



25 March 2021

Last week we published our new Scheme of MPs' Staffing and Business Costs which will take effect from 1 April 2021. This will be the thirteenth edition of the Scheme. You can find the new Scheme, as well as guidance on changes for 2021-22, on our website [here](#).

This bulletin contains new information on the following:

- IPSA Online Maintenance
- Year-end 2020-21
- Commuting Costs

Important information you should still be aware of includes:

- Staffing Budget Updates
- Training and Development
- Contacting us

With best wishes

The IPSA Team

IPSA Online Maintenance

Due to essential maintenance ahead of the year-end, access to IPSA online will be unavailable this weekend between the following times:

- **Friday 26 March 18:00 until Saturday 27 March 09:00**
- **Saturday 27 March 18.00 until Sunday 28 March 09:00**

We apologise for any inconvenience this may cause. Please submit IPSA Online tasks ahead of these times to avoid work getting lost.

Year-end 2020-21

IPSA Online Updates

By early next week, any updates to the current financial year will have been posted into IPSA Online, giving you the most up to date information on the current financial year. This will include credit notes being raised on your account which may require you to make a repayment.

On 1 April 2021 your financial budget dashboard will switch to the new budgets for 2021-22.

Deadlines and Guidance

To make sure your claims are paid from your 2020-21 budgets, you must submit them by next Wednesday, **31 March 2021**.

If you can't submit all claims for 2020-21 by 31 March 2021, complete a year-end form and submit it to info@theipsa.org.uk no later than **15 April 2021**.

All MPs should check their financial position for this financial year and complete a year-end form to make sure spending is allocated to the correct financial year.

Please refer to the guidance we provided [here](#), which includes FAQs, helpful tips, and the year-end form. The correct submission of documentation is your responsibility and it is therefore vital all MPs and staff understand the deadlines and what you need to submit to IPSA. If you need to complete a year-end form, please submit it, along with the necessary supporting evidence on IPSA Online, to info@theipsa.org.uk by 23:59 on Thursday 15 April 2021.

Commuting Costs

In January we announced that we would allow MPs returning to Parliament to claim for commuting costs between their London home and Westminster in order to avoid public transport during the height of the pandemic.

When the House returns from Easter Recess on 13 April, MPs will no longer be able to claim for commuting costs between their London home and Westminster. This is in line with changes made by the House of Commons for their staff and the rules in the Scheme.

Staffing Budget Updates

MP Staff Pay Ranges for 2021-22

MP Staff pay ranges for 2021-22 can be found on our website [here](#).

A small number of pay range minimums are increasing in 2021-22. Staff members whose current salaries fall below those new minimums will receive an increase if needed to ensure they remain within the range. This relates to the **Administrative 1 (non-London area) range**, where the minimum is increasing to match the new UK 'real Living Wage' (as set by the Living Wage Foundation); and to the **Employed Intern (London area/non-London area) range**, where the minimum is increasing to match the new National Minimum Wage for 21-22 year olds which will come into effect in April 2021.

Automated Payment of Salary Increases

As we announced on 25 February, we will automatically adjust MPs' staff salaries. For the next financial year, 2021-22, the IPSA Board has agreed a figure of 1% which will be paid to all MPs' staff unless their employing MP has opted out. If you are an MP, an opt out should only be requested if you are awarding no pay increase. **You do not have to take any action for the 1% pay increase to be implemented.**

For some staff whose salaries fall below the updated pay ranges, the automatically applied 1% increase will bring them into the updated pay range. For those staff where this is not the case, we will apply a further increase so that their salaries meet the revised minimum of their pay range. Pay increases

will take place in the May payroll and will be backdated to 1 April 2021. If an MPs' staff member leaves their employment in April 2021, their pay increase will still be processed in May and they will receive the payment after they have left.

MPs are still able to award a further increase above the 1% if they wish and if affordable within the overall budget. In this case, when submitting a contractual changes form, please state clearly what the overall change in salary should be using the description field (for example, an additional 1% on top of the automatic 1%, or state the final salary amount). This will help to ensure that any additional changes are processed correctly. Any further increases made will be processed in May and backdated to when they were requested for.

COVID-19 Staffing Budget Supplement for 2021-22

We have extended the COVID related Staffing Budget supplement into the 2021-22 financial year. An additional **£24,970** will be available for MP staffing budgets outside of the London area and **£27,680** for London area MPs, until the end of March 2022.

We appreciate that each MP's office is different and the discretion on how to deploy this staffing resource is a matter for you to decide locally. But the additional budget could fund, as examples:

- Recruitment of an additional full-time member of staff (or retention of a current fixed term appointment) until the end of 2021;
- Two full time appointments from April to July; or
- One part-time appointment working 3.5 days per week for the full financial year
- Overtime payments or contract extensions for your existing staff

Please use the COVID-19 supplement with caution when deciding whether to hire a new permanent staff member or making a fixed-term contract permanent, as opposed to hiring a new fixed-term staff member. You should consider the implications that a new permanent staff member would have on your Staffing budget in the future. We strongly advise you use the example set out above.

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:

- Year-end 2020-21
- Budget Management: Claims, Debt and Spend
- Reconciling your Payment Card
- Staffing Budget Report
- Property Registration, Management and Amendment
- IPSA Online Training

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

Contacting us

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

Queries or documents can be submitted to IPSA teams by emailing the MP Support (info@theipsa.org.uk) or Payroll teams (payroll@theipsa.org.uk). We accept scanned documents and forms on IPSA Online. Please do not mail

documents to our office.

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 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.