

GENERAL  
ELECTION

2017



# IPSA General Election Guidance for MPs

## Introduction

The General Election is a demanding time for MPs, and we want to help it to go as smoothly as possible for you and your staff.

This guidance explains how the Scheme rules apply to your activities before and after the Election for:

**MPs who are standing at the Election (pages 2 to 10); and  
MPs who decide to stand down (pages 11 to 17).**

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@theipsa.org.uk](mailto:info@theipsa.org.uk) and we will be happy to advise you.

**Annex 1** provides a quick guide to what claims can be made during the dissolution period.

**Annex 2** gives a summary of the budgets available for standing down, returning and new MPs.

There is a dedicated page on our website with information relating to the June 2017 General Election: <http://www.theipsa.org.uk/general-election/>. We will update this page in the run up to the Election with FAQs and other useful information, so please do check it regularly.

This guidance reflects the current edition of the *Scheme of MPs' Business Costs and Expenses*, which came into effect on 1 April 2017. You can view the Scheme on our website: <http://www.theipsa.org.uk/publications/scheme-of-mps-business-costs-expenses/>.

## Section 1: MPs STANDING AT THE GENERAL ELECTION

### BEFORE THE ELECTION – What happens in the run-up to the Election?

#### What happens to my salary?

- You will continue to receive your salary up to and including polling day. This will include the London Area Living Payment (LALP) or Additional LALP (for outer London MPs) if you currently receive these.
- If you chair a Select Committee or are a member of the Panel of Chairs, your salary for these activities will stop on the date of dissolution, 3<sup>rd</sup> May 2017.

#### What can I claim?

- A quick guide to what you can claim during the dissolution period is at Annex 1.
- As usual, you can only claim for costs that were for the performance of your parliamentary functions, and not for any party political or electoral activity. You can continue to use your Payment Card and direct payment options over the Election period but only for costs to support you in carrying out your parliamentary functions.
- After Parliament is dissolved on 3<sup>rd</sup> May, you can continue to claim your usual costs, subject to the following:
  - **OFFICE EQUIPMENT, IT AND FURNITURE:** From the dissolution of Parliament, you should only claim for office furniture, IT hardware and other capital equipment where there is an exceptional need. This is at your discretion and you do not need to apply to IPSA beforehand, but as normal all claims will be subject to review. We also expect you to have regard to the fundamental principles of the Scheme at all times.
  - **PARTY POLITICAL USE OF OFFICES AND PARTY POLITICAL ACTIVITY BY MPs' STAFF:** You may continue to use IPSA-funded costs and expenses (including parliamentary staff, your office, supplies and equipment funded by IPSA) in the normal way for your parliamentary functions. However you are **not** allowed to use any IPSA funds for electoral purposes. Any use of taxpayer funds for either party or candidate campaign purposes would be against the IPSA rules and may also be regarded as a donation by the Electoral Commission. IPSA is not a permissible donor for candidates, and so using any IPSA-funded business costs or expenses for your election campaign may be a criminal offence. For more guidance on this issue, see our further guidance on campaign activities: [http://www.theipsa.org.uk/media/1968/campaign-activities\\_guidance.pdf](http://www.theipsa.org.uk/media/1968/campaign-activities_guidance.pdf).
  - The above means that if you use your office for campaigning activities during office hours, you may only claim the proportion of the rent and utilities which relate to

your parliamentary work. Office supplies and equipment already funded by IPSA for parliamentary work may not be used for party political or electoral activities. You may, however, use these office supplies/equipment for parliamentary work during dissolution, e.g. for casework. If you have not yet claimed for supplies or equipment, you should only claim the amount which relates to your parliamentary functions.

