



HOUSE OF LORDS

Clerk of the Parliaments

House of Lords

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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. The Guidebook is the first part of a familiarisation programme which we offer to all new Members. Due to Covid-19 services and proceedings in the House have transformed, more information can be found at the end of this letter.

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.

Briefing

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:

- The Registrar of Interests (Tom Wilson) who will explain the Code of Conduct. The Registrar can be contacted on 0207 219 3120 or wilson@parliament.uk.
- 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. They can be contacted on 0207 219 3100 or blackrodsoffice@parliament.uk.
- Parliamentary Digital Service to discuss your computing and telephone needs. They can be contacted on DigitalServiceMemberServices@Parliament.uk or please contact Loraine Midda, Head of Member Services on 0207 219 [REDACTED] or [REDACTED] on 020 7219 [REDACTED].

To arrange a suitable time please contact my office with your availability on 0207 219 4536 or email clerkoftheparliamentsoffice@parliament.uk. The expectation is that these will be held remotely.

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.
- All new Members are expected to attend a 'Valuing Everyone' training session. These two-hour workshops are for Members of both Houses and are part of a wider package of measures to address bullying and harassment. To adapt to the current situation, these training sessions can now be attended remotely. Please contact Alex Brocklehurst (brocklehursta@parliament.uk or 0207 219 5705) to book a place.

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.

Ed Ollard

Clerk of the Parliaments

Enclosures:

Code of Conduct

Essential Information for Members Covid-19

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