May 2015

Information for newly-elected Members of Parliament

I write to welcome you on behalf of the House of Commons Service and to congratulate you on your successful election.

As those of you who were Members in previous Parliaments will know, we provide an impartial service equally to all Members and we are keen that it should be an excellent one that gives you proper support. My colleagues and I will do everything we can to assist you in resuming or, in the case of new Members, taking up your important role as a Member of Parliament.

With this letter I enclose a short booklet, the New Members’ Guidebook, which is aimed principally at those Members elected for the first time but may also be of interest to those returning to Westminster or taking up hitherto unfamiliar roles. The Guidebook provides information about arriving at Westminster for the first time and the services that are immediately available to all Members at the start of a new Parliament. You will also find a Checklist for new Members, which is a useful guide for new Members during their induction period.

Finally, I enclose a letter from the Independent Parliamentary Standards Authority (IPSA) together with an HMRC Starter Checklist for payroll purposes.

New Members

✔ New Members’ Reception Area (from 8 May)
The New Member Contact Team will try to call you in the days following your election. The team will offer to arrange travel and accommodation for your journey and your first night or two here (where appropriate), as well as provide information about the New Members’ Reception Area. If you’d prefer to contact the team directly you can do so by calling 020 7219 5008 between 9am and 5pm on Friday 8 May, or between 10am and 4pm on Saturday 9 May and Sunday 10 May.

Upon arrival you should come first to the main entrance to Portcullis House on the Embankment just north of Westminster Bridge (see the map in the New Members’ Guidebook). From there you will be directed to the New Members’ Reception Area, which is intended to provide you with the equipment and information essential to support your early days in the Commons. You will also meet your induction buddy, who will be a single point of contact for the House of Commons Service through your induction period.

The Reception Area will be open 12noon-5pm on Friday 8 May before re-opening at 8am on Monday 11 May. In the week following the General Election it will be open every day: Monday-Tuesday 8am-8pm and Wednesday-Friday 9am-6pm.

Office of Chief Executive, House of Commons, London SW1A 0AA
T: 020 7219 1707 E: officeofthechiefexecutive@parliament.uk
Induction Day: 13 May
In addition, and with the support of the party whips, the House Service is running an induction day for new Members on Wednesday 13 May. This day comprises a briefing in the Chamber followed by two key sessions, the first on complying with standards and declarations of interests and the second on running an effective office. A group photograph of all newly-elected Members will be taken, followed by photographs by party. The Chamber briefing and subsequent induction sessions have been prioritised following extensive consultation with Members so please make every effort to attend if you are able to. Further details are available in the New Members’ Guidebook.

Access to the Estate
All new Members need to obtain a Palace of Westminster photo-identity pass as soon as possible which will enable you to move unaccompanied around the Parliamentary Estate. You will obtain your pass at the New Members’ Reception Area. In order to gain access to the Parliamentary Estate before you are issued with a pass, you will be required to provide evidence of identity – please bring your passport (or photocard driving licence if this is not possible).

Returning Members
Pass reactivation
If you are a returning Member, your current parliamentary photo-identity pass, other passes and Parliamentary Network account will be re-activated on the day after your election. These passes will expire by the end of May 2015 and you should obtain new passes from the Canon Row Pass Office before this time. You should wear your pass at all times when you are in any of the parliamentary buildings.

Finally, may I take this opportunity to wish you every success as a Member of Parliament. If you have any queries about the House Service, please contact my office on 020 7219 1707 or email officeofthechiefexecutive@parliament.uk.

Yours sincerely,

David Natzler
Clerk of the House of Commons