- Similarly, if your staff undertake any party political activities, they cannot do this during working hours; they must choose one of the following options:
  - take paid leave;
  - take unpaid leave;
  - use accrued Time Off In Lieu; or
  - campaign outside their normal working hours.
- **STAFFING CHANGES:** There is no restriction on making staffing changes, including salary changes and/or employing new staff, during the dissolution period. However, you should be mindful of the fact that you may only have  $\frac{1}{4}$  of your staffing budget available if you lose your seat. (See “What if I lose my seat?” below for more information on pro-rated budgets.)
- **ACCOMMODATION:** You can claim for rental accommodation, hotel accommodation or associated costs in accordance with the normal rules of the Scheme during dissolution.
- **TRAVEL AND SUBSISTENCE:** During dissolution, you can continue to claim for travel if it is necessary for your parliamentary work. You can also claim for travel for your dependants and for your spouse or partner.
- Your staff can claim as normal for travel related to your parliamentary functions. Additionally, staff who normally work in Westminster and need to work in the constituency during dissolution may claim for travel between Westminster and the constituency office. They may also claim for journeys between their home and the constituency office. If they need to stay overnight in the constituency they may claim for hotels and other subsistence and for journeys into the MP’s constituency office.
- You cannot claim for costs for travel by you, your family members or your staff which is for campaigning or party political reasons.
- **SECURITY:** During dissolution, if you have specific security concerns you should contact your local police or the Parliamentary Liaison and Investigation Team. IPSA will continue to fund police-recommended security measures throughout dissolution, as well as existing security items or contracts.

### **What do I need to do?**

- You will be able to retain access to parliamentary email and network accounts this election. We will continue to use your parliamentary email address as the primary way of contacting you during dissolution.
- Make sure **you have downloaded the RSA soft token** onto a device that you will still be able to use during dissolution to access the online expenses system or a mobile device.
- If you wish to use your office for campaigning activities during office hours, you will need to cease your claims for rent or pro-rate them appropriately. If your rent is paid directly to your landlord by IPSA you will need to make a repayment.
- Similarly, you must let us know by the 15<sup>th</sup> of the month if any of your staff are going to take unpaid leave within the month to campaign, so we can adjust their pay.
- You also need to ensure that where you claim for a business expense or a cost, you only claim the amount which relates to your parliamentary functions. As usual, you must make claims within 90 days of incurring the cost.
- Make sure that any outstanding business you have with IPSA is up to date e.g. you have submitted all Payment Card reconciliation forms.
- Check your lease and/or service contracts and make sure you are able to give notice to end them should that be necessary. Remember that IPSA will not normally fund rental costs beyond the two-month winding up period for MPs who lose their seats.

### **How will IPSA support me?**

- Our phone lines are open from 10am to 5pm on Monday to Friday, so please call us on 020 7811 6400 if you have any questions, or email us on [info@theipsa.org.uk](mailto:info@theipsa.org.uk).
- We have also created a new General Election page on our website which includes all our more detailed guidance for MPs: <http://www.theipsa.org.uk/general-election/>.

## AFTER THE ELECTION – what happens if I am re-elected as an MP?

### What happens to my salary?

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

### What can I claim?

- From the day after polling day, 9<sup>th</sup> June 2017, you can claim your parliamentary costs as usual, within the Scheme rules. You will have budgets for the full year 2017-18 to cover costs since 1<sup>st</sup> April 2017.
- Please be aware that some rules will be different after the Election. Following our comprehensive review of the Scheme in 2016, IPSA announced a number of changes in March 2017, including some which take effect after the next General Election. The following rules will come into effect from 9<sup>th</sup> June 2017:
  - **Employment of connected parties:** IPSA will not fund the employment of new connected parties. This does not affect any connected parties who are employed as of the 8<sup>th</sup> June 2017. Their contracts will be honoured as long as they remain employed by the same MP.
  - **Associated costs:** The maximum amount claimable for 'associated costs' (e.g. utilities, council tax and other similar bills) for MPs who own their homes will reduce from £8,850 to £5,000 per year. This brings the maximum more in line with what the vast majority of MPs claim for associated costs.
  - **London Area Living Payment (LALP):** Non-London Area MPs will no longer be able to opt to receive LALP. This includes Non-London area MPs who were claiming LALP before 1 April 2017. From the 9<sup>th</sup> June, only London Area MPs will be eligible. Non-London Area MPs who have previously claimed LALP will only be eligible to claim for accommodation or associated costs, as well as for all travel between their constituencies and London.

