



HOUSE OF COMMONS

DISSOLUTION GUIDANCE

Members standing

February 2015

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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. 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.

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

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 Parliament is not in existence during this period, any such activities will inevitably be limited.

The booklet is divided into two sections:

- Part 1 Information for all Members (pages 7 – 19)
- Part 2 Members who are not returned at a General Election (pages 20 – 28)

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 40 – 52).

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 or x6163.

Part 1 Information for all Members

GENERAL

- 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, many 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** at the General Election, your security pass will allow you access to the Estate until midnight, five working days after dissolution, at which point it will be deactivated. Access is solely to enable you to collect items and post. Some facilities provided for use outside Westminster may continue to be used but only for urgent constituency work. Passes of your staff and spouse/partner will be deactivated at midnight on the day of dissolution.
- 1.3** 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 34.
- 1.4** A checklist of actions you may wish to consider is on page 30.

ONLINE PRESENCE

1.5

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 it was established while you were a Member of Parliament and that you are, until re-elected, 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

1.6

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) 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

1.7

You are not required to rename any social media 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 (whilst reserving your existing username) or your Facebook account, the Web and Intranet Service can provide advice on 020 7219 2010 or webmaster@parliament.uk.

Members' biography pages

1.8

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

1.9

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 1.18).

Access to the Parliamentary Network and email

1.10

Parliamentary Network (PN) accounts and email access, including access to stored files and data for yourself and your staff, will be suspended from 5pm on the day of dissolution. You and your staff may wish to consider making a backup of your Outlook contacts folder and Outlook personal folders. A facility to allow Members to redirect their emails from PN accounts to external accounts will be offered by PICT. When the service has been activated PICT will send an email to all Members containing instructions on how to set up the automatic redirection of email.

1.11

To use email redirection you must have an alternative 3rd party email address. There are many providers, the most popular of which are free. If you need to use a paid-for service to help you discharge your parliamentary functions, the cost of this can be claimed from your IPSA budgets. PICT will provide further information if requested. Any private account must not redirect mail back to a parliamentary account.

Remote access

1.12

All remote access to accounts on the PN, whether via VPN or Citrix, will be withdrawn from 5pm on the day of dissolution.

Caseworker software

1.13

If you use caseworker software that is reliant on the Parliamentary Network, you will not have access to this during dissolution. Please

Speak to your casework provider if you are not sure and to discuss transferring any data that you require. Externally-hosted (e.g. cloud) casework software will not be affected.

Internet facilities

1.14 The ability to browse the internet via parliamentary-provided broadband will remain available for constituency-related work only.

1.15 If you are re-elected you will have your accounts re-enabled following the Election. The accounts of your staff will also be re-enabled unless you have asked PICT not to do so. PICT will provide you with a list of staff accounts once the Election is called and you are strongly advised to complete and return this form to PICT Customer Relations before the Election to ensure all relevant accounts are re-enabled.

Equipment

1.16 Members cannot order equipment from their allowances in the six months leading up to an election. See IPSA guidance on page 41 for further information on what can be claimed from IPSA. 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. No loan machine provided by the House for parliamentary purposes may be used for party political purposes unless the appropriate rental is paid (see para 1.18).

Support

1.17 The service of the ICT Service Desk, the Telephone 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.

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

1.18

You can rent your loaned ICT equipment (PC, laptop, iPad, printer etc.), provided by the House, to use for non-parliamentary purposes during an Election campaign; 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.

1.19

The schedule includes weekly equivalent costs for the use of parliamentary supplied personal computers, laptops, tablets, printers, iPads and internet access. Warranty support will remain available where it exists at the time of dissolution, but no other support will be offered for non-parliamentary work.

1.20

All the guidance with regard to network access and the use of parliamentary email addresses remains as in sections 1.10 to 1.12. If you fully comply with the guidance in para 1.16 then no payment or declaration need be made.

1.21

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

Telephones

1.22

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.

1.23

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

1.24

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>.

