

IPSA

Bulletin: News and Updates from IPSA



4 November 2021

We wish a happy Diwali to all those celebrating this week. Below are some short updates and reminders from IPSA.

Our phone lines will be closed this **Friday, 5 November**. If you have any queries, please contact your account manager or email info@theipsa.org.uk.

This week's bulletin contains information on:

- [Annual Publication Data](#)
- [New Security Provider](#)
- [Staff Overtime Forms](#)
- [IPSA Online Mobile App](#)

Information you should still be aware of includes:

- [IPSA Checklist](#)
- [Training and Development](#)
- [Contact us](#)

With best wishes

The IPSA Team

Annual Publication - Postponed

Following the [letter to MPs last month](#) from IPSA's Chair and Chief Executive, publication of business costs data is currently on hold.

Annual publication will no longer be released on 18 November. We will update you soon regarding the new dates and the changes to what will be published.

New Security Contract Begins

ADT Fire and Security is now the external supplier for providing security measures for constituency offices, constituency homes and London accommodation. They have now taken over responsibility from Chubb for both maintaining existing and installing new security measures.

The Members' Security Support Service (MSSS) and IPSA are working to ensure that there is minimum disruption for MPs whether they have measures in place, work in progress or work planned. Our aim is to ensure that surveys and installations continue, alarms remain fully functional, police monitoring is maintained and lone worker devices operate as normal.

If you would like to find out more about the security support that is available to you, visit the parliamentary [intranet](#). For security support and advice, contact MSSS at safe@parliament.uk.

Staff Overtime - Using Staffing (Covid-19) Budget

We understand that many offices may still require overtime to deal with increased casework related to the crisis in Afghanistan.

If you want to use your Staffing (Covid-19) budget for MP Staff overtime due to the crisis in Afghanistan, please ensure you specify this in the reason or description field on the online form. We will then apply this automatically for you.

IPSA Online Mobile App

The IPSA Online Mobile App is temporarily unavailable. While we work to resolve the issue, you can continue to access IPSA Online through the internet on computers, laptops and tablets. We have raised a high priority ticket with our IT support partners. We apologise for any inconvenience caused and will provide a further update in due course.

Information you should still be aware of...

The IPSA Checklist

We have created a useful checklist of tasks that should be completed on a weekly, monthly, bi-monthly and yearly basis.

You can view the list [online](#) or [download the printable version](#). We hope this will help you keep on top of everything IPSA so that you can spend more time focussing on what really matters.

IPSA Independent Payment Service Authority	IPSA Checklist
Weekly Every week, when it suits you	Monthly Key dates 8 th and 15 th of the month
<ul style="list-style-type: none">✓ Login to IPSA Online and Check your task manager for any issues which need your attention✓ Make new claims as soon as possible after the work is incurred✓ Look out for the IPSA Bulletin on Thursdays for lots of useful information and updates to our services - IPSA Bulletin✓ Check if the MP owes IPSA any money and repay it or query it if necessary - Invoice owed (IPSA)✓ Calculate mileage and make regular claims to ensure prompt payment - Claiming mileage✓ Resolve any returned claims in task manager to prevent any payment delays - Cancelled claims✓ Check and file invoices and receipts to ensure they meet requirements in preparation for making claims - Guidance✓ Address email alerts from IPSA Online that need your attention	<ul style="list-style-type: none">✓ Reconcile payment card expenditure as soon as it is uploaded at the beginning of the month and issued by 8th of the month. Tell us immediately if you think there is fraud on your payment card - Payment Card Reconciliation✓ Check uploaded direct supplier costs and tell us about any issues - Data input for costs to MP✓ Check your budget / spend position and plan accordingly - Budget✓ Tell us about any changes to your properties, so we pay your landlord correctly - Managing your properties✓ Contact your Account Manager to resolve any outstanding issues - Contact IPSA✓ Credit notes, check that you have no outstanding credit notes - Credit✓ Review any claims in draft and either submit or contact IPSA to delete as necessary✓ Check your dashboard for any outstanding payment card lines, debt or property issues - View the IPSA Dashboard
Payroll ✓ Submit your timesheet, for the relevant week ending	Payroll ✓ Tell us about any payroll changes by 15 th of the month - Payroll out of date ✓ Run a staff budget report (at the end of the month), to check the data shown and ensure that no overspend is forecast - Payroll Model for Review ✓ Review the Covid staffing budget and notify payroll of any movement (check the Payroll Modelling Report above) ✓ Check your payroll and report any issues to payroll

Training and Development

We currently have a programme of training sessions on a range of subjects. These explain our rules, demonstrate processes and answer other questions you may have. Our current programme of sessions includes:

- An introduction to IPSA Online
- Drop-in training for IPSA Online
- Managing your business costs: claims and budgeting
- Managing your properties: The IPSA Property Lifecycle
- Monies Owed Webinar
- Reconciling your Payment Card
- Returned Claims Webinar
- Staffing Budget webinar
- Publication webinar

[Click here for more details and to register](#)

Contact Us

Website: check the [MP and MPs' staff website](#) for general queries.

Email: email info@theipsa.org.uk or payroll@theipsa.org.uk with queries for your dedicated Account Manager or Payroll Officer. Your email will be directed to your team and someone will get back to you. Our aim is to get back to you within 5 working days but we'll reply sooner if we can.

Book a call: to speak to your dedicated Account Manager or Payroll Officer using the [call booking system](#). They will contact you at the allocated time. You can find information about your IPSA team on our [Contact us](#) page.

Call the support team: You can call us directly on **020 7811 6400**. Your call will be answered by a member of the team, not necessarily your Account Manager or Payroll Officer, who will try to resolve your issue or will forward to a member of the team.
