement in your Westminster and constituency offices.

## **After the General Election**

- Complete any casework and arrange for the secure disposal of paper records, plus any records stored on ICT equipment which is not loaned from the Houses of Parliament.
- Complete IPSA's checklist of actions for after the Election.
- Cancel your Data Protection notification with the Information Commissioner's Office: [www.ico.org.uk](http://www.ico.org.uk).
- Contact the Association of Former MPs. See Annex A for contact details.

## Annex C: Useful contacts

### USEFUL CONTACTS

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#### House of Commons main switchboard x3000

#### Chamber & Committee Services

|   |  |
|---|--|
| Table Office x3302/3303<br><a href="mailto:tableoffice@parliament.uk">tableoffice@parliament.uk</a> | Broadcasting Unit x5511<br><a href="mailto:pru@parliament.uk">pru@parliament.uk</a>                            |
| Public Bill Office x6758<br><a href="mailto:pbohoc@parliament.uk">pbohoc@parliament.uk</a>          | Security Control x5311   |
| Committee Office x3267  | Pass Office x5920<br><a href="mailto:passoffice@parliament.uk">passoffice@parliament.uk</a>                    |
| Hansard enquiries x4786<br><a href="mailto:hansard@parliament.uk">hansard@parliament.uk</a>         | Members' Staff Verification<br>Office x3468/4072<br><a href="mailto:msvo@parliament.uk">msvo@parliament.uk</a> |
| Vote Office x3631<br><a href="mailto:vote_office@parliament.uk">vote_office@parliament.uk</a>       |  |

#### Facilities

|  |
|--|
| Accommodation and Logistics Services<br>(Members' offices) x3080<br><a href="mailto:accommodationservices@parliament.uk">accommodationservices@parliament.uk</a> |
| Serjeant at Arms x3030<br><a href="mailto:saaenquiries@parliament.uk">saaenquiries@parliament.uk</a>   |
| Events Team x3090<br><a href="mailto:hoceventsteam@parliament.uk">hoceventsteam@parliament.uk</a>  |
| Parliamentary Estates Help Desk<br>(maintenance and cleaning) x4747<br><a href="mailto:ped@parliament.uk">ped@parliament.uk</a>                                  |
| General catering enquiries x3686<br><a href="mailto:csfeedback@parliament.uk">csfeedback@parliament.uk</a>   |

## Finance

Accounts Receivable x6308

Members' Pensions x2106

[pensionsmp@parliament.uk](mailto:pensionsmp@parliament.uk)

## Human Resources & Change

Personnel Advice Service x2080

[pas@parliament.uk](mailto:pas@parliament.uk)

Information Rights Information Security team (IRIS) x8805/4296

[iris@parliament.uk](mailto:iris@parliament.uk)

Parliamentary Health and Wellbeing Service x4782/1484

[shwsadmin@parliament.uk](mailto:shwsadmin@parliament.uk)

Travel Office x4232

[parliamentarytraveloffice@parliament.uk](mailto:parliamentarytraveloffice@parliament.uk)

## Information Services

Tours Office x3003

[tours@parliament.uk](mailto:tours@parliament.uk)

Big Ben Booking Office x6554

[bigbentours@parliament.uk](mailto:bigbentours@parliament.uk)

Library – Enquiry and Research Services x3666

[hclibrary@parliament.uk](mailto:hclibrary@parliament.uk)

Parliamentary Office of Science and Technology x8377

[post@parliament.uk](mailto:post@parliament.uk)

House of Commons Information Office x4272

[hcinfo@parliament.uk](mailto:hcinfo@parliament.uk)

Education Service x4496  
[education@parliament.uk](mailto:education@parliament.uk)

Parliamentary Outreach x1650  
[parliamentaryoutreach@parliament.uk](mailto:parliamentaryoutreach@parliament.uk)

Web and Intranet Service x2010  
Internet: [webmaster@parliament.uk](mailto:webmaster@parliament.uk)  
Intranet: [intranet@parliament.uk](mailto:intranet@parliament.uk)

## **PICT**

ICT Service Desk x2001  
[pictservicedesk@parliament.uk](mailto:pictservicedesk@parliament.uk)

Customer Relations x3800  
[pictcustomerrelations@parliament.uk](mailto:pictcustomerrelations@parliament.uk)

## **Speaker's Office**

General enquiries x5300  
[speakersoffice@parliament.uk](mailto:speakersoffice@parliament.uk)