### What do I need to do?

- If you have not already done so, **if you used your office for campaigning activities during office hours you must either adjust your claims for rent and utilities or repay the appropriate amount** for any rental payments which IPSA pays direct to your landlord.
- Similarly, **you must let us know if any of your staff undertook campaigning activities during paid IPSA time**, so we can make the necessary adjustments to claims and staff pay. Guidance on how to do this is on our website [http://www.theipsa.org.uk/media/1968/campaign-activities\\_guidance.pdf](http://www.theipsa.org.uk/media/1968/campaign-activities_guidance.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 immediately before and after the Election. So please call us on 020 7811 6400 if you have any questions, or email us on [info@theipsa.org.uk](mailto:info@theipsa.org.uk). We will have extended phone line hours after the Election, and from Monday 12<sup>th</sup> June our lines will be open from 9am to 6pm for a month.
- We will also be offering re-elected MPs and their staff the opportunity for refresher training on any aspect of making claims for business costs and expenses, and we will be running regular drop-in events.

## AFTER THE ELECTION – What happens if I lose my seat?

### What happens to my salary?

- On the last working day of June, we'll pay your salary up to and including polling day. We'll send a payslip to your home address by pay day, shortly followed by a P45 showing your earnings and tax paid during the year. You will receive a P11d for 2017-18.

### Will I receive other payments?

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

### What can I claim?

- Your existing budgets for office costs, staffing and accommodation will be pro-rated to one quarter of the full year, to cover the period between 1<sup>st</sup> April and polling day. Please refer to Annex 2 for a summary of budgets.
- You can claim any outstanding costs from the period before polling day within the Scheme rules.
- You will also have a **Winding Up budget**, from which you can claim the costs of winding up your parliamentary business for up to two months after the Election. The majority of your costs incurred after polling day must be allocated to the Winding Up budget, including: staff salaries and National Insurance costs; payments for untaken annual leave and pay-in-lieu-of-notice; other contractual liabilities for staff and offices/equipment (e.g. overtime worked, office rent); travel costs; costs incurred under your office lease; postage, stationery and telephone costs; data disposal; and removals from IPSA-funded office accommodation. These claims will be published in the usual way. You can find more details about Winding Up costs in the Scheme: <http://www.theipsa.org.uk/publications/scheme-of-mps-business-costs-expenses/>
- The current Winding Up budget limits are:
  - £57,150 for London Area MPs; and

- £53,950 for non-London Area MPs.
- You can also claim your residential accommodation rent, associated expenditure, or hotel accommodation, for up to a maximum of two months after polling day while you wind up your parliamentary business. These costs will be charged to the contingency fund, although you should claim them using a Winding Up claim form on the online expenses system.
- If you receive disability or security assistance, you can continue to claim on the same basis for up to two months.
- You will **not** be able to claim for the purchase of any new office equipment (including IT equipment) or furniture during the Winding Up period. If there is an exceptional need, you must apply to the contingency fund.
- You will **not** be able to employ new staff members or make increases to salaries during the Winding Up period.
- You can continue to use your Payment Card and direct payment facilities for costs to support you in carrying out your parliamentary functions, but please consider whether this is the best option. Using the Payment Card after the Election will delay how quickly you can wind up your affairs and we can pay your Loss of Office payment. For instance, if you use your card at the end of June, we won't receive the statement from Barclaycard until the beginning of August for you to reconcile.
- If your staff have completed two years' continuous service with the same MP by the time they cease to be employed, they will receive a redundancy payment, based on the number of completed years of continuous service (with the same MP). Staff on IPSA contracts will be entitled to **twice** their statutory redundancy entitlement; staff on non-IPSA contracts will normally be entitled to statutory redundancy, or what is stated in their contract. You can use [this calculator on the Gov.uk website](#) to help calculate staff redundancy payments.
- Once we have received the redundancy notices and Employee Leaver Forms (please see "What do I need to do?" below), we will make any redundancy payments to your staff and take them off the payroll at the appropriate time. Redundancy will be paid from the Contingency Fund, rather than your usual Staffing budget. Other costs such as employer pension contributions, overtime worked, untaken holiday and pay in lieu of notice will come from your Winding Up budget. (Please note that if you make staff redundant before the Election, the redundancy payments, as well as other costs, will be charged to your Staffing budget.)



