

## Independent Parliamentary Standards Authority

10 September 2020

At IPSA we are committed to improvement and value the feedback we receive. We have introduced the new [information website](#) and made further changes to IPSA Online, including a property progress tracker, which we hope will improve our service and your ability to complete IPSA tasks.

This bulletin contains new information on the following:

- Publication of Business Costs
- Payment Card Reconciliation
- Coronavirus Staffing Budget
- IPSA Online System Changes - August 2020
- Property Progress Tracker

Important information you should still be aware of includes:

- New Information Website
- Contact Information and Support
- Learning and Development
- Mailing IPSA

With best wishes

The IPSA Team

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## Publication of Business Costs

The latest publication of MPs' business costs, for claims processed between April and May 2020, can now be viewed on the [IPSA website](#).

The annual publication will take place in December, one month later than in some previous years. This is due to the extensions to deadlines that we gave, at the height of the pandemic, to make claims and submit evidence.

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## Payment Card Reconciliation

In July we reinstated our [payment card policy](#) which means that when transactions have not been reconciled by the 8<sup>th</sup> of the month, we may suspend your payment card. The deadline for the reconciliation of July's statement was 8 September and as a result we have suspended a number of payment cards.

Please [book a call](#) with an account manager if:

- you need assistance reconciling your payment card transactions
- you need assistance with transaction lines that have been returned to you
- you would like to know more about the payment card reconciliation process, our deadlines and get advice on how to stay on top of the process

Finally, please note that transaction lines for August's payment card statements have been uploaded overnight. This is slightly later than usual

due to technical difficulties with the data set. Please accept our apologies for this.

The deadline for reconciling August's lines will remain 8 October 2020, but please do let us know if you have any issues meeting this timeline and we will work with you to help you reconcile as soon as possible.

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## Coronavirus Staffing Budget

If you are using the additional staffing budget made available due to the coronavirus pandemic, please ensure you notify us so that it can be allocated to the correct budget.

There are three ways for you to notify us:

1. When submitting overtime forms, include a comment on the form and we will automatically allocate the cost.
2. Email a statement to [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk) with a request to move costs already incurred, which includes overtime paid between April and July.
3. Include a statement with future new starters, if their salary is to come from the additional budget.

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## IPSA Online System Changes - August 2020

Each month we will let you know about changes we are making to IPSA Online to improve processes and usability.

The changes made in August were:

- **Expense alerts** - we introduced three new automatic email alerts for the following:
  - Expense claim that needs approval - sent to the MP or expenses proxy when a claim needs approval
  - Expense claim that needs further information - sent to the creator of the claim when it has been returned by IPSA, the MP or expenses proxy
  - Expense claim that has not been paid - sent to the creator of the claim and the expenses proxy when a claim has been processed as 'Not paid' by IPSA
- **Additional projects added to 'cleaning service' expense type** - this allows 'accommodation' and 'contingency not applied for' to be selected when you make a claim for cleaning services.

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## Property Progress Tracker

From Friday 11 September, we are introducing the **MPD Property Progress Tracker** on IPSA Online. This new report will appear on your dashboard showing the status of each property form that you have submitted.

You will be able to see key details of the form, such as the form number (IPZZ), the status and who is responsible for the current action. For example, once you have submitted a form, it will show on your tracker as 'In Progress' and IPSA as the owner.

– MPD Property Progress Tracker							
#	Type of Form	Property Type	Form ID	Last Update	Task Owner	Form Status (C)	
1	Property Reg...	Property Typ...	IPZZ4010785	31/07/2020	IPSA		In

– MPD Property Progress Tracker							
#	Type of Form	Property Type	Form ID	Last Update	Task Owner	Form Status (C)	
1	Property Am...	Office Change	IPZZ44110...	31/07/2020	Test Tester		
2	Property Re...	Property Typ...	IPZZ40107...	31/07/2020			

Shortly following this, we will also be introducing three new automatic email alerts for property forms. These are to confirm receipt of your form; to let you know when the form has been completed; and to notify you if the form has been returned to you for further information. We will further update you as to when these will go live in the system.

You can find guidance on how to register or renew a property with us [here](#).

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## New Information Website

Our new information website is now available and you can access it [here](#). The new site is designed to provide the information you need in a clear and easy-to-navigate way. The site is also fully accessible on mobile devices. The new site will replace IPSA for MPs on the IPSA website and the IPSA Homepage.

The new site gives you access to [IPSA Online](#), the [Scheme of MPs' Business Costs and Expenses](#), step-by-step guides to using IPSA Online, our latest policies, downloadable forms you need, and our [call booking system](#).

Book a call back

**IPSA** Menu Launch IPSA Online

## Welcome to IPSA

Your guide to meeting parliamentary rules and using IPSA Online.

Search IPSA resources

### Reminders & deadlines:

- Publication deadline: 3 September
- MP parental leave support
- Training and wellbeing support
- Cleaning costs reimbursement

### Browse resources:

#### Payroll & personnel

Resources on pay, tax, leave, proxy permissions, and human resources. [See all topics on payroll & personnel](#)

**Key scheme rules:**

- [Agreement to the Scheme](#)
- [Staffing costs you can claim](#)
- Employment procedures

**Key forms and guidance:**

- [Accessing your payslip](#)
- [Calculating casual staff holiday](#)
- [Payroll cut-off dates 2020-21](#)

#### Costs & expenses

Learn about the rules, evidencing claims, travel and subsistence, card payments, contingency budgets, and correcting errors. [See all topics on costs & expenses](#)

**Key scheme rules:**

- [Making claims](#)
- [Payment cards](#)
- [Applying for contingency payment](#)

**Key forms and guidance:**

- [Payment card reconciliation](#)
- [Barclaycard Application Form](#)

We will continue to review the information and guidance to provide the best possible support for you to complete IPSA tasks.

If you would like to submit feedback or if you have any questions about the new site, please email [communications@theipsa.org.uk](mailto:communications@theipsa.org.uk).

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## Contact Information and Support

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](mailto:info@theipsa.org.uk)) or Payroll teams ([payroll@theipsa.org.uk](mailto: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](#).

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## Learning and Development

### IPSA Online Training

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

[Click here to sign up.](#)

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## Mailing IPSA

We are still receiving mail to our old office at 30 Millbank which we vacated in March 2019. **Please do not** send any mail to our old office, nor our current office on the Strand.

If you need to send documents to us, please email them to [info@theipsa.org.uk](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto: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](mailto:info@theipsa.org.uk). Our bank details can be found on the repayment form.