FAQs for MPs who have lost their seat

If you are not re-elected, you will have two months after the election (known as the Winding-Up period) in which to settle your parliamentary affairs and we will be on hand to help you through the process.

Please find below answers to some frequently asked questions, but do please get in touch if you need further guidance or help.

**BUSINESS COSTS, EXPENSES BUDGETS and WINDING-UP BUDGET**

How much is my Winding-Up budget?
The Winding-Up budget is £57,150 for London Area MPs and £53,950 for Non-London MPs.

Can I carry forward money from my normal budgets to the Winding-Up budget?
No, costs incurred before the election will be charged to your normal budgets. Costs incurred after the election will be charged to your Winding-Up budget.

What if I overspend my Winding-Up budget?
We expect you to manage within the budget provided. However, if there are exceptional circumstances that take you over your Winding-Up budget, you may apply to our Contingency Panel for additional funding (please note that additional funding is not guaranteed). The contingency application form can be found on our public website www.parliamentarystandards.org.uk.

When can I start using my Winding-Up budget?
The day after the election (8 May).

How long can I incur costs from the Winding-Up budget?
You can incur costs from the Winding-Up budget up to two months after the Election. The final day of the Winding-Up budget is 8 July.

How do I track my Winding-Up budget?
You can access reports on the online expenses system. The ‘Summary of Expenditure’ report is useful to track all of your budgets.

Does Pay In Lieu Of Notice (PILON) payments come from the Winding-Up budget?
Yes, PILON and all other staffing costs, apart from redundancy (see below), come from the Winding-Up budget.

Do my staff redundancy payments come from the Winding-Up budget?
No, they come from the Contingency budget, which is uncapped.

Can I claim my accommodation cost from the Winding-Up budget?
You may claim your accommodation costs on the Winding-up claim form, however the amounts do not affect your Winding-up budget. The costs are taken from the Contingency budget, which is uncapped.

What can I claim under the Winding-Up budget?
- Salary and National Insurance (NI) costs for any staff who continue to work for you (for up to a maximum of two months after you leave Parliament);
- other contractual liabilities for staff, for the period after the date of the General Election, such as any employer pension contributions, overtime worked, untaken holiday and Pay In Lieu Of Notice;

- contractual liabilities for offices and/or equipment, such as office rent and utility bills for the notice period;

- travel costs where necessary for the completion of parliamentary functions, with evidence that the travel was for the purpose of closing down such functions;

- any costs reasonably incurred under the terms of an office rental agreement, such as the costs of redecorating the office and making good dilapidations;

- postage, stationery and telephone costs, subject to the rules in Chapter Six of the Scheme, with evidence that the claim relates to the conclusion of parliamentary functions;

- the costs of removing items such as furniture from your office;

- other associated costs, such as the shredding of confidential waste or cleaning the hard disk of any IT equipment, which has been purchased under the Scheme;

- the costs, including removal costs, of leaving any accommodation funded under the Scheme, but excluding redecoration and cleaning costs.

**SALARY, REDUNDANCY and STAFF MEMBERS**

**As a departing MP, will I get paid after the election?**
Your basic MP salary will be paid up to and including polling day, and you will receive your final salary payment at the end of May (the gross payment for May will be £1,330.55). After the Election you will no longer be an MP, so by law you will not receive any further salary payments from IPSA.

**Will I get a resettlement payment?**
Yes, you will receive a resettlement payment. You will receive one month’s pay for every completed year as an MP. This is capped at 6 months, and the first £30,000 is not taxable. Your resettlement payment will be paid once you have completed all the tasks listed on the checklist in your Winding-Up pack.

**When do I get my P45?**
The week after your final pay day.

**I have some questions about my pensions. Who do I contact?**
The House of Commons Pensions Unit: pensionsmp@parliament.uk or 020 7219 2106.

**What if I start a new job immediately after the election? Who will look after my staff and close down my office?**
You are responsible for the closing down of your office and for making your staff redundant, so you will need to make time for these tasks immediately after the Election.

**What happens to my staff?**
You will have to make your staff redundant. The Members’ HR Advice Service in the House of Commons are best placed to advise you on this process because they can offer individual and confidential advice on employment matters. Please contact membersHR@parliament.uk or ext 2080.
What role does IPSA play and what role does the Members’ HR Advice Service play?
IPSA run the payroll and Members’ HR, which is part of the House of Commons, provide HR advice. We work together to provide you with the information you need, but you should be aware that IPSA is unable to provide HR assistance.

Until when will my staff members be paid?
Staff members will be paid up to two months after the Election (the last day being 8 July), depending on when you make them redundant.