## What do I need to do?

- We will use your parliamentary email address as the primary way of contacting you immediately after the Election to discuss next steps.
- If you have not already done so, **if you used your office for campaigning activities during office hours you must either adjust your claims for rent and utilities or repay the appropriate amount** for any rental payments which IPSA pays direct to your landlord. Similarly, **you must let us know if any of your staff undertook campaigning activities during paid IPSA time**, so we can make the necessary adjustments to staff pay.
- Before you can conclude your affairs with IPSA and receive your Loss of Office Payment (or remaining part of it), you must do the following:
  - **Make your staff redundant.** For advice on the process of making staff redundant, please contact the Members' HR service which provides HR advice to MPs in their role as employers ([membershr@parliament.uk](mailto:membershr@parliament.uk) or 020 7219 2080). There is also some guidance on the IPSA website about giving staff notice when it is as the result of a General Election: <http://www.theipsa.org.uk/ipsa-for-mps/guidance/>.
    - It is important to consult staff prior to issuing any notice of redundancy, even if in practice there is no alternative but to dismiss them on grounds of redundancy. Failure to do so could lead to your incurring additional costs or risk a claim against you for unfair dismissal at an Employment Tribunal.
    - Following consultation, you will need to issue notices of redundancy to your staff, and these must confirm the redundancy payments they will receive.
    - You should give your staff notice of redundancy at a point which allows you to wind up your affairs effectively and minimises the cost of pay-in-lieu-of-notice to the taxpayer.
  - When this process is complete, **you need to send us (a) redundancy notices and (b) an Employee Leaver Form for each member of staff** so we can make any redundancy payments to your staff and take them off the payroll at the appropriate time.
  - **Wind up your parliamentary business, including your office.**
  - **Check the notice periods for any office or accommodation leases, service contracts and equipment lease agreements you have and give notice as soon as you can.** IPSA will not pay any costs beyond the Winding Up period. You then need to let us know when you intend to leave your office and/or accommodation. If you

receive any refunds for contracts or leases for which IPSA has already paid, these should be passed to IPSA.

- **Ensure you repay any outstanding amounts to us** (e.g. deposit loans) promptly. You can ask for outstanding money owed to IPSA to be deducted from your Loss of Office Payment in order to expedite the process.
- **Submit all claims and evidence as soon as possible** so we can pay them to you.
- **Submit any outstanding Payment Card reconciliations.** As above, please bear in mind that using your Payment Card after the Election could delay how quickly we can pay your Loss of Office payment.
- **Make sure you complete any other administrative tasks.**
- You may transfer IPSA-funded office equipment and furniture to your successor or another MP. If you choose not to do this and you make a profit from disposing of your equipment, you should refund this to IPSA. Alternatively, you can choose to donate equipment to a charity of your choice. You can claim any disposal costs from your Winding Up budget. You should comply with the Data Protection Act when disposing of any equipment.

