



15 October 2020

Last week, we published a public consultation on how MPs' pay should be updated. You can read more about the consultation [here](#) and can take part in the consultation [here](#).

This week we have updated various pieces of guidance and bring you news of further alerts added to IPSA Online. Throughout the year we have made several changes to IPSA Online, including a property progress tracker, clearing of draft claims, editing of labels and introducing a range of new email alerts to ensure you are aware of any issues with your claims and forms. We will continue to make changes where possible and value the feedback we receive. If you have any feedback about changes we have made, please email ipsaonlinefeedback@theipsa.org.uk.

This bulletin contains new information on the following:

- IPSA Online Payroll Alerts
- Payment Card Limits

- Update to Evidence Requirements
- Staffing Budget - Increase and Guidance
- Commemorative Wreaths

Important information you should still be aware of includes:

- Coronavirus Working Arrangements Survey
- Learning and Development
- Contacting us

With best wishes

The IPSA Team

IPSA Online Payroll Alerts

We are introducing several new email alerts to help you know when there is an action for you to take on an IPSA task. The new alerts relate to:

- MP Proxy Form
- MP Contractual Changes Form
- MP Staff Bike Loan Form
- MP Staff Leaver Form
- MP Staff Overtime Form
- MP Staff Season Ticket Loan Form
- Reward & Recognition Form

For further information on what action to take, check your Task Manager in IPSA Online.

Payment Card Limits

At the height of the pandemic we introduced several additional measures to assist you in your move to homeworking. This included increasing the limits on your payment cards.

We have now reverted these limits to their original amounts. The limit for a single transaction is £2,000 and the monthly transaction limit is £4,000.

If you have a specific requirement for an increased limit, either temporarily or permanently, please contact the MP Support team via the [call booking service](#) or email at info@theipsa.org.uk. This should be requested by MPs only.

For further information about the use of payment cards, please see our [Payment Card Policy](#).

Update to Evidence Requirements

Today we have published updated [Evidence Requirements](#). Guidance in this document will help you to know what evidence to submit to support claims.

Updates to evidence requirements include:

- Clarification on evidence requirements for business class flights
- The addition of end of tenancy cleaning - from 30 July 2020
- The requirement to submit a copy of adverts with claims relating to advertising and contact cards

A full list of updates can be found at the end of the document.

Staffing Budget - Increase and Guidance

In June we introduced an increase in your staffing budgets for 2020-21, in response to the rising constituency office workloads. This increase is up to a maximum amount of £18,270 for London Area MPs and £16,480 for non-London Area MPs. MPs can choose how best to meet the increased demand, whether by hiring a new fixed-term caseworker or other member of staff, by increasing the contracted hours of existing staff members, or by allowing existing staff to carry out overtime. An MP can make multiple requests during this financial year, to respond to evolving needs, so long as the total amount requested does not exceed the maximum.

You can find further information in our coronavirus FAQs [here](#).

An extra amount of £4,000 was added to the staffing budget of each MP at the start of this financial year to provide additional support for training, wellbeing, health and welfare costs of their staff.

For further information about how to use this budget, in particular for training, visit our [Staffing Budget guidance](#). We hope you find this helpful and that this will explain how the additional funds can be used to support wellbeing and development for MPs' staff.

Commemorative Wreaths

If you plan on laying a commemorative wreath in your capacity as a constituency representative and as part of your parliamentary duties, claims may be submitted from the office costs budget. If you plan to lay a wreath

outside of your parliamentary duties, this would fall outside the Scheme and should not be claimed.

Please remember that claims submitted to us will be published in line with our [Publication Scheme](#).

Coronavirus Working Arrangements Survey

We want to continue to provide the resources you need to carry out your parliamentary duties. We recently 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.

Learning and Development

Property

An IPSA Account Manager will talk through the requirements for paying rent for MPs' offices and accommodation, including submitting forms and, importantly, the required supporting documentation so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties, make changes and arrange rent payments as quickly as we can

There will be an opportunity to ask questions at the end of the one-and-a-half hour webinar.

This webinar will take place on the second Tuesday of every month. The next will take place on **Tuesday 10 November at 10.30am**. To sign up for any of these webinars, [click here](#).

IPSA Online Training

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

[Click here to sign up.](#)

Contacting us

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](#).

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. Please do not mail documents to our office.

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.