1.25

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

1.26

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

ACCOMMODATION IN WESTMINSTER

Access to your office

1.27

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, if standing down, to clear your office. You may not work here from the day following dissolution.

1.28

Staff and the spouse/partner 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 midnight on the day of dissolution.

1.29

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.

1.30

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, 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.

1.31

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.

Car park

1.32

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.

DATA PROTECTION AND HANDLING CASEWORK AND RECORDS

1.33

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.

1.34

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.

1.35

Further guidance for Members who are not returned is in later sections. The booklet giving advice for Members and their staff when dealing with personal information may also be of assistance. This is available on the intranet at <http://intranet.parliament.uk/Documents/people-offices/office-departments/DHRC/FOI/advice-for-members-offices.pdf> or can be obtained by contacting the Data Protection Officer on 020 7219 8805/4296 or iris@parliament.uk.

STATIONERY AND CORRESPONDENCE

1.36

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.

1.37

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.

1.38

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.

HOUSE SERVICES

Library

1.39 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.

1.40 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, 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.

ICT Local drop in centre

1.41 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 you or your staff if you are standing for re-election. The Centre will then close until the day after Polling Day.

Personnel Advice Service (PAS)

1.42 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.

Information Office

1.43 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

1.44

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 if you require advice on how broadcasting material may be used in Election literature, party political broadcasts and on your websites.

Vote Office

1.45

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

House of Commons Shop

1.46

The House of Commons Shop will be open for reduced hours during the dissolution period. The Jubilee Shop and the Houses of Parliament Shop will be open as usual. All retail shops will serve you on the same basis as they serve members of the public. Copies of parliamentary documents are available for purchase in the Houses of Parliament shop.

Chamber and committee services

1.47

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.

1.48

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.

Catering facilities

1.49

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

1.50

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. It is expected that Portcullis House meeting rooms will become available two weeks after Polling Day. Other Committee and meeting rooms will gradually become available over the next few weeks as new Members move into their permanent offices. Contact the Events Team on 020 7219 3090 or email hoceventsteam@parliament.uk about bookings that you may have made before you were returned and other facilities that may be available.

Gallery tickets

1.51

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

1.52

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.

1.53

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.

1.54

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.

1.55

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

1.56

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

1.57

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

1.58

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

Gymnasium

1.59

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

1.60

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

JOURNALISTS

1.61

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

SUMS OWING TO THE HOUSE OF COMMONS

1.62

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. These will require reactivating following the Election.

1.63

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.

1.64

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

PART 2 Members not returned at the General Election

ADDITIONAL INFORMATION

- 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, however, that we also have a duty to provide facilities for those who have been elected.
- 2.2** You will receive an email from IPSA on 8 May 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 both the House of Commons and IPSA. Meeting slots will be available for the weekend of 9 and 10 May and then for up to two weeks after the Election. 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.
- 2.3** A senior official has been appointed to deal with any problems encountered in accessing House services in the immediate post-Election period by Members defeated in the Election. The official is John Owen, in the Office of the Chief Executive; he can be contacted on 020 7219 2306 or owenjd@parliament.uk. We will write to you immediately after the Election to give you information on how House staff from all Departments will be able to help you in leaving the House. For a full list of useful contact numbers, please see Annex C on page 34.
- 2.4** 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 the formal procedures for redundancy dismissal as required by law.

REDUNDANCY PROCEDURES

- 2.5** If you lose your seat, you will need to make your staff redundant. 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 and follow the dismissal procedures for their redundancy. Failure to do so could lead to you incurring additional costs or risk an employment tribunal claim against you for unfair dismissal.
- 2.6** 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.
- 2.7** 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 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.

Consulting your staff about redundancy

- 2.8** 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. 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.
- 2.9** 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 a work colleague.

Confirmation of staff redundancy

2.10

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

2.11

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.

2.12

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

Notice period

2.13

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.

2.14

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).

2.15

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.

