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# IPSA

## Bulletin: News and Updates from IPSA



17 March 2022

Today we have published our latest Scheme of MPs' Staffing and Business Costs, which you can access [here](#). We have outlined the most significant changes below.

Today we have also published the findings from our [Annual Survey of MPs and Staff](#).

Tomorrow, **18 March** will be your last chance to respond to our pensions consultation regarding the McCloud judgment. You can find more details in our [consultation section](#).

Next Thursday, **25 March**, is the deadline to opt out of the automatic pay increase for MPs' staff. Further details can be found below.

Please note that our systems will be offline for routine maintenance on 25 March from 7pm to 9pm.

This week's bulletin contains information on:

- [Scheme of MPs' Staffing and Business Costs 2022-23](#)
- [Findings from the Annual Survey of MPs and their Staff 2021](#)
- [Homes for Ukraine Scheme](#)
- [Year-end 2021-2022](#)
- [Flexible Working](#)

Information you should still be aware of includes:

- [MP staff pension scheme](#)
- [Training and support](#)
- [MP Staff pay - Annual Increase](#)
- [Pension Consultation](#)
- [Regional Teams](#)
- [Contact us](#)

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## **Scheme of MPs' Staffing and Business Costs 2022-23**

We have published the [Scheme of MPs' Staffing and Business Costs for 2022-23](#), which will be effective from 1 April 2022.

We are introducing some new rules to the Scheme as well as some additional supportive measures. Important changes have been made to the following

- [Changes to the Scheme document](#)
- [Hybrid and home-based contracts](#)
- [Travel claims for staff on home-based contracts](#)
- [Homeworking allowance](#)
- [Accommodation budget](#)
- [Winding-up costs](#)
- [End-of-tenancy cleaning](#)
- [Valuations of office rent](#)
- [Recovery of money owed](#)
- [MP parental leave and absence](#)
- [Annual pay increases for staff](#)
- [Updated budgets and salary ranges](#)

You can find further guidance on our policy changes by clicking on the links above.

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## Findings from the Annual Survey of MPs and their Staff

Today we published findings from the Annual Survey of MPs and Staff, which was open between 25 November and 23 December 2021.

We conduct an annual survey to help us understand how well we are meeting the needs of our customers. This is one of our key opportunities to seek feedback from MPs and staff and also allows us to gauge our performance over the year.

We are pleased to see a significant improvement in overall user satisfaction this year, and will continue to work with you to improve our service. You can read the report [here](#).

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## Homes for Ukraine Scheme

Following the government's announcement regarding the Homes for Ukraine scheme last week, we would like to clarify our position to anyone wishing to participate.

There is nothing in our rules that would prevent MPs from using their IPSA funded accommodation to provide shelter for Ukrainian refugees under the Homes for Ukraine scheme.

Should you wish to do this, we suggest that you may need to get your landlord's permission depending on your lease and to check your insurance policies in case you need to inform your providers. The Members' Services Team at the House ([mst@parliament.uk](mailto:mst@parliament.uk)) are happy to answer any parliamentary queries about the Homes for Ukraine scheme.

Any decision regarding the £350 payment offered as part of the Homes for

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Ukraine Scheme is not a matter for us and is to be taken by individual MPs.

You can find out more about the scheme [here](#).

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## Year-end 2021-22

The current financial year ends on 31 March 2022. There are a number of tasks for you to complete to move from one financial year to another including to complete all IPSA tasks for the current financial year and submit information to us by certain deadlines.

On 27 January, our CEO [wrote a letter](#) outlining the year end-process, where to find our [comprehensive guidance](#) and the [assistance](#) available to you. We have also published a page on our website which will guide you through all the necessary steps you need to take.

[Year end form and guidance](#)

The year-end process is an important part of the accounting calendar and applies to all organisations. Information provided at year-end is part of the annual reporting summary which underpins our work to provide assurance to the general public that MPs' use of public money is well regulated.

If you need to [complete a year-end form](#), please do so and submit it along with the necessary supporting evidence on IPSA Online, to [info@theipsa.org.uk](mailto:info@theipsa.org.uk) by **23:59 on Thursday 14 April 2022**.

We will write to you by the end of August if it appears you have overspent on any of your 2021-22 budgets, asking for repayment where necessary. If you are concerned about your budgets for this year, please [contact us](#).

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## Flexible Working

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Following the publication of the most recent [Best Practice Guide](#) on Flexible Working, developed in collaboration with IPSA, The Members' HR Advisory team are pleased to invite you to join us for one of the upcoming familiarisation sessions to help you understand how flexible working may be approached over the short and long term.

The COVID-19 pandemic has led to a significant portion of the workforce working from home. Many employees worked more flexible hours or days, often to balance work with other responsibilities such as home-schooling or childcare. This session will explore the various flexible working arrangements, when it may be appropriate to implement each of them and what the process for dealing with a flexible working application looks like.

We will also explore a number of the standards, as set out by the UK employment law regarding flexible working, that employers must be aware of and comply with when reviewing flexible working requests, as well as some changes to the IPSA Scheme in relation to hybrid working and homeworking. We would like to encourage all MPs, MPs Staff and Office Managers to book in for the session.

You can sign up for either session below.

- [Session 1: 31 March at 11.30](#)
- [Session 2: 28 April at 11.00](#)

## Information you should still be aware of...

### MP Staff - getting to know your pension scheme

The MP staff pension scheme provider, Legal & General, are running a webinar on **Tuesday 22 March at 10.30am** to help you manage your future savings. You can join the session using this [Teams link](#).

