



HOUSE OF LORDS

Clerk of the Parliaments

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Member's Name

Address

Also by email to: Insert email

XX Month 2021

Dear Member's Name,

Appointment to the House of Lords

I would like to congratulate you on your appointment as a Member of the House of Lords.

I enclose a *Guidebook for new Members of the House of Lords*, which explains the introduction process and what you can expect in your first days and weeks in the House, although some of these processes have been adapted in the light of the current restrictions imposed by the pandemic. The Guidebook is the first part of a familiarisation programme which we offer to all new members. This programme is intended to complement the information provided by the political parties and the Convenor of the Crossbench Peers.

The first step is for you to settle with Garter King of Arms the title of your peerage. The Crown Office will then be in touch about the preparation of your Letters Patent and to agree a date for your introduction to the House.

Once the title of your peerage is decided the next stage of the process is for you attend a series of briefings. This will include a session with me and meetings with:

- The Registrar of Lords' Interests (Tom Wilson) who will explain the Code of Conduct;
- Black Rod (Sarah Clarke). Black Rod's Department will be your primary source of information in relation to the preparations for your introduction. Her office will also process your application for a security pass for the Parliamentary Estate; and
- The Parliamentary Digital Service to discuss your computing and telephone needs.

My office will be in touch with you to arrange a suitable time for these meetings to take place. Due to the current restrictions in London and the South East, the expectation is that these briefings will take place remotely.

Introduction Ceremony

Whilst the above briefings can be held remotely, you will need to attend to the Estate for your introduction ceremony in due course. Some changes have been made to the ceremony in the light of the current situation. In particular, you are not currently able to bring guests onto the Estate or into the Chamber and your supporters may participate virtually, if they wish.

Code of Conduct

I also enclose a copy of the Code of Conduct. At your introduction ceremony you are required to sign an undertaking to abide by the Code and this includes the provisions of the Behaviour Code for Parliament (also enclosed). It might also be helpful to mention now that:

- Under the Code you will need to register certain interests within four weeks following your introduction; and
- All new members must attend a 'Valuing Everyone' training session within three months of their introduction. These two-hour workshops are for members of both Houses and are part of a wider package of measures to address bullying and harassment. The sessions are currently held virtually.

Finally, I should perhaps explain that you will not be able to use the House of Lords facilities for members until you have been formally introduced in the House.

I look forward to meeting you in due course. If you have any questions in the meantime, please do contact my office on clerkoftheparliamentsoffice@parliament.uk or 0207 219 3181.

Yours sincerely,

Ed Ollard

Clerk of the Parliaments

Enclosures:

Code of Conduct

Guidebook for new Members of the House of Lords

Registration of Lords' financial and other interests form

Registration form for House of Lords Members' staff