#### **How will IPSA support me?**

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

## Section 2: MPs STANDING DOWN AT THE GENERAL ELECTION

### BEFORE THE ELECTION – 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, 3<sup>rd</sup> May 2017.

#### What can I claim?

- A quick guide to what you can claim during the dissolution period is at Annex 1.
- As usual, you can only claim for costs that were for the performance of your parliamentary functions, not any party political or electoral activity.
- Your existing budgets for accommodation, office costs and staffing will be pro-rated to a quarter of the full year, to cover the period between 1<sup>st</sup> April and 8<sup>th</sup> June 2017. (Please refer to Annex 2 for a summary of budgets.) You will still have 90 days to submit your claims.
- In the run-up to and during dissolution, you can claim your usual costs, subject to the following:
  - **OFFICE EQUIPMENT, IT AND FURNITURE:** From the dissolution of Parliament on 3<sup>rd</sup> May 2017, you should only claim for office furniture, IT hardware and other capital equipment where there is an exceptional need. This is at your discretion and you do not need to apply to IPSA beforehand, but as normal all claims will be subject to review. We also expect you to have regard to the fundamental principles of the Scheme at all times.
  - **PARTY POLITICAL USE OF OFFICES AND PARTY POLITICAL ACTIVITY BY MPs' STAFF:** You may continue to use IPSA-funded costs and expenses (including parliamentary staff, your office, supplies and equipment funded by IPSA) in the normal way for your parliamentary functions. However you are **not** allowed to use any IPSA funds for electoral purposes. Any use of taxpayer funds for either party or candidate campaign purposes would be against the IPSA rules and may also be regarded as a donation by the Electoral Commission. IPSA is not a permissible donor for candidates, and so using any IPSA-funded business costs or expenses for your election campaign may be a criminal offence. For more guidance on this issue, see our guidance on campaign activities: [http://www.theipsa.org.uk/media/1968/campaign-activities\\_guidance.pdf](http://www.theipsa.org.uk/media/1968/campaign-activities_guidance.pdf).

- The above means that if you use your office for campaigning activities during office hours, you may only claim the proportion of the rent and utilities which relate to your parliamentary work. Office supplies and equipment already funded by IPSA for parliamentary work may not be used for party political or electoral activities. You may, however, use these office supplies/equipment for parliamentary work during dissolution, e.g. for casework. If you have not yet claimed for supplies or equipment, you should only claim the amount which relates to your parliamentary functions.
- Similarly, if your staff undertake any party political activities, they cannot do this during working hours; they must choose one of the following options:
  - take paid leave;
  - take unpaid leave;
  - use accrued Time Off In Lieu; or
  - campaign outside their normal working hours.
- **STAFFING CHANGES:** There is no restriction on making staffing changes, including salary changes and/or employing new staff, during the dissolution period. However, you will only have ¼ of your staffing budget available until the Election.
- **ACCOMMODATION:** You can claim for rental accommodation, hotel accommodation or associated costs in accordance with the normal rules of the Scheme during dissolution.
- **TRAVEL AND SUBSISTENCE** During dissolution, you can continue to claim for travel if it is necessary for your parliamentary functions. You can also claim for travel for your dependants and for your spouse or partner.
- Your staff can claim as normal for travel related to your parliamentary functions. Additionally, staff who normally work in Westminster and need to work in the constituency during dissolution may claim for travel between Westminster and the constituency office. They may also claim for journeys between their home and the constituency office. If they need to stay overnight in the constituency they may claim for hotels and other subsistence and for journeys to the MP's constituency office.
- You cannot claim for costs for travel by you, your family members or your staff which are for campaigning or party political reasons.
- **SECURITY:** During dissolution, if you have specific security concerns you should contact your local police or the Parliamentary Liaison and Investigation Team. IPSA will continue to fund police-recommended security measures throughout dissolution, as well as existing security items or contracts.

- 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 example, if you use your card at the end of May, we won't receive the statement from Barclaycard until the beginning of July for you to reconcile.

### 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.
- You will also need to 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 Members' HR service, which provides advice to MPs in their role as employers ([membershr@parliament.uk](mailto:membershr@parliament.uk) or 020 7219 2080). There is also some guidance on the IPSA website about giving staff notice when it is as the result of a General Election: <http://www.theipsa.org.uk/ipsa-for-mps/guidance/>
  - It is important to consult staff prior to issuing any notice of redundancy, even if in practice there is no alternative but to dismiss them on grounds of redundancy. Failure to do so could lead to 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.
  - You should give your staff notice of redundancy at a point which allows you to wind up your affairs effectively and minimises the cost of pay-in-lieu-of-notice to the taxpayer.
- When this process is complete, you need to send us **(a) redundancy notices** and **(b) an Employee Leaver Form** for each member of staff so we can make any redundancy payments to your staff and take them off the payroll at the appropriate time.
- **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. IPSA will only fund rental costs until the end of the Winding Up period.

