

Essential Information for Members

This sheet sets out information on how to participate in proceedings and the facilities available on the Estate from 2 September 2020.

Participation in Hybrid Proceedings

- **Guidance on the Procedure in the Hybrid House**
 - The most up to date iteration of the **Procedure Committee's Guidance** sets out the rules and guidance for hybrid proceedings in the Chamber and Grand Committee.
 - Much of the operation of the hybrid House is through pre-agreed speakers' lists. **Information about how to sign up to debates, and the deadlines for forthcoming business** can be found on the [Government Whips Office](#).
 - Advice on **amendments and participating in legislative proceedings** can be obtained from the Legislation Office on 020 7219 3153 or hlpublicbills@parliament.uk.
- **Remote voting**
 - [Guidance](#) on the process and technology is available.
- **Technical Guidance and support**
 - The Parliamentary Digital Service has produced a series of [user guides](#) on remote working and how to access the Parliamentary network.
 - Technical information on how to sign up and use Zoom for virtual proceedings is [here](#).
- **Eligibility for Allowances** is governed by the Resolution of the House of 22 July 2020.
 - [Guidance](#) on the new system from September 2020 is now available. Forms for the new system are being developed and will be available in September.
 - Members are asked to email scans or clear photographs of their claims to HLMembersFinance@parliament.uk. Only the page that details attendance needs to be scanned and submitted, but please also post the original claim form, marked "previously submitted electronically" to Members' Finance, together with any travel receipts or other documentation.
 - The team will answer queries by email at HLMembersFinance@parliament.uk and telephone 0207 219 6096.
- **On the day information**
 - If you sign up to participate in an item of business virtually you will receive an email from HL Virtual Proceedings which will contain key information about participation.
 - You can find the **order and timing of business** on the [Order Paper](#) and the **order of speakers** (other than for amending stages of Bills) on [Today's List](#).
 - If you need assistance on the day you can contact the Virtual Proceedings Team on [REDACTED] or phone 020 7219 [REDACTED].
 - If you are in the Chamber, you can pass a note to the Clerk at the Table or (preferably) email questiondiary@parliament.uk.

Facilities on the Estate

If you are on the Estate, please make sure you:

- Keep at least two metres between you and others (apart from in the Grand Committee Room).
- If you cannot avoid close contact, try not to face each other directly.
- Avoid crowded spaces and be considerate of others.
- Wash your hands regularly, or use the hand sanitiser stations if you are not close to hand washing facilities.

Catering and retail

The layout of some outlets will change so that more than one person can sit at a table.

River Restaurant	07:30 to 20:00 on sitting days; 07:30 to 14:30 on non-sitting days.	Tables will be for one person only in the main restaurant, and tables for two or more people will be set up in the Cholmondeley Room. It will also be possible for House of Lords members and administration/bicameral staff to eat in small groups on the Terrace. The bar will remain closed.
Peers' Dining Room	Breakfast, Lunch, Afternoon tea, and dinner on sitting days	Changes to the layout of the room to incorporate tables that can seat two or more people. The initial set up will be in the guest part of the Dining Room only.
Peers' Guest Room	10:00 to 30 minutes after House up.	No changes to the current layout.
Millbank House	08:30 to 15:30 (sitting and non-sitting days)	
Barry Room, Bishops' Bar, and Woolsack Bar	Closed	

- Banqueting services will not re-open due to the difficulties of social distancing in banqueting spaces.
- The gift shop will be open 11:00 to 16:00.

All venues will only accept card payments (no cash).

Smoking area

The smoking area on the Terrace will remain closed, please use Black Rod's Garden.

Access to the Estate

Guests

There will be no change to the restriction on bringing visitors and guests onto the Estate. Access to the estate will be limited to passholders and those with essential business need.

Pass Office

The Pass Office at Black Rod's Garden Entrance will re-open. Opening hours will be confirmed after the summer recess.

Parking

Members can part in Peers' Car Park from the 1 September (Peers' Car Park will be closed over the summer recess).

Members' Office and Working Spaces

- During the summer recess, the Facilities team will assess members' offices and provide guidance will be displayed in each office on how many people can use each office whilst maintaining two metre social distancing.
- Members who are unable to use their offices may work in the following spaces:

Palace of Westminster	Salisbury Room Peers Writing Room Royal Gallery Library Barry Room Attlee Room Home Room
Millbank House	Ground Floor: Library reading room and e-library First Floor, Rooms 1.02; 1.03; 1.05; 1.06; 1.09; Archbishops' Room. Second Floor: 2.03 Third Floor: 3.20; 3.59
Other	Old Palace Yard, ground floor, room 0-05

- These rooms have been set up to allow members to work while maintaining social distancing. Information on how to use the room will be provided in each room.
- This list will be kept under review and further spaces provided if there is demand.

Meeting Rooms

- A limited number of meeting rooms will set up as hybrid meeting rooms to allow video conferencing. These can be booked by contacting the room bookings team on holroombookings@parliament.uk or 0207 219 7921.

Palace of Westminster	TV Interview Room
Millbank House	Ground Floor, Room 32 First Floor, Room 1.15

Procedural Services

Library

A virtual, remote enquiry service will continue to be provided for enquiries from 09:30 to 22:00 - e-mail hllibrary@parliament.uk or telephone 020 7219 5242 (information & advice) or 020 7219 6185 (research). Newspapers, journals and e-books can be accessed online. Book loans are available to members – contact the remote service (hllibrary@parliament.uk).

Printed Paper Office

The office will be open 09:00 to 18:00, but papers will be available in the Royal Gallery for collection (as now) due to the narrow space in the PPO.

The Office will continue to post some key procedural documents to members. The following documents will be available:

1. Bills, explanatory notes and statutory instruments subject to scrutiny by the House;
2. House of Lords select committee reports and joint committee reports published this Session; and
3. Command papers where there is a debate in the House scheduled.

Members may request one copy of named papers by emailing printedpaperoffice@parliament.uk at least three sitting days before the proceeding to which the papers relate.

Table Office and Public Bill Office

The Table Office will only be receiving business electronically or via telephone. The Office can be contacted on 020 7219 3036 or minute@parliament.uk.

The Public Bill Office will only be receiving business electronically or via telephone. Office hours are 10:00-18:00; the deadline for tabling amendments is 16:00. The Office can be contacted on 020 7219 3153 or hlpublicbills@parliament.uk.

Digital Guidance and Support

Digital support

The Parliamentary Digital Service (PDS) drop-in remains closed and there are fewer engineers on site. If you need IT help or have any digital queries, please continue to contact the Digital Service Support Desk on 020 7219 2001 or via [Digital Support Online](#).

Internet connection

The Parliamentary Digital Service has resumed Wi-Fi improvement work across the Parliamentary Estate and has been working to identify and address areas that suffer from poor connections in response to feedback from members.

When you are on the Estate and require a strong internet connection, it's recommended that you use a wired internet connection, especially for important video calls. Using a wired internet

connection will improve the quality of your audio and video conferencing on both Zoom and Microsoft Teams. Please contact [Digital Support Online](#) for guidance on how to do this. This may not always be possible, depending on your location.

See guidance for more recommendations on [how to improve your call quality](#) and [how to resolve audio and video issues on Microsoft Teams, Zoom, and Skype for Business](#). If you are working remotely, read the [guidance on how to get the best out of your home broadband](#).