

Independent Parliamentary Standards Authority

24 September 2020

Last week we published a survey to give you the opportunity to tell us about whether and how your working practices are still being affected by the pandemic. Your responses will help us to ensure that we are providing appropriate support. As you know, the Government announced further coronavirus measures on Tuesday, [click here for further details](#).

This bulletin contains new information on the following:

- Budget positions for 2019-20

Important information you should still be aware of includes:

- Coronavirus working arrangements survey
- Information website
- Contact information and support
- IPSA Online training
- Mailing IPSA

With best wishes

The IPSA Team

Budget Positions for 2019-20

Today we have uploaded the budget positions for 2019-20 to IPSA Online.

We will notify you separately if you have an overspend in any budget that has not been offset by the increased office costs or staffing costs budgets due to the pandemic. [Click here](#) for instructions on how to access your reports. If you have any queries regarding your final budget position for 2019-20, please [contact the MP Support or Payroll teams](#).

Your 2020-21 Office Costs budget has been increased by any surplus from 2019-20 up to a maximum of £10,000 for returned MPs and £16,000 for new MPs. Information on how 2019-20 budgets have been carried over to 2020-21 can be found [here](#) under the 'Documents' section.

Coronavirus Working Arrangements Survey

We want to continue to provide the resources you need to carry out your parliamentary duties. Last week we launched a short survey so that we can understand how your working practices are still being affected by the pandemic. You can complete the survey using the button below. All responses are anonymous and the information will be held in compliance with our [Surveys Privacy Notice](#).

[Take the survey](#)

We know that many offices have been dealing with significantly higher levels of casework as a result of the pandemic, which is why IPSA has provided additional funding for staffing in the remainder of this financial year. If you're able to provide information on your workload and how it has changed over the past months (such as figures from case management systems), please send this to consultation@theipsa.org.uk.

Information Website

Remember to visit the [information website](#) for access to [IPSA Online](#), the [Scheme of MPs' Business Costs and Expenses](#), step-by-step guides to using IPSA Online, our latest policies, downloadable forms and the [call booking system](#).

The screenshot shows the IPSA Information Website homepage. At the top, there is a green header with the IPSA logo, a 'Menu' dropdown, and a 'Launch IPSA Online' button. Below the header, the main content area has a dark background with the text 'Welcome to IPSA' and 'Your guide to meeting parliamentary rules and using IPSA Online.' A search bar is present. To the right, there is a 'Reminders & deadlines' section listing: 'Publication deadline: 3 September', 'MP parental leave support', 'Training and wellbeing support', and 'Cleaning costs reimbursement'. Below this, there is a 'Browse resources' section with two columns. The left column is titled 'Payroll & personnel' and lists resources on pay, tax, leave, proxy permissions, and human resources, along with key scheme rules like 'Agreement to the Scheme', 'Staffing costs you can claim', and 'Employment procedures'. The right column is titled 'Costs & expenses' and lists resources on rules, evidencing claims, travel, and subsistence, along with key scheme rules like 'Making claims', 'Payment cards', and 'Applying for contingency payment'. Both columns also list key forms and guidance, such as 'Accessing your payslip', 'Calculating casual staff holiday', 'Payroll cut-off dates 2020-21', 'Payment card reconciliation', and 'Barclaycard Application Form'.

We will continue to review the information and guidance to provide the best possible support for you to complete IPSA tasks.

If you would like to submit feedback or if you have any questions about the new site, please email communications@theipsa.org.uk.

Contact Information and Support

There is information available on the [IPSA website for MPs and staff](#).

Queries can be submitted to IPSA teams by emailing the MP Support (info@theipsa.org.uk) or Payroll teams (payroll@theipsa.org.uk).

You can arrange to speak with a member of our MP Support or Payroll teams. Our call booking service can be found [here](#).

IPSA Online Training

IPSA Online training takes place every Tuesday and Thursday at 2pm using a virtual platform.

[Click here to sign up.](#)

Mailing IPSA

We are still receiving mail to our old office at 30 Millbank which we vacated in March 2019. **Please do not** send any mail to our old office, nor our current office on the Strand.

If you need to send documents to us, please email them to info@theipsa.org.uk or payroll@theipsa.org.uk as appropriate. We accept scanned documents and forms on IPSA Online.

If you are submitting a New Starter form, please include their parliamentary email address so that we can set up their IPSA Online account with this email.

If you are repaying money to IPSA, please make a BACS payment and email a completed [repayment form](#) to info@theipsa.org.uk. Our bank details can be found on the repayment form.