- **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 15<sup>th</sup> 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: [http://www.theipsa.org.uk/media/1968/campaign-activities\\_guidance.pdf](http://www.theipsa.org.uk/media/1968/campaign-activities_guidance.pdf).
- Start making 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 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 will aim to meet 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. Please do call to arrange a meeting on 020 7811 6400 or email [info@theipsa.org.uk](mailto:info@theipsa.org.uk).
- Meetings will be with your IPSA Account Manager 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@theipsa.org.uk](mailto:info@theipsa.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. You will also later receive a P11d for 2017-18.

### Will I receive any other payments?

If you are standing down rather than having lost your seat, you will not receive any Loss of Office payment.

### What can I claim?

- You can claim any outstanding costs from the normal budgets for the period up to polling day in accordance with the Scheme rules. As normal, you will have 90 days from when you incurred the costs to make claims.
- You will also have a **Winding Up budget**, from which you can claim the costs of winding up your parliamentary business from polling day and for up to two months after. These costs include staff salaries and National Insurance costs; payments for untaken annual leave and pay-in-lieu-of-notice; other contractual liabilities for staff and offices/equipment (e.g. 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; data disposal; and removals from IPSA-funded office 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: <http://www.theipsa.org.uk/publications/scheme-of-mps-business-costs-expenses/>.
- The current Winding Up budget limits are:
  - £57,150 for London Area MPs; and
  - £53,950 for non-London Area MPs.
- You can also claim your 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 may **not** claim for the purchase of any new office equipment (including IT equipment) or furniture during the winding up period. If there is an exceptional need, you will have to apply to the Contingency Fund.
- You will **not** be able to employ new staff members or make increases to salaries during the Winding Up period.
- You can continue to use your Payment Card and direct payment facilities for costs to support you in carrying out your parliamentary functions but please consider whether this is the best option. Using the Payment Card after the Election will delay how quickly you can wind up your affairs. For instance, if you use your card at the end of June, we won't receive the statement from Barclaycard until the beginning of August. You will then need to complete the reconciliation form and wait for us to process it.
- If your staff have completed two years' continuous service with the same MP by the time they cease to be employed, they will receive a redundancy payment, based on the number of completed years of continuous service. Staff on IPSA contracts will be entitled to **twice** the statutory redundancy entitlement; staff on non-IPSA contracts will normally be entitled to statutory redundancy, or what is stated in their contract. You can use [this calculator on the Gov.uk website](#) to help calculate staff redundancy payments.
- Once we have received the redundancy notices and Employee Leaver Forms (please see "What do I need to do?" below), we will make any redundancy payments to your staff and take them off the payroll at the appropriate time. Redundancy payments as a result of winding up will be paid from the Contingency Fund. Other costs, including employer pension contributions, overtime worked, untaken holiday and pay in lieu of notice, will be charged to your Winding Up budget. (If you made your staff redundant and they finished working before the Election, but it was as a result of your standing down, the redundancy payment would still come from the Contingency Fund.)

### 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 for 2017-18. This document summarises certain expenses paid to you by IPSA and provides the details you need to complete the Parliament pages of your tax return. We will also continue to publish data about your business costs and expenses until November 2017; we'll need to send this information to you so you can check it first.
- If you have not already done so, **if you used your office for campaigning activities during office hours you must either adjust your claims for rent and utilities or repay the appropriate amount** for any rental payments which IPSA pays direct to your landlord.



Similarly, **you must let us know if any of your staff undertook campaigning activities during paid IPSA time**, so we can make the necessary adjustments to staff pay. Guidance on how to do this is on our website: [http://www.theipsa.org.uk/media/1968/campaign-activities\\_guidance.pdf](http://www.theipsa.org.uk/media/1968/campaign-activities_guidance.pdf)

- Complete the process of making staff redundant (see page 13). **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. You should do this as soon as possible after the Election and once you have consulted with staff, ensuring that you will have adequate support to allow you to wind up your affairs.
- 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?**

- As above, we will aim to meet 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. Please do call to arrange a meeting on 020 7811 6400 or email [info@theipsa.org.uk](mailto:info@theipsa.org.uk).
- Meetings will be with your IPSA Account Manager and Payroll Officer, 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 have extended phone line opening hours following the Election, so we can resolve your queries quickly.

