

IPSA Publication Policy

April 2022

IPSA

IPSA Publication Policy – MPs’ Staffing and Business Costs

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Section A – Introduction and general principles

1. This document sets out IPSA’s policy on the publication of information on the spending of public funds by MPs, in accordance with the Scheme of MPs’ Staffing and Business Costs (“the Scheme”). It supersedes all previous policy statements on the publication of MPs’ costs.
2. We will publish information about claims made by MPs, under the Scheme, in regular cycles.
3. Claims will not be published when Parliament is dissolved, or on a day when local, devolved assembly or parliamentary elections are being held.
4. IPSA is subject to the Freedom of Information Act (FOIA) and will handle each request under that Act on a case-by-case basis.
5. IPSA will not publish information that contravenes its responsibilities under data protection law; that would be subject to an exemption under FOIA; or that the police advise poses a risk to MPs’ security, or that of their staff or family.

Section B – What we will publish

6. All claim details entered onto IPSA’s online system by MPs or their nominated proxies (with the exception of the information we have specifically chosen not to publish as laid out in [Section C](#)), or items purchased through direct suppliers. This includes claims which have been approved, those which have been refused and those which have subsequently been repaid to us. This does not include items which the MPs have used their IPSA payment cards to pay for, but have chosen not to claim, committing instead to making a repayment. Items purchased through direct suppliers will be published once the necessary information has been provided to us by the relevant suppliers.
7. The maximum budget available and total spend for each MP, in each budget category.
8. Any uplift applied for by MPs, including whether it was a successful or unsuccessful application for contingency funding, or related to the registration of dependants.
9. The aggregate total¹ claimed by all MPs from the Disability and Security budgets.
10. The aggregate total claimed by all MPs from the MP Parental Leave and Absence Budget.
11. The aggregate total claimed by all MPs for staff health and welfare costs.
12. The aggregate totals for travel claimed by each MP representing a constituency in Northern Ireland, broken down by expense type and journey type. The travel claims of other MPs are published in the same way as other claims.

¹ An aggregate total is defined as the sum of all MPs’ spending over a financial year, under a specific budget category, but with no breakdown of individual MPs.

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13. The aggregate total each MP has spent on payroll costs from the following:
 - a. Staffing budget
 - b. Staff Absence budget
 - c. Winding-up budget
14. The following information concerning MPs’ staff members on the IPSA payroll:
 - a. Their job title
 - b. Whether they are full-time or part-time.
 - c. Whether they were employed for the whole financial year
 - d. For connected parties² only, the salary received (within a £5,000 bracket)
 - e. For connected parties only, the name of the staff member
15. The total value of all reward and recognition payments made by each MP in a year.
16. MPs’ salaries and any additional allowances or payments received.
17. Any deposit loans made to MPs which are outstanding at the end of the financial year.
18. Any amount of money overdue for repayment to IPSA by an MP, including information on why the money needs to be repaid. This will only be published after the MP has had a reasonable amount of time to respond or repay. We will begin publishing this information following the launch of IPSA’s new IT system.
19. Any sums of money owed by MPs which IPSA has decided not to recover and which have been written off.

Section C – What we will not publish or will redact (as appropriate)

20. Personal data, where it would contravene any of the data protection principles in the Data Protection Act.
21. The receipts or other supporting documentation provided by MPs in support of their claims, although we will release this information in the event of a Freedom of Information request (subject to the standard exemptions under the Freedom of Information Act).
22. Any details concerning the Security or Disability budgets. Instead we will publish the aggregate totals claimed by all MPs each financial year.
23. Specific details of any Disability Assistance.
24. MPs’ private addresses, other than the town or city.

² A connected party is defined as a spouse, civil partner, or cohabiting partner of the MP; a parent, child, grandparent, sibling, uncle, aunt, nephew, or niece of the MP or of a spouse, civil partner, or cohabiting partner of the MP; or a body corporate, a firm, or a trust with which the MP is connected as defined in section 252 of the Companies Act 2006.

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25. Any customer, account, invoice or policy numbers, or any other serial numbers that may be traced back to sensitive personal data, such as TV licence numbers or flight numbers.
26. MPs' email addresses, telephone numbers or fax numbers, and those of their staff.
27. MPs' financial details such as credit card or bank account details, or those of their staff.
28. MPs' car registration numbers, and those of their staff.
29. Specific journey times.
30. Individual travel claims made by MPs representing constituencies in Northern Ireland (or claims made for their staff and dependants). We will instead publish aggregate totals of these claims, broken down by MP, expense type, traveller type and journey type.
31. The names, addresses or other contact details of small suppliers with regular access to MPs' homes. The names and details of all other suppliers may be published if we publish their invoices or receipts or if they are included in the claim details. It is the responsibility of MPs to notify their suppliers, where appropriate.
32. The names of office cleaners or cleaning companies.
33. The names of hotels or members' clubs at which an MP stays in London or their constituency.
34. The names, including full names, first names, initials, or surnames of any staff on the MP's payroll.
35. The salaries of staff on an MP's payroll (except those of connected parties, which are published in brackets of £5,000).
36. The names of MPs' children and spouses or partners.
37. MPs' signatures.
38. The full names of junior staff on company invoices or receipts, as they may not reasonably expect their names to be made public. This does not apply to the names of self-employed people who invoice MPs.
39. The bank account number and sort code of sole traders who invoice MPs. This does not apply to account names.
40. Details of claims which have not yet been finalised. We will only publish claims once they have been through any review process and the final outcome has been determined. Only the final outcome will be published.
41. Information about an item which the MP has used their IPSA payment card to pay for, but has chosen not to claim the cost of from us, committing instead to make a repayment. Exceptionally, this information may be published if the MP does not make a prompt repayment (as outlined in [paragraph 18](#)).

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42. Items on a receipt or invoice which the MP has not claimed for. Although we can redact separate items, it will not be possible to redact single items which have been claimed in part (for example, we would redact a mini bar item which has not been claimed, but we would not redact a £170 hotel room bill, where only £150 has been claimed).
43. Internal notes made by IPSA system administrators, except where necessary for a claim to be understood.