Alternatively, you can watch this [7-minute video](#).

Pension reminders:

- You should [register online](#) with Legal & General to manage your account.
- If you want to make voluntary contributions to your pension pot, you can find out how to do that [here](#).
- Legal & General also run a number of general pension webinars that you are welcome to attend:
  - [Your pension, your future, 29 March at 12pm](#)
  - [Warm up to retirement, 30 March at 6.30pm](#)
  - [An introduction to responsible investing at 31 March, 12pm](#)

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## Training and support

We run regular training sessions to explain our rules and processes.

The current training sessions are:

- Year-end webinars
- Year-end drop-in sessions
- Introduction to IPSA Online
- Managing your business costs: claims and budgeting
- Managing your properties: the IPSA property lifecycle
- Monies owed webinar
- Payment Card webinar
- Returned claims webinar
- Staffing budget webinar

Further details and links to register can be found on our [training and development](#) page.

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## MP Staff Pay - Annual Increase

Salaries for MPs' staff will automatically be updated by 3% at the end of April (payday 29<sup>th</sup> April 2022), backdated to 1 April.

If you wish to opt staff out of this, please [email IPSA](#) by **25 March 2022**. This only applies to MPs who wish to increase staff pay by less than 3%. You will then need to submit a contractual change form **after 4 April**. We will reject any forms that are sent to us before this date.

For MPs who want to increase staff pay by more than 3%, please complete a contractual change form for the additional increase only **after 4 April**. You do not have to opt out of the automatic pay increase to do this.

You can find more information about the automatic pay increase [on our website](#).

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## Pension Consultation

We currently have an open consultation on **MPs' pensions: Responding to the McCloud judgment**.

This follows an earlier consultation last year on the principle of whether changes should be made to the MPs' pension scheme as a result of the McCloud court judgment, which identified age-related discrimination in some other public service schemes. Although the judgment does not apply directly to it, the MPs' pension scheme does contain similar provisions to those in other public service schemes which were the subject of the legal case.

On the basis of that earlier consultation, we concluded that it was right to proceed with the proposed changes, which are likely to include two key elements: closure of the final salary (FS) section of the scheme; and an 'immediate' rather than 'deferred' choice offered to impacted members about the benefits they accrue during a defined 'relevant period'. Since then, we have worked on designing the detail of the policy solution, which would ultimately be translated into rule changes to the scheme.

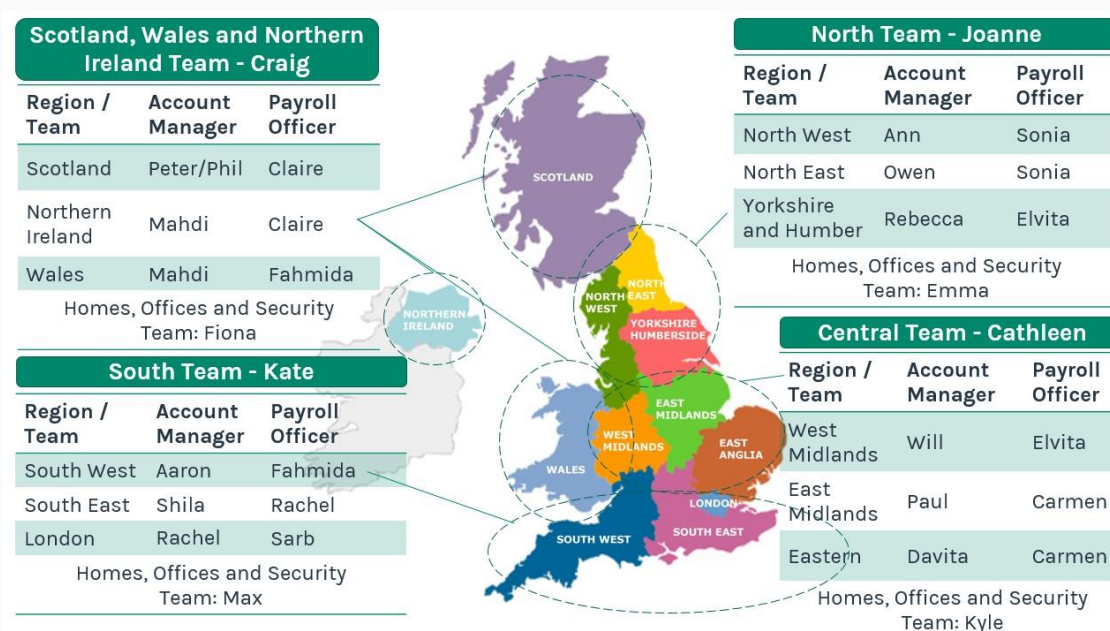
The full consultation document is available on the [IPSA website](#).

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To submit your response, please use our online survey which you can find [here](#). You can also email [consultation@theipsa.org.uk](mailto:consultation@theipsa.org.uk) if you prefer. Please send responses by **Friday 18 March 2022** and if you would like your response to be treated as confidential, please say so clearly in your response.

## Regional Teams

We now have dedicated Payroll Officers as well as Account Managers for each region. Please check the map below to see your named Payroll Officer and Account Manager.



To contact your Payroll Officer or Account Manager, please visit our [call booking page](#). You can also email [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk) or [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

## Contact Us

**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.

**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.

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

**Email:** email [info@theipsa.org.uk](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto: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.