PENSIONS

- 2.16** You will be advised individually of your pension entitlements and options by the Pensions Unit. You can contact the team in writing at pensionsmp@parliament.uk or by phone on 020 7219 2106. Members' staff are advised to contact their stakeholder/personal pension administrator directly for details of their options.

PARLIAMENTARY ICT AND RELATED SERVICES

- 2.17** Your PN account will be re-enabled for five working days after Polling Day to allow you the opportunity to download any of your own personal records from your account. The accounts of your staff will also be re-enabled for the same period unless you have told PICT that they should not.
- 2.18** After this time the accounts will be disabled. PICT will arrange for a standard reply to be sent to any email directed to your account. If you wish PICT will include your contact details. This service will be active for three months. You are strongly advised to ensure that your staff accounts at the time of dissolution are required and accurate.
- 2.19** Please remove any data you wish to keep from your parliamentary loan machines within five working days after Polling Day.
- 2.20** 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.

2.21

At the end of the period of five working days after Polling Day, PICT will collect the machines 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 8 July.

2.22

PICT 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 PICT.

2.23

PICT will arrange for any centrally provided broadband services in your constituency office and/or home to cease on 8 July, 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 ICT Service Desk.

Telephone services in Westminster

2.24

Your voicemail account will have been turned off during dissolution. Your telephone will work as long as your pass remains active.

2.25

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

Mobile devices

2.26

If you have a centrally provided mobile device, any connection to the Parliamentary Network will cease five working days after the Election. Any data already on the device (e.g. old emails or photos) will remain but will not be updated. 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. If you do not wish to keep your device, PICT will dispose of it for you in a secure and an environmentally responsible way.

2.27

If you have a centrally provided tablet (e.g. an iPad), the SIM will cease to operate 28 days after the Election. Five working days after 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 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 midnight, five working days after Polling Day. Requests for access after this period and requests for vehicle access should be made to the Serjeant at Arms on 020 7219 3030 or saaenquiries@parliament.uk.

2.29

The Department of Facilities staff in your area stand ready to help if you have any issues or problems.

2.30

Help with packing personal belongings, office and computer equipment, and transporting these items to your car can be arranged through the local Office Keeper or the Department of Facilities Accommodation Office on 020 7219 1319. This should be completed no later than five working days after Polling Day.

2.31

The Despatch Box will be open from 10.30am till 4.30pm on the Saturday and Sunday immediately following the Election to provide refreshments for those clearing their offices 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. This will include:

- Clearing all personal papers, belongings and books from your room, desk, filing cabinets and lockers, including any office equipment which has been installed. 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 loaned books and videos to the Library.
- Issuing instructions about the disposal of any material you hold off-site in the off-site facility.

2.33

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 Office Keeper.

2.34

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.

2.35

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. For further details please contact the Serjeant at Arms on 020 7219 3030 or saaenquiries@parliament.uk.

DATA PROTECTION AND HANDLING CASEWORK AND RECORDS

2.36

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

2.37

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. In relation to live casework or casework that is dormant but should not be destroyed for reasons such as the fact that it relates to matters which may become live again or which contain 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 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.)

2.38

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

2.39

Special provision for Members of Parliament and other elected representatives was made under the Data Protection Act to allow them 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 Data Protection Act. The Data Protection (Processing of Sensitive Personal Data) (Elected Representatives) Order 2002 was introduced to address concerns by elected representatives to ensure that the requirements of the Data Protection Act did not unduly hamper them in their casework duties. The provisions of this Order will continue to apply to you 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. No special provision was made for Members in respect of the processing of non sensitive personal data because explicit consent is not required under the Act when this information is processed, rather it can be implied from the circumstances. For more information on the Order go to the Information Commissioner's Office website at www.ico.org.uk.

2.40

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 8805/4296 or iris@parliament.uk, or refer to the booklet on Data Protection advice for Members, which is available on the intranet at <http://intranet.parliament.uk/Documents/people-offices/office-departments/DHRC/FOI/advice-for-members-offices.pdf>.