What if something happens to one of my staff during the Winding-Up period?
Please speak to the Personnel Advice Service in the House, who would be best placed to give you advice. You would be allowed to recruit a temporary member of staff if needed and put them on the IPSA payroll.

Will my staff still get a redundancy payment if they become an MP, or move on to work for another MP?
Yes, they will receive their redundancy payment.

Will my staff have continuity of service if they work for a new MP?
No, as it is a new employment. The staff member will need to be put on a new contract and job description for the new MP.

What can you offer my staff in terms of helping them through the process of redundancy?
There is an Employee Assistance Programme (EAP) – which is a confidential helpline by Health Assured, where staff can discuss personal and professional issues. Health Assured can be contacted on: 0800 030 5182.

What if my staff have questions about pensions?
They should contact Aviva and Friends life on: Aviva on 0845 304 11 22 or Friends Life on 0845 300 3172.

Can I pay a ‘golden goodbye’ bonus to my staff?
No.

Can I give a Reward and Recognition payment after the election?
No.

CLAIMS, CONTRACTS and LEASES

Can I claim travel to Westminster after the election?
Yes, as long as it is for the purpose of winding-up your parliamentary functions. You should claim these costs from the Winding-Up budget.

What if I share with someone else who’s staying in the property after the election?
You should extricate yourself from the lease and arrange final payment of your share, such as by obtaining a final invoice from the landlord. You can then submit the invoice to IPSA for payment.

I have a deposit loan from IPSA, do I need to ask the landlord for the money back or will you?
You will need to ask the landlord for the deposit to be returned to you, so you can pay us back.

What if my deposit isn’t refunded to me in full by my landlord?
We still expect the full amount of the deposit to be returned to us.

Can I use my Payment Card to pay for bills?
You can use your Payment Card up until 8 July 2015. However, when you make purchases on the Payment Card, the reconciliation form does not appear in your online account until a month later. You will then need to complete the form, submit it to us and wait for us to process it. Please be mindful of this when using your card, as this process can delay you receiving your resettlement payment. For this reason, we recommend you do not use your payment card, if at all possible.
My office lease states that I need to cover the cost of ‘making good dilapidations’. Will this cost be covered by my budgets?

If it is a requirement of your office lease, you can claim for the cost of making necessary changes to your office. You should be careful not to cover costs of improvements which go beyond the terms of your lease. This will be charged to your Winding-Up budget.

What if I have a dispute with the landlord about these ‘dilapidations’? Can you provide any advice?

If you need to, you may claim the costs of seeking legal advice about the dispute but we can’t provide any advice.

Can I cover the cost of professionally cleaning my constituency office?

Yes, you can under the Winding-Up budget. Please note that you cannot claim for professional cleaning for your IPSA funded accommodation.

I have a contract (this includes both rent and commercial leases) with a notice period that runs past the winding-up period (8 July). Will IPSA pay the amount in full?

If you are not re-elected, and have notice periods past 8 July, you should try to negotiate with the company/landlord to only pay up until that date. If you are unable to negotiate with your landlord, please speak with your IPSA Election Contact to discuss this further.

If I have to cancel my lease for office equipment early, will you pay any termination fees?

Yes, if you can demonstrate that these costs were unavoidable.

When should I give notice to my office and accommodation landlords?

Please inform your landlord as soon as possible, as we will only pay rent up until 8 July. If you are having issues with your notice period, please speak with your IPSA Election Contact. If you are on direct rental payments, please let us know so we can stop the payments. Alternatively, if you are intending to keep your office and/or accommodation on past 8th July, let your IPSA Election Contact know.

What happens to my IT equipment?

All House-owned equipment (including laptops) will be collected by PICT. Once PICT have collected the equipment, all remaining data will be securely wiped. If you purchased equipment from your IPSA budgets, we would encourage you to pass it on to either the next MP, donate it to charity, keep it or sell it and send the sum to us. You should not return any equipment to us.

For information on which items are on loan or bought, please contact Andrew Morrison from PICT on 0207 219 8808.

Can I claim for data cleansing of IPSA purchased computers and laptops?

Yes, you can claim this from your Winding-Up budget.

Can I claim for removal costs?

You can claim for removal costs from your Westminster office to your constituency and also from your constituency office to another location. You may also claim removal costs from your accommodation if funded by IPSA, to another location. If necessary, temporary storage costs can also be claimed while you close down your offices. The costs can be claimed from your Winding-Up budget if they occur after the election.

What happens to my Employment Practice Liability insurance contract with Jelf?

For more information on this, please contact your election contact directly.