## **Office of the Chief Executive**

General enquiries x1707  
[officeofthechiefexecutive@parliament.uk](mailto:officeofthechiefexecutive@parliament.uk)

## **Independent Parliamentary Standards Authority (IPSA)**

General enquiries 020 7811 6400  
[info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk)

## **Information Commissioner's Office**

[www.ico.org.uk](http://www.ico.org.uk)

## Annex D: PAS and IPSA – who we are and what we do

### PAS AND IPSA – WHO WE ARE AND WHAT WE DO

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The report by the Administration Committee (“First weeks at Westminster: induction arrangements for new MPs in 2015”) recommended that we provide some guidance clarifying the different roles of PAS and IPSA. IPSA and the House Service are working closely together on preparation for the election, and we will both be providing co-ordinated detailed guidance to MPs and their staff.

PAS (the Personnel 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 PAS on 020 7219 2080 or [pas@parliament.uk](mailto:pas@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](mailto:info@parliamentarystandards.org), or go to IPSA’s website [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk).

The table below provides a more detailed breakdown of the key responsibilities of PAS and IPSA, for your reference.

| Staffing/MP issue                | Personnel Advice Service  | IPSA  |
|----------------------------------|---|---|
| <b>MP induction</b>              | 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 |
| <b>Recruitment of MPs' staff</b> | Provides advice about short-listing and interviews  | Provides template job descriptions for staff<br>Sets pay ranges for all staff roles   |
| <b>Terms and conditions</b>      | Provides guidance on contractual terms and conditions e.g.<br>Annual leave and working hours<br>Probationary period<br>Variation of contract<br>Resignation<br>Family-friendly rights (e.g. maternity, paternity, adoption, flexible working)<br>Extending/ending a fixed term contract<br>Confidentiality agreements | Provides template contracts for new starters (fixed term, permanent or casual), apprentices and interns   |

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

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

This guidance reflects the current edition of the MPs' Scheme of Business Costs and Expenses, which came into effect on 1 April 2014. This is available on our website at [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk) under "QUICK LINKS" and then "The MPs' Scheme of Business Costs and Expenses".

## BEFORE THE ELECTION

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What happens if I decide to stand down at the Election?

### What happens to my salary?

- You will continue to receive your salary up to and including Polling Day. This will include the London Area Living Payment (LALP) or Outer LALP if you receive either of these.
- If you chair a Select Committee or are a member of the Panel of Chairs, your salary for these activities will stop on the date of dissolution.

### What can I claim?

- As usual, we can only pay costs which relate to your parliamentary functions, not any party political activity.
- Your existing budgets will be pro-rated to cover the period up until Polling Day, rounded up to the nearest quarter. So as the Election takes place in May 2015 (in the first quarter of the financial year) your budgets will be reduced to a quarter of the full year's value. You will still have 90 days to submit your claims.
- In the run-up to and during dissolution, you can claim your usual costs (including residential accommodation and office rental costs) except the following:

#### - OFFICE EQUIPMENT, IT AND FURNITURE

From 30 September 2014 until the day after the Election, we will not pay claims for purchases of capital equipment (e.g. office equipment, IT or furniture). If there are exceptional circumstances where a purchase is necessary, please contact us for pre-approval before you make the purchase and claim.

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

The overarching principle is that you may continue to use taxpayer-funded costs and expenses in the normal way for your parliamentary functions, remembering that you are never 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 would be illegal. The use of taxpayer funds includes parliamentary staff, your office, supplies and equipment funded by IPSA. For more guidance on this issue, see our guidance on our website at <http://generalelection.parliamentarystandards.org.uk/returningtoparliament/Documents/Repayments%20for%20campaign%20activity.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. 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.
- Campaign outside their normal working hours.

#### - HOTELS

During dissolution, you cannot claim for hotel accommodation.

#### - TRAVEL AND SUBSISTENCE

During dissolution, you can claim one single journey from Westminster to your home or constituency for you and your dependants, and two further return journeys between your home or constituency and Westminster. Your staff can claim as normal for travel related to your parliamentary functions, and are additionally entitled to an extra journey to allow them to return to their normal place of work (e.g. Westminster or the constituency office).

