

## Bulletin 17 April 2020

We continue to send best wishes to people suffering from the coronavirus and their families and hope that all those well enough will enjoy the upcoming weekend.

As you will be aware, in the past week there has been misleading media coverage and social media interest in the additional funding we put in place to enable your staff to transition to home working during the coronavirus outbreak to support your constituents and continue your parliamentary duties. IPSA has been very clear in response that this was a decision taken by us as the independent body responsible for funding MPs' offices. IPSA's response can be found [here](#).

This bulletin contains information on the following:

- Coronavirus measures
- Security clearance for MPs' staff
- Payment Cards
- Local authority grants
- Training

Contacting IPSA

With best wishes

IPSA

## **Coronavirus**

We are committed to supporting you during the coronavirus outbreak. Information and guidance can be found on IPSA's dedicated coronavirus webpage [here](#). The FAQs have been updated so please refer to this page for questions on IPSA's coronavirus measures.

## **Security Clearance for MPs' Staff**

Every person who works for an MP must have security clearance, irrespective of where they are based or if they require access to the Parliamentary digital system.

These checks are designed to protect MPs, MPs' staff, members of the public contacting the constituency office and the Houses of Parliament as a whole.

The security vetting form can be found [here](#) and should be returned to the Pass Office.

## **Payment Cards**

IPSA changed the arrangements for payment cards last month to take account of the current circumstances. As the financial year end approaches it is important to reconcile payment cards to help finalise the budget position. Please visit IPSA Online to check if there are any outstanding tasks. Please action anything outstanding in your task manager in order to ensure it is reflected in your budgets and spend. You can then repay anything outstanding on the 'MPD repayments due' section of the dashboard. Guidance on how to complete IPSA Online tasks can be found [here](#).

## Local Authority Grants

Local authorities have written to companies and organisations that are eligible to receive a small business grant, as part of relief measures put in place by the Government to help businesses deal with the coronavirus pandemic. This scheme is being administered differently by each of the devolved nations.

We advise MPs to decline the grant as IPSA is continuing to pay salaries and business costs to MPs and their staff throughout this period.

If you have already claimed for reimbursement of your 2020-21 business rates costs and subsequently receive a partial refund from your local authority, this amount must be returned to IPSA. To make a repayment, please make a BACS transfer directly to us and submit a repayment form detailing what you are repaying. Our bank details can be found on the repayment form in section 8. The repayment form can be found on our website [here](#).

## Training

IPSA Online training takes place every Tuesday and Thursday at 2pm. [Click here to register](#).

We want to ensure that our programme of learning and development meets your needs. Our training survey closes on **Monday 20 April**. Please click the link below to let us know how our training can best support you.

[Take the training survey](#)

## **Contacting IPSA**

If you cannot find answers to your queries [online](#), please email [info@theipsa.org.uk](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk).

As we are working from home, please do not post any correspondence or forms to IPSA's address on the Strand. We have put in place alternative ways to complete all paper-based processes, with details [here](#).

We are currently calling back many MPs and staff each week following email requests to resolve issues. From next week we are trialling additional ways to contact us, as part of wider improvements to our support and responsiveness during this period of home working. We will be writing to the MP Staff User Group with more details and will provide further details in these bulletins shortly.