

# IPSA Publication Scheme

April 2017





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## **Publication Policy – MPs’ Business Costs and Expenses**

### **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’ Business Costs and Expenses (‘the Scheme’). It supersedes all previous policy statements on the publication of MPs’ expenses.
2. We will publish information about claims made by MPs, under the Scheme, in regular cycles.
3. Claims will not be published when the UK Parliament is dissolved, or on a day when local, devolved assembly or parliamentary elections are being held.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 and will handle each request under that Act on a case-by-case basis.
5. IPSA will not publish information 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 expenses 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 below). 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.
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, registration of dependants, or arrangements for staff absence cover.
9. The aggregate total<sup>1</sup> claimed by all MPs from the Disability and Security budgets.
10. The aggregate total each MP has spent on payroll costs.
  - a. Staffing budget
  - b. Staff Absence budget
  - c. Winding Up budget

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<sup>1</sup> 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.

11. 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.
12. The names of MPs' landlords (where IPSA funds are used to pay the rent), whether for their residential accommodation or office.
13. The first part of the postcode for such properties.
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. When they vacated their post (where applicable)
  - d. For connected parties<sup>2</sup> only, the salary received (within a £5,000 bracket)
  - e. For connected parties only, the name of the staff member
15. The value of each reward and recognition payment made by each MP.
16. 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 in 2018.
17. Any sums of money IPSA has decided not to recover and which have been written off.

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

18. Personal data, where it would contravene any of the data protection principles in the Data Protection Act.
19. 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).
20. Any details concerning the Security or Disability budgets. Instead we will publish the aggregate total claimed by all MPs each financial year.
21. Specific details of any Disability Assistance.
22. Details of MPs' private addresses, other than the town or city and the first part of the postcode, for example:

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<sup>2</sup> 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.

- SW1P [\*\*\*]
- IP21 [\*\*\*]

23. 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.
24. MPs' email addresses, telephone numbers or fax numbers, and those of their staff.
25. MPs' financial details such as credit card or bank account details, or those of their staff.
26. MPs' car registration numbers, and those of their staff.
27. Specific journey times.
28. 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.
29. 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.
30. The names of office cleaners or cleaning companies.
31. The names of hotels or members' clubs at which an MP stays in London or their constituency.
32. The full names or surnames of any staff on the MP's payroll where they are included on claims (we will not redact first names or initials where they appear without the surname, as they will not identify a specific individual).
33. The salaries of staff on an MP's payroll (except those of connected parties).
34. The names of MPs' children and spouses.
35. MPs' signatures.
36. 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.
37. The bank account number and sort code of sole traders who invoice MPs. This does not apply to account names.

38. 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.
39. Information about an item which MPs have used their IPSA payment cards 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 16).
40. 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).
41. Internal notes made by IPSA system administrators, except where necessary for a claim to be understood.

## Information to be published about IPSA

<u>Class of information</u>	<u>Information to be published</u>
<p><b>Who we are and what we do</b></p> <p>Organisational information, structures, locations and contacts.</p>	<ul style="list-style-type: none"> <li>• Short biographies of Board Members and Chief Executive</li> <li>• Roles and responsibilities of Board (including any statutory role they fill)</li> <li>• How senior appointments are made</li> <li>• Link to relevant acts (Parliamentary Standards Act etc.)</li> <li>• Brief history of IPSA</li> <li>• Contact details for general enquiries (telephone, email, written)</li> <li>• Name and title of each staff member reporting directly to the Chief Executive, accompanied by a description of his or her team’s function and size</li> </ul>
<p><b>What we spend and how we spend it</b></p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</p> <p>Financial information for the current and previous two financial years should be available.</p>	<ul style="list-style-type: none"> <li>• Publication of MPs' business costs and expenses</li> <li>• The day rates and total remuneration received by Board members, in £5,000 bands</li> <li>• Resource accounts for each year</li> <li>• Pay ranges for all employees earning a salary equivalent to the Senior Civil Service minimum pay band, in £5,000 bands</li> <li>• Pay ranges for each of the IPSA employee grades (AE) and number of employees in each grade</li> <li>• Procurement policy</li> <li>• Details of all contracts worth £25,000 or above, and any supplier with whom our total annual spend exceeds £25,000</li> <li>• Statistics on Freedom of Information requests and other correspondence</li> <li>• Information on how to make a Freedom of Information request or other general correspondence, including timescales</li> <li>• Freedom of Information responses,</li> </ul>

	<p>including a log of responses</p> <ul style="list-style-type: none"> <li>• Estimates as approved by Parliament</li> <li>• Responses to parliamentary questions</li> </ul>
<p><b>What are our priorities and how are we doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Available at least for the current and previous three years.</p>	<ul style="list-style-type: none"> <li>• IPSA annual report and corporate plan</li> </ul>
<p><b>How we make decisions</b></p> <p>Decision making processes and records of decisions.</p>	<ul style="list-style-type: none"> <li>• Board minutes</li> <li>• Public consultations, including responses, summarised as appropriate excluding where respondents have requested they not be published  (We will redact as appropriate to remove personal or potentially defamatory content)</li> </ul>
<p><b>Policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering services and responsibilities.</p>	<ul style="list-style-type: none"> <li>• The Scheme of MPs' Business Costs and Expenses</li> <li>• All IPSA policies and guidance on claiming under the Scheme of MPs' Business Costs and Expenses</li> <li>• Information on our complaints procedures, covering requests for information as well as the operation of our Scheme, and other operational complaints</li> <li>• Records management policy</li> <li>• Information assurance policy</li> <li>• Research or opinion polls carried out</li> <li>• Gifts and hospitality code</li> <li>• IPSA staff expenses policy</li> <li>• IPSA's policy on the publication of MPs' business costs and expenses</li> <li>• Where we hold them, we will publish policies and procedures covering recruitment, health and safety, equality and diversity and customer service.</li> </ul>

<p><b>Lists and registers</b></p> <p>Information contained in currently maintained lists and registers only.</p>	<ul style="list-style-type: none"><li>• Registers of interest, political activity monitoring form, potential conflicts of interest for Board Members, Chief Executive, Directors, and Compliance Officer</li><li>• Hospitality and gifts record for Board Members, Chief Executive, Directors, and Compliance Officer</li><li>• Expenses for Board Members, Chief Executive, Directors, and Compliance Officer</li></ul>
<p><b>The services we offer</b></p> <p>Information about the services we currently provide including leaflets, guidance and newsletters produced.</p>	<ul style="list-style-type: none"><li>• IPSA responsibilities in statute</li><li>• Letters sent to all MPs collectively, including any bulletins sent to MPs</li></ul>