Other

2.41

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

Annex A: The Association of Former Members of Parliament

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, including whether you want emails to be forwarded to a private email account.
- Consider the working arrangements of your staff during dissolution and discuss these with them. For advice on HR and staffing issues contact the Personnel Advice Service on 020 7219 2080 or pas@parliament.uk. Note that the cut-off date for notifying IPSA about unpaid leave taken by your staff in April will be 15 April 2015.
- Notify PICT 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 Telephone Operator Bureau Supervisor on 020 7219 6161 to pass on contact details.

At dissolution

- 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 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 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.

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 Personnel Advice Service on 020 7811 6400 to discuss financial and redundancy arrangements for you and your staff.
- Contact the Pensions Unit on 020 7219 2106 to discuss your parliamentary pension.
- 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 ICT equipment and forwarding information for emails.
- Contact the Postmaster on 020 7219 4639 to arrange mail-forwarding.
- Contact the Telephone Operator Bureau 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.
- 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 MPs. Contact details are in Annex A.
- Return your 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 Office Keeper.
- Complete IPSA's checklist of actions.

Annex C: Useful contacts

USEFUL CONTACTS

House of Commons main switchboard x3000

Chamber & Committee Services

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

Facilities

| |
|--|
| Accommodation and Logistics Services (Members' offices) x3080 accommodationservices@parliament.uk |
| Serjeant at Arms x3030 saaenquiries@parliament.uk |
| Events Team x3090 hoceventsteam@parliament.uk |
| Parliamentary Estates Help Desk (maintenance and cleaning) x4747 ped@parliament.uk |
| General catering enquiries x3686 csfeedback@parliament.uk |

Finance

Accounts Receivable x6308

Members' Pensions x2106

pensionsmp@parliament.uk

Human Resources & Change

Personnel Advice Service x2080

pas@parliament.uk

Information Rights Information Security team (IRIS) x8805/4296

iris@parliament.uk

Parliamentary Health and Wellbeing Service x1484

shwsadmin@parliament.uk

Travel Office x4232

parliamentarytraveloffice@parliament.uk

Information Services

Tours Office x3003

tours@parliament.uk

Big Ben Booking Office x6554

bigbentours@parliament.uk

Library – Enquiry and Research Services x3666

hclibrary@parliament.uk

Parliamentary Office of Science and Technology x8377

post@parliament.uk

House of Commons Information Office x4272

hcinfo@parliament.uk

Education Service x4496

education@parliament.uk

Parliamentary Outreach x1650

parliamentaryoutreach@parliament.uk

Web and Intranet Service x2010
internet: webmaster@parliament.uk
intranet: intranet@parliament.uk

PICT

Service Desk x2001
pictservicedesk@parliament.uk
Customer Relations x3800
pictcustomerrelations@parliament.uk

Speaker's Office

General enquiries x5300
speakersoffice@parliament.uk

Office of the Chief Executive

General enquiries x1707
officeofthechiefexecutive@parliament.uk

Independent Parliamentary Standards Authority (IPSA)

General enquiries 020 7811 6400
info@parliamentarystandards.org.uk

Information Commissioner's Office

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

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.

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 PAS and IPSA, for your reference.

| Staffing/MP issue | Personnel 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 | Personnel 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 PAS) 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 covers our arrangements 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 at 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 under "QUICK LINKS" and then "The MPs' Scheme of Business Costs and 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 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.
- Last year we completed a review of MPs' pay and pensions. Any implementation of our recommendations on pay will not take place until the completion of the statutory review (required by the Parliamentary Standards Act 2009) which we will undertake in the months after the General Election in 2015.

What can I claim?

- As usual, we can only pay costs which relate to your parliamentary functions, not 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.
- 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 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 in London.

- TRAVEL AND SUBSISTENCE

During dissolution, you can only claim for one single journey from Westminster to your home or constituency for you and your dependants. 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).

