

Bulletin 2 July 2020

Last week we announced additional changes to the Scheme, designed to assist you and your offices in dealing with the huge increase in workload as a result of the coronavirus pandemic.

The changes we have made include changes to the staffing budget for the remainder of the 2020-21 financial year, a homeworking allowance for MPs' staff and an extension to the deadlines for submission of claims and supporting documentation. The addendum to the Scheme, detailing these changes, can be found on our website [here](#) as well as guidance on the changes which can be found [here](#).

If you have any queries about the additional changes, please see our updated coronavirus FAQs on our website [here](#), or contact your Account Manager or Payroll Officer. Further details about how to contact us can be found below in this bulletin.

This bulletin contains new information on the following:

- Payment Card Reconciliation
- Payslips Archive
- Subletting Constituency Offices
- Website Content Feedback
- Bank Account Details, Addresses and Barclaycard

Important information you should still be aware of includes:

- Year-end 2019-20
- Call Booking Service

- Contact Information and Support

With best wishes

The IPSA Team

Payment Card Reconciliation

Now that the year-end deadline has passed it is important that payment card transactions are reconciled. We will be writing to those with unreconciled transactions over the next few days.


Later this month the usual payment card [policy](#) will be reintroduced. This means that you need to fully reconcile your card on time, by the 8th of each month, and repay any money owed, or risk your card being suspended.


Payslips Archive

Payslips up to March 2019 are currently located on the IPSA Online Homepage. Later in the summer access to these payslips is being switched off. If you wish to access any of your payslips from before March 2019, you will need to download these from the homepage.

**Online Expenses System**
Claims for 2018-19

**Payslips Archive**
Payslips Archive
(until March 2019)

**IPSA Online**
Claims and payroll costs

**Publication Data**
Next publication 09/07/2020

Subletting Constituency Offices

If you are subletting any part of your constituency office, please ensure that you inform IPSA of this. You should draw up a subletting agreement and charge a fair fee that must be repaid to IPSA. If you are subletting to a political party, constituency association or connected party, you will also need to provide a valuation from a RICS surveyor.

You can find information on subletting in the [Scheme](#) under paragraphs 6.24 to 6.26.

Website Content Feedback

We're working on improving the online support and guidance for IPSA Online and our rules and processes. We're looking for users to spend 45 minutes with us on Friday 10 July. We would like you to give us feedback on some ideas we are working on.

We are very keen to hear the views of a wide range of people and from as many diverse backgrounds as possible. If you could offer your perspective we encourage you to take part. You can register your interest by answering a few questions about you and your role [here](#).

Bank Account Details, Addresses and Barclaycard

Keeping your bank account details up to date on IPSA Online is important to ensure reimbursement for claims and payment of salaries are made to the right place. If these are not up to date, payments will not go through and this will

delay you receiving the money.

If you have a new bank account, or would like payments made into a different account, please update your details. Guidance on how to do this can be found [here](#).

It is also important to keep your home address up to date on IPSA Online for payroll purposes and if you claim for security funding for your home address. If you have moved home recently, or you're not sure if this information is up to date, please check and update this. Guidance on how to do this can be found [here](#).

Lastly, please make sure your addresses with Barclaycard are up to date. If you have moved home or office and want your billing or statement addresses updated, please call Barclaycard on 0800 008008. If you are not sure what the address for either of these is and want to check, please call Barclaycard on the above number.

If you are required to order a new card, it will be sent to the billing address, so it is important this is kept up to date.



Year-end 2019-20

The year-end deadline was on Tuesday this week and no further year-end forms will be accepted.

There are other deadlines to be aware of.

If you included claims on your year-

end form you have until **31 July** to submit these claims on IPSA Online.

The deadline for the submission of missing documentation for claims for 2019-20 is **31 July**. Please send the supporting documentation by email to yearend@theipsa.org.uk by this deadline. This is to ensure all documentation is received in accordance with the year-end guidance.

If you are unsure which of your claims were paid by IPSA without supporting documentation, we will email you tomorrow with a full list of claim and line numbers.

If any claims have been returned to you asking for additional information, you must resubmit this with the correct information and supporting documentation by **14 August**. If they are resubmitted after this date, they will still be paid, but will be allocated against your 2020-21 budgets.

You can find our year-end guidance [here](#).

Call Booking Service

If you have a query, you can book a telephone call with a member of the MP Support or Payroll team.

If you have a query about your tax code, please contact **HMRC** directly first on 03000 534 720 (staff) or 03000 581 588 (Members) as they



can advise on why the code has been allocated and if it is correct.

Please book a call with a **Payroll Officer** if you wish to discuss any matters relating to:

1. Your own employment (terms and conditions, salary, pension, national insurance, any of our employee schemes – e.g. Cycle2Work); or
2. The MP's staffing budget and issues related to the employment of staff working for the MP (or volunteers). Please note that these discussions will be limited to the MP or their nominated payroll proxy with access to the staffing budget report in IPSA Online.

If you wish to discuss any other topics, please book a call with an **Account Manager**.

If you would like to book a call, [click here](#).

After your call, please use the feedback survey afterwards to let us know how it went and suggest any improvements.



Contact Information and Support

We have a range of channels available to provide support to you during the coronavirus outbreak.

There is guidance available on the IPSA [website](#) and [Homepage](#). This includes a dedicated tab for IPSA Online guidance.

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

Our call booking service can be found [here](#).

We also have online training sessions available. These can also be found on the [Learning and Development](#) page on the IPSA Online Homepage.

IPSA ONLINE TRAINING

IPSA Online training takes place every Tuesday and Thursday at 2pm using a virtual platform. [Sign up here](#).

ASK IPSA

An IPSA panel will give a brief overview of their area of responsibility and answer your questions. We can address general questions in this webinar. For specific questions, please book a telephone call with us.

You will meet and have a chance to ask questions from our colleagues in Publication and Validation, MP Support and Payroll.

Monday 6 July at 2pm for one hour. [Sign up here](#).

LEASES

An IPSA Account Manager will talk through the requirements for leases, including submitting forms and, importantly, the required evidence so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties and change leases as quickly as we can. There will be an opportunity at the webinar to ask questions at the end.

Monday 10 August at 11am for one and a half hours. [Sign up here](#).

Tuesday 8 September at 11am for one and a half hours. [Sign up here](#).

MANAGING YOUR IPSA BUDGETS

Keeping on top of your financial position with IPSA Online

This bitesize webinar will take you through some key steps in IPSA Online that will help you to:

- confidently comply with the Scheme and follow IPSA's key processes
- use the IPSA Online dashboard and task manager to full effect
- get the most out of reports and forecasting tools

We can address general questions at the end of the webinar. For specific questions, please book a telephone call with us.

Tuesday 7 July at 11am for a maximum of one hour. [Sign up here](#)

PAYMENT CARD RECONCILIATION

With the deadline for payment card reconciliation approaching, an IPSA Account Manager will talk through the payment card policy and how to reconcile your payment card within the rules. There will be an opportunity to ask questions at the end of the webinar.

Tuesday 28 July at 11am for one hour. [Sign up here](#).

Please do not post any documents or cheques to our office. 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.