

Bob Evans

From: [REDACTED]@hmrc.gsi.gov.uk
Sent: 15 May 2012 09:35
To: Bob Evans
Cc: [REDACTED]@hmrc.gsi.gov.uk; [REDACTED]@hmrc.gsi.gov.uk
Subject: RE: IPSA Staff Rewards
Attachments: calc 1.zip

Hello Bob

Thanks for your email.

I have set up a PSA to cover staff rewards and recognition benefits and have issued the paperwork to you for the years 2011-12 and 2012-13. I have also arranged for my colleague, [REDACTED], to set up a PSA within the special arrangements for Part Time Office Holders to cover Board Members' travel and subsistence expenses, and [REDACTED] will be issuing the paperwork for years 2011-12 and 2012-13 to you this week.

Staff rewards and recognition

Your comments are noted concerning the expenditure of £536.73 for 2011-12, but I would point out that rewards and recognition benefits do not form part of any IPSA dispensation (please refer to [REDACTED] email to you of 14 January 2011 and my email to [REDACTED] of 14 July 2011). These benefits are chargeable, hence the need for the PSA to account for the tax and National Insurance due. The PSA calculation for the year will be based on this figure – could you just confirm for me that the £536.73 actually refers to benefits and not cash payments to the individuals concerned?

Board Members

Your comments are noted. In view of the low amount of expenses involved for 2010-11, [REDACTED] has agreed that, as an exception, these expenses can be combined with the 2011-12 figures in IPSA's PSA calculation for 2011-12.

Finally, I have attached an electronic PSA calculator that you may find helpful. When you are ready to submit the 2011-12 calculations (which need to be submitted by 6 August 2012), you can use this to input your figures and email it to me.

If you need any help with the above, please feel free to contact me.

Thanks

[REDACTED]
[REDACTED]
[REDACTED] (Government Departments)
Tel – 029 20 [REDACTED]
Fax – 029 20 [REDACTED]

From: Bob Evans [mailto:Bob.Evans@parliamentarystandards.org.uk]
Sent: 02 May 2012 13:43
To: [REDACTED] (LocalCOMP I&PB Public Bodies)
Subject: RE: IPSA Staff Rewards

Dear [REDACTED]

Now that the annual accounts are coming together I am able to answer the questions you raised in your e-mail.

We have found very little expenditure that needs to be included in a PSA.

For **IPSA staff** we have expenditure of £536.73 on reward and recognition payments, all in 2011-12. This may be covered by our dispensation.

For **IPSA Board** members we have:

- Working lunches and similar expenditure at £340.68, all in 2011-12
- Travel expenses of £212.10 in 2010-11 and £29.50 in 2011-12

We could not find any expenditure on home to work travel for any IPSA employees – I deduce that on the one occasion we remember the taxi fare was paid by the employee or one of their colleagues.

I suspect we can wrap this up quite quickly. Let me know what you would like me to do next and I will get on with it.

Regards,

Bob

R J Evans
Finance Director
Independent Parliamentary Standards Authority (IPSA)
7th Floor, Portland House
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tel: 0207 [REDACTED]
bob.evans@parliamentarystandards.org.uk

From: [REDACTED]@hmrc.gsi.gov.uk [mailto:[REDACTED]@hmrc.gsi.gov.uk]
Sent: 16 March 2012 12:12
To: Bob Evans
Cc: [REDACTED]@hmrc.gsi.gov.uk; [REDACTED]; [REDACTED]@hmrc.gsi.gov.uk; [REDACTED]@hmrc.gsi.gov.uk
Subject: RE: IPSA Staff Rewards

Hello Bob

Thanks for your email.

IPSA Staff PSA

I will set up a PSA in respect of IPSA staff rewards and recognition benefits for years 2011-12 onwards and issue the relevant paperwork in due course. To whom within IPSA do you want the PSA correspondence addressed? Please also let me know the amounts of the staff rewards and recognition benefits for 2010-11.

Please let me have full details concerning the Home to Work travel for the IPSA employee so I can consider its inclusion on the PSA. Also, please confirm whether anything of this nature was paid to any staff during 2010-11, and if so how much?

Board Lunches

These benefits will need to be covered by the separate special arrangement PSA for Part Time Office Holders (which includes Board Members), which is administered by my colleague, [REDACTED]. All Travel and Subsistence costs paid or provided for home to permanent workplaces (normal commuting which is private travel) for these individuals can be returned by IPSA on this PSA. I will arrange for [REDACTED] to set this up for IPSA and issue the relevant paperwork – in the meantime, please would you let me know the amounts paid in respect of Part Time Office Holders' private Travel and Subsistence by IPSA during 2010-11.

I look forward to hearing from you.

██████████
Employer Liaison Team (Government Departments)

Tel – 029 20 ██████████

Fax – 029 20 ██████████

From: Bob Evans [mailto:Bob.Evans@parliamentarystandards.org.uk]

Sent: 15 March 2012 17:23

To: ██████████ (LocalCOMP I&PB Public Bodies)

Cc: ██████████ ██████████

Subject: FW: IPSA Staff Rewards

Dear ██████████

Yes I am keen to agree PSA with you and have been waiting for you to get in touch following my discussions with ██████████. We will need to add Board lunches to the PSA as well and possibly home to work travel for one of our invalids.

I'm up to my eyes with the Speaker's Committee at present but will try to ring you next week to take this forward.

Bob

From: ██████████

Sent: 15 March 2012 16:13

To: Bob Evans

Cc: John Sills; ██████████

Subject: FW: IPSA Staff Rewards

Hi Bob,

Please see below for an email from ██████████ at HMRC regarding IPSA staff R&R payments.

Could you please forward him the requested info regarding the payments (or let me know if there is someone better placed for me to follow this up with)?

Many thanks,

██████████

██████████

██████████

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From: ██████████@hmrc.gsi.gov.uk [mailto:██████████@hmrc.gsi.gov.uk]

Sent: 15 March 2012 14:29

To: ██████████

Cc: ██████████@hmrc.gsi.gov.uk; ██████████@hmrc.gsi.gov.uk

Subject: IPSA Staff Rewards

Hi [REDACTED]

Further to our meeting on 6 February 2012, I have checked my records and I do actually have the IPSA Staff Rewards and Recognition Scheme policy. Sorry for any confusion caused.

I reviewed this document in July 2011, and confirmed to you there would be tax and NI liability on the staff rewards benefits for 2010-11 onwards (email dated 13 July 2011). Bob Evans rang me on 14 July 2011 to clarify some points and we had a conversation concerning the possibility of setting up a PAYE Settlement Agreement (PSA), but I have heard nothing since on this from IPSA.

2010-11

As it is now too late to set up a PSA for 2010-11 I will need to settle any tax and National Insurance liability on staff rewards benefits by separate means. Would you please let me have a breakdown of the amounts of rewards benefits arising during the year, together with details of the rates of tax at which the recipients' were liable.

2011-12 onwards

Please let me know if IPSA want to set up a PSA for the years 2011-12 onwards to cover Staff Rewards as soon as possible, and I will arrange for the necessary paperwork to be issued.

If you need any help with the above, please feel free to contact me.

Thanks

[REDACTED]

[REDACTED]

Employer Liaison Team (Government Departments)

Tel - 029 [REDACTED]

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