What do I need to do?

- Before dissolution, please make sure you give us your contact details to use during dissolution and your home address so we can get in touch with you if necessary. You can use the form on our website here to do this: <http://generalelection.parliamentarystandards.org.uk/returningtoparliament/Documents/2014-15%20Alternative%20details%20form.pdf>.
- Make sure you have downloaded the RSA soft token onto a device that you use to access the online expenses system.

- 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 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. Guidance on how to do this is on our General Election website at <http://generalelection.parliamentarystandards.org.uk/returningtoparliament/Documents/Repayments%20for%20campaign%20activity.pdf>.
- 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.
- If you enter into any new lease or service contract before the General Election, we strongly recommend you ensure an appropriate break clause is included in case you lose your seat at the Election.

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@parliamentarystandards.org.uk. We have also created a new General Election website which includes all our more detailed guidance for MPs at <http://generalelection.parliamentarystandards.org.uk/>.

AFTER THE ELECTION

What happens if I am re-elected as an MP?

What happens to my salary?

- If you are re-elected, your salary will be paid on the last working day of the month as usual (subject to your taking the oath).

What can I claim?

- From the day after Polling Day, you can claim your parliamentary costs as usual, within the latest Scheme rules. Please be aware that some rules will be different after the Election – nearer the time, we will let you know what is changing.
- You will have budgets for the full year 2015-16. These, and your budgets for 2014-15 will cover claims before, during and after dissolution.

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 General Election website at <http://generalelection.parliamentarystandards.org.uk/returningtoparliament/Documents/Repayments%20for%20campaign%20activity.pdf>.

How will IPSA support me?

- Our phone lines are open from 10am to 5pm on Monday to Friday and these hours will be extended after the Election. So please call us on 020 7811 6400 if you have any questions, or email us on info@parliamentarystandards.org.uk. 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, including options for improving cashflow, 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 the month, 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.

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, if you lose your seat we will make a resettlement payment to you. This is a payment equal to one month's salary for each completed year of service, up to a maximum payment equal to six months' salary. You will only receive this payment once you have completed all business with us (please see "What do I need to do?" later in this guidance).

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. We will send you further guidance clarifying deadlines for submission of claims nearer the time.
- 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 also have a new Winding Up budget, from which you can claim the costs of winding up your parliamentary business for up to two months after Polling Day. All costs incurred after Polling Day must be allocated to the Winding Up budget; these costs could include: staff salaries and National Insurance costs; 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; office removals and data disposal; and removals from IPSA-funded accommodation. These claims will be published in the usual way. You can find more details about Winding Up in the latest edition of the Scheme on our website (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 residential 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 and we can pay your resettlement payment. 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 without a break, they will receive a redundancy payment, calculated on the number of completed years of continuous service (with the same MP). 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 General Election website at <http://generalelection.parliamentarystandards.org.uk/returningtoparliament/Documents/Repayments%20for%20campaign%20activity.pdf>.

- Before you can receive your resettlement payment, you must do the following:
 - **Make your 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 or 020 7219 2080). The House of Commons Dissolution Guidance also contains 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 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.

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 F for information about how redundancy payments are calculated.)

- **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.** 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.
- **Send us any expense claims from before the Election** 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 resettlement payment.
- **Make sure you complete any other administrative tasks.**

When you dispose of your IPSA-funded office equipment and furniture, you may transfer it 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 week after the Election there will be a Departing Members' Area available in 7 Millbank, where you will have the option of a one-to-one meeting with someone from IPSA.

- We will put you in touch with a named person – your IPSA Election Contact – who will give you his or her mobile number. Your IPSA Election Contact 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.

Annex F: Redundancy payments for MPs' staff

REDUNDANCY PAYMENTS FOR MPS' STAFF

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 of employment or not.

For staff who are **NOT** on an IPSA contract of employment, their redundancy payment will be as stated in their non-IPSA contract. If redundancy is not specified in their contract of employment, 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; or
- 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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