

## Useful Contact Details

- **IPSA Dedicated Payroll Officers (By MP Surname)**

**A - Cro** - 0207 811 6419

**Cru - Hanc** - 0207 811 6406

**Hand – Mann J** - 0207 811 6430

**Mann S - Ryan** - 0207 811 6445

**S – Thom** - 0207 811 6446

**Thor – Z** - 0207 811 6457

**Payroll Email Address – [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk)**

- **Members HR**

0207 219 2080 / 0207 219 4140 / [membershr@parliament.uk](mailto:membershr@parliament.uk)

- **Employee Assistance Programme (EAP) – External Provider; Health Assured** - 0800 030 5182

All staff employed by MPs have access to the Employee Assistance Programme. This is a free and confidential service accessible 24 hours a day. Or call Members HR for details of the services offered by Health Assured, or if you need assistance with booking a service such as an Occupational Health assessment.

- **MAPSA - The Members and Peers Staff Association**

Please email [mapsa@parliament.uk](mailto:mapsa@parliament.uk)

- **Unite** - <http://unitepsbranch.org/contact-us/>

- **Acas Helpline number**

0300 123 1100

- **Legal and General – MPs' Staff Pensions**

0345 070 8686 (Pin 43)

8.30am – 7pm Monday – Friday

9am – 12pm Saturday

- **House Of Commons Pension Unit – MPs' Staff Death In Service Benefit**

0207 219 5759

- **House of Commons Pensions Unit – MP's**

0207 219 1356

- **RPMI – MP's Pension Provider**  
0845 555 3377

### **Recruitment/employment guidance links**

ACAS - Recruitment

<http://www.acas.org.uk/index.aspx?articleid=1371>

ACAS – Holidays and holiday pay

<http://www.acas.org.uk/index.aspx?articleid=806>

ACAS – Terminating employment – notice periods and pay

<http://www.acas.org.uk/index.aspx?articleid=1650>

ACAS – Discipline

<http://www.acas.org.uk/index.aspx?articleid=1774>

ACAS – Redundancy

<http://www.acas.org.uk/index.aspx?articleid=1611>

ACAS – Managing absence

<http://www.acas.org.uk/index.aspx?articleid=1566>

ACAS – Health and wellbeing

<http://www.acas.org.uk/index.aspx?articleid=1361>

ACAS – How to manage performance

<http://www.acas.org.uk/index.aspx?articleid=2927>

ACAS – Disputes and problems at work

<http://www.acas.org.uk/index.aspx?articleid=1364>

Gov.uk – Redundancies, dismissals and disciplinarys

<https://www.gov.uk/browse/working/redundancies-dismissals>

Gov.uk – Raise a grievance at work

<https://www.gov.uk/raise-grievance-at-work>

Gov.uk – Dismissal: your rights

<https://www.gov.uk/dismissal>

Gov.uk – Disciplinary procedures and action against you at work

<https://www.gov.uk/disciplinary-procedures-and-action-at-work>

Gov.uk – Redundancy: your rights

<https://www.gov.uk/redundant-your-rights>

Gov.uk – Workplace bullying and harassment

<https://www.gov.uk/workplace-bullying-and-harassment>

Gov.uk – Making staff redundant

<https://www.gov.uk/staff-redundant>

Gov.uk – Statutory Maternity Pay and Leave: employer guide

<https://www.gov.uk/employers-maternity-pay-leave>

Gov.uk – Statutory Paternity Pay and Leave: employer guide

<https://www.gov.uk/employers-paternity-pay-leave>

Gov.uk – Statutory sick pay (SSP): employer guide

<https://www.gov.uk/employers-sick-pay>

Gov.uk – Statutory Adoption Pay and Leave: employer guide

<https://www.gov.uk/employers-adoption-pay-leave>

Gov.uk – Shared Parental Leave and Pay: employer guide

<https://www.gov.uk/shared-parental-leave-and-pay-employer-guide>

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