

## **Bulletin 26 September 2019**

With the resumption of Parliament yesterday, Wednesday 25 September, IPSA will pay all reasonable costs incurred by MPs to travel back to Westminster or their London Area residence. This includes international travel back to the UK from another country if necessary. Reasonable travel for spouses/partners and dependants will also be reimbursed. IPSA will also cover reasonable costs for MPs' staff to travel back to Westminster from within the UK. Further information on how to claim these costs can be found [here](#).

IPSA staff will be in the Members' Centre on Wednesdays between 11am-4pm whilst the House is sitting, to answer any queries you may have about IPSA Online.

Please remember that the August payment card reconciliation, and any previous months that are yet to be reconciled, must be completed by Tuesday 8 October.

This bulletin contains information on the following:

- Security Costs
- How to open your payslip
- MPs' Staff Contracts Consultation - Confidentiality clause
- IPSA Online Webinars
- Phone Line Closure - Friday 4 October

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### **Security Costs**

IPSA takes the security of MPs, their families and their staff very seriously. A range of security measures recommended by the police and funded by IPSA is available. Chubb Fire and Security Ltd carry out security assessments of all MPs' homes, rented accommodation and constituency office and will be able to install the security measures.

The security assistance budget is uncapped and is available for two types of costs:

1. physical security measures installed at MPs' offices and residences which are part of the agreed recommended measures; and
2. further security measures which are recommended by the police on the basis of a specific threat/security need for a particular MP.

Within the rules of [The Scheme of MPs' Business Costs and Expenses](#), MPs can also claim for routine security costs from their office costs budget. If you haven't already done so, you should contact the Members' Security Support Service to arrange an assessment. For further advice, please contact the Parliamentary Security Department on 020 7219 2244.

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## **How to open your payslip**

Payslips will be available from Monday 30 September and can be found in your expenses system account.

To view your payslip, follow these steps:

- Go to <https://www.ipsonline.org.uk> and log in with your parliamentary account
- Select the 'New IPSA Online' tab of the four central tabs
- Click 'Your Employment' from the main menu

- Click 'Personnel information'
- Click the paperclip logo in the top right corner of the page
- Open the relevant PDF document to see your payslip

For further guidance on locating your payslip, please click [here](#).

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## **MPs' Staff Contracts Consultation - Confidentiality clause**

We are currently holding a consultation to consider whether the wording of the confidentiality clause, in MPs' staff employment contracts, should be made clearer, following a recommendation made in Gemma White QC's [Bullying and Harassment of MPs' Parliamentary Staff Independent Inquiry Report](#).

We want to ensure that we take account of views from MPs and staff before reaching a decision. The consultation will run until 15 October 2019. Further details on how to respond can be found [here](#).

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## **IPSA Online Webinars**

From October, IPSA will be running webinars every two weeks covering five IPSA Online topics starting with the general presentation for anyone who has not been able to attend London or regional training.

Each webinar will include a presentation from an MP Support Account Manager and an opportunity for you to ask questions.

Click the links below to register for all or some of the webinars and let us know of any topics that you would like us to cover in the future. If you are not able to attend, the webinars will be recorded and circulated afterwards.

Wednesday 9 October at 10am: IPSA Online General Overview- [register here](#)

Wednesday 23 October at 10am: Reimbursement Claims- [register here](#)

Wednesday 6 November at 10am: Payment Cards- [register here](#)

Wednesday 20 November at 10am: Leases- [register here](#)

Wednesday 4 December at 10am: Proxies- [register here](#)

We continue to run classroom training sessions for IPSA Online in our office on the Strand. These sessions are 1 hr 15 minutes long and are a good opportunity to learn more about IPSA Online.

[Click here to register for training](#)

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### **Phone Line Closure**

IPSA's phone lines will be closed on Friday 4 October due to staff training.