- While you can continue to use your Payment Card and direct payment facilities to support you in carrying out your parliamentary functions during the dissolution period, you are strongly encouraged to make purchases using cash if possible, followed by a claim for reimbursement. This will help you complete the winding up process quickly (and also minimises the risk of budget overspends). For instance, if you use your card at the end of April, we won't receive the statement from Barclaycard until the beginning of June. You will then need to complete the reconciliation form and wait for us to process it.

## What do I need to do?

- Please contact us before dissolution so we can discuss next steps, and resolve as many of your dealings with us as we can before the Election. In particular, you must **ensure you give us your contact details to use after the Election, and your home address, so we can get in touch with you if necessary.**
- **Consider when and how you will make staff redundant.** For advice on the process of making staff redundant, please contact the Personnel Advice Service (PAS) who provide HR advice to MPs in their role as employers ([pas@parliament.uk](mailto:pas@parliament.uk) or 020 7219 2080). There is also more information in Part 2 of the House of Commons Dissolution Guidance. In brief:
  - It is important to consult staff prior to issuing any notice of redundancy, even if in practice there is no alternative but to dismiss them on grounds of redundancy. Failure to do so could lead to you incurring additional costs or risk a claim against you for unfair dismissal in an Employment Tribunal.
  - Following consultation, you will need to issue notices of redundancy to your staff, and these must confirm the redundancy payments they will receive.

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. (See Annex A for information about how redundancy payments are calculated.)

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

- **Check the notice periods for any office or accommodation leases, service contracts and equipment lease agreements you have, and make sure that you give sufficient notice to avoid incurring any additional cost.** You must avoid entering into any new lease or service contract which would restrict your ability to wind up your parliamentary business when you stand down.
- **Let us know when you intend to leave your office and/or accommodation,** and whether this will be before or after the Election.
  - Although you are standing down, **if you wish to use your office for campaigning activities during office hours, you will need to cease your claims for rent or pro-rate them appropriately.** (And if your rent is paid directly to the landlord you will need to make a repayment.) **Similarly, you must let us know by the 15th of the month if any of your staff are going to take unpaid leave to campaign,** so we can adjust their pay. You also need to **ensure where you claim for an expense or a cost, you only claim the amount which relates to your parliamentary functions.** Guidance on how to do this is on our website at <http://generalelection.parliamentarystandards.org.uk/returningtoparliament/Documents/Repayments%20for%20campaign%20activity.pdf>. 
- Make arrangements for **disposing of your IPSA-funded office equipment and furniture.** You may transfer these items to your successor or another MP. If you choose not to do this and you make a profit from disposing of your equipment, you should refund this to IPSA. Alternatively, you can choose to donate equipment to a charity of your choice. You can claim any disposal costs from your Office Costs Expenditure (OCE) budget before the Election, or your Winding Up budget after the Election. You should comply with the Data Protection Act when disposing of any equipment.

## How will IPSA support me?

- We are meeting with all MPs who have announced they are standing down so we can explain the next steps in more detail and start making arrangements for winding up your parliamentary business before the Election. If we have not already had a meeting with you, please contact us on 020 7811 6400 or at [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk).
- Meetings will be with your IPSA Election Contact – a named individual within IPSA who will continue to support you through the process of winding up your parliamentary affairs as efficiently and effectively as possible.
- In the meantime, should you have any questions, please contact us on 020 7811 6400 or at [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk).

## AFTER THE ELECTION

What happens if I stood down at the Election?

### What happens to my salary?

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

### Will I receive any other payments?

If you are standing down rather than losing your seat, you will not receive any additional payment (commonly known as a resettlement payment).

### What can I claim?

- You can claim any outstanding costs from the period before Polling Day within the latest Scheme rules, from the usual budgets and within the timeframes we specify. You can claim for any costs incurred for your parliamentary duties, as usual.
- 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 Polling Day. These costs include staff salaries and National Insurance costs; other contractual liabilities for staff and offices/equipment (e.g. office rent for the period for which there is a continuing requirement, or overtime worked); the costs incurred under your office lease; travel costs; postage, stationery and telephone costs; office removals and data disposal; and removals from IPSA-funded accommodation. These claims will be published in the usual way. You can find further details about Winding Up in the latest edition of the Scheme on our website ([www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk)). The Winding Up budgets may change when we review the Scheme, the results of which

we will announce in March 2015. The current Winding Up budget limits are:

- £57,150 for London Area MPs.
- £53,950 for non-London Area MPs.
- You can also claim your accommodation rent and/or associated expenditure, or hotel accommodation, for up to a maximum of two months after Polling Day while you wind up your parliamentary business, if you claim accommodation costs from IPSA. These costs will be charged to the Contingency Fund, although you should claim them using a Winding Up claim form on the online expenses system.
- If you receive disability or security assistance, you can continue to claim on the same basis for up to two months.
- You can continue to use your Payment Card and direct payment facilities for costs to support you in carrying out your parliamentary functions but please consider whether this is the best option. Using the Payment Card after the Election will delay how quickly you can wind up your affairs. For instance, if you use your card at the end of May, we won't receive the statement from Barclaycard until the beginning of July. You will then need to complete the reconciliation form and wait for us to process it.
- If your staff have completed two years' service with the same MP without a break, they will receive a redundancy payment, calculated on the number of completed years of continuous service. Once we have received the appropriate notification (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. If you make staff redundant before the Election, other costs, including employer pension contributions, overtime worked, untaken holiday and pay in lieu of notice, will be charged to your Staffing budget. If you make them redundant after the Election, these costs will come from your Winding Up budget.

## What do I need to do?

- Please make sure we can get in touch with you after the Election to help you wind up your parliamentary affairs, by **sending us contact details** we can use, i.e. a non-parliamentary email address, a phone number and your home address. We'll be in touch with several things, including your P11D form by 6 July 2015. 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 September 2016; we'll need to send this information to you so you can check it first.
- If you have not already done so, **if you used your office for campaigning activities during office hours you must either adjust your claims for rent and utilities or repay the appropriate amount** for any rental payments which IPSA pays direct to your landlord. Similarly, **you must let us know if any of your staff undertook campaigning activities during paid IPSA time**, so we can make the necessary adjustments to staff pay. Guidance on how to do this is on our website at <http://generalelection.parliamentarystandards.org.uk/returningtoparliament/Documents/Repayments%20for%20campaign%20activity.pdf>.
- Complete the process of making staff redundant (see page 12). **You then need to send us (a) redundancy notices and (b) an Employee Leaver Form for each member of staff** so we can make any redundancy payments to your staff and take them off the payroll at the appropriate time.
- Conclude winding up your parliamentary business, including your office, and, if you have not already done so, **terminate any accommodation or office leases, service contracts or equipment rental agreements, ensuring that you give sufficient notice.**

- Ensure you **repay any outstanding debts** to us (e.g. deposit loans) promptly.
- **Send us any expense claims from before the Election** so we can pay them to you.
- Make sure you **complete any other administrative tasks** e.g. submitting outstanding Payment Card reconciliations. As above, please bear in mind that using your Payment Card after the Election may delay how quickly you can wind up your affairs.

### How will IPSA support me?

- We are meeting with all MPs who have announced they are standing down so we can explain next steps in more detail and start making arrangements for winding up parliamentary business before the Election. If we have not already had a meeting with you, please contact us on 020 7811 6400 or at [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk).
- Meetings will be with your IPSA Election Contact – a named individual within IPSA who will continue to support you through the process of winding up your parliamentary affairs as efficiently and effectively as possible, through to the end of the Winding Up period.
- We'll get in touch with you before the Election to arrange a meeting, and we will follow this up with you before and after the Election to ensure your parliamentary costs are wound up as smoothly as possible.
- We'll have extended phone line opening hours following the Election, so we can resolve your queries quickly.

## **REDUNDANCY PAYMENTS FOR MPS' STAFF**

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If MPs' staff have completed two years' service with the same MP without a break, they will receive a redundancy payment, calculated on the number of completed years of continuous service. The amount depends on whether the staff member is on an IPSA contract or not.

For staff who are NOT on an IPSA contract, their redundancy payment will be as stated in their non-IPSA contract. If redundancy is not specified in their contract, they will receive their statutory redundancy entitlement (see below).

Staff who are on an IPSA contract will be paid DOUBLE their statutory entitlement.

The statutory entitlement is:

- ½ week's pay (up to the weekly cap) for each full year of service where the staff member's age was under 22.
- 1 week's pay (up to the weekly cap) for each full year of service where the staff member's age was 22 or above, but below 41.
- 1½ weeks' pay (up to the weekly cap) for each full year of service where the staff member's age was 41 or above.

You can find the current weekly cap and calculate redundancy at <https://www.gov.uk/calculate-your-redundancy-pay>.









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