## Annex 1

### At a glance: Claims during the dissolution period

<p><b>Travel</b></p>	<ul style="list-style-type: none"> <li>• MPs and staff members can claim for travel as normal, as long as it is for parliamentary work and not campaigning.</li> <li>• Staff who usually work in Westminster can claim for travel to work in the constituency and for hotel costs if they need to stay overnight.</li> <li>• Spouse/partner and dependant travel is as normal.</li> </ul>
<p><b>Staffing</b></p>	<ul style="list-style-type: none"> <li>• Staff salaries are paid as normal, but staff members <u>cannot</u> undertake campaigning or party political activity during working hours.</li> <li>• If any staff want to campaign, they can take paid or unpaid leave, or do so outside of working hours.</li> <li>• You can make changes to your staffing if necessary, but bear in mind that you may only have ¼ of the budget available if you lose your seat.</li> </ul>
<p><b>Office costs</b></p>	<ul style="list-style-type: none"> <li>• Office costs such as rent, utilities and supplies can be claimed as normal.</li> <li>• However, if any office space is used for campaigning, only a proportion of the rent and utilities can be claimed.</li> <li>• You should not use <u>any</u> IPSA-funded equipment or office supplies for campaigning.</li> <li>• You should only purchase office furniture, IT hardware and other capital equipment <u>where there is an exceptional need</u>.</li> </ul>
<p><b>Accommodation</b></p>	<ul style="list-style-type: none"> <li>• Accommodation costs (rental payments, hotels and associated costs) can be claimed as normal.</li> </ul>
<p><b>Security</b></p>	<ul style="list-style-type: none"> <li>• If you have specific security concerns you should contact your local police or the Parliamentary Liaison and Investigation Team.</li> <li>• IPSA will continue to fund police recommended security measures throughout dissolution. IPSA will continue to pay for existing security items or contracts.</li> </ul>

Note: If you are standing down or you lose your seat, your staffing, office costs and accommodation budgets will be pro-rated to ¼ of the full year (see Annex 2).

## Annex 2: Summary of budgets

Budget heading	Area	Returning MPs (Full 2017-18 budget)	Departing MPs (¼ pro-rated)	New MPs (10 months pro- rated)
Accommodation Expenditure – Rental costs	London Area	<b>£22,760</b>	<b>£5,690</b>	<b>£18,967</b>
	Outside London Area	<b>£15,850</b>	<b>£3,963</b>	<b>£13,209</b>
Accommodation – Associated Expenditure only	(Non- London Area MPs only)	<b>£5,963</b> 3 months @ £8,850 per year pre-election 9 months @ £5,000 per year post- election	<b>£2,213</b> 3 months @£8,850 per year	<b>£4,167</b> 10 months @ £5,000 per year
Office Costs <sup>1</sup>	London Area MP	<b>£26,850</b>	<b>£6,713</b>	<b>£28,375</b> incl. £6,000 start-up supplement
	Non-London Area MP	<b>£24,150</b>	<b>£6,038</b>	<b>£26,125</b> incl. £6,000 start-up supplement
Staffing	London Area MP	<b>£161,550</b>	<b>£40,388</b>	<b>£134,625</b>
	Non-London Area MP	<b>£150,900</b>	<b>£37,725</b>	<b>£125,750</b>
Winding Up	London Area MP	N/A	<b>£57,150</b>	N/A
	Non-London Area MP	N/A	<b>£53,950</b>	N/A
London Area Living Payment (LALP)	For eligible MPs	<b>£3,820</b>	<b>£955</b>	<b>£3,184</b> (London Area MPs only)
Additional LALP	For eligible MPs	<b>£1,350</b>	<b>£338</b>	<b>£1,125</b> (Outer London Area MPs only)
Rental accommodation uplift for MPs with caring responsibilities	Per eligible dependant per year (max of 3 uplifts)	<b>£5,435</b>	<b>£1,359</b>	<b>£4,530</b>

<sup>1</sup> The annual Office Costs budgets are £700 less than originally announced in March 2017, because the House of Commons has decided to retain its broadband contract for MPs.