



1 October 2020

Last week we uploaded the budget positions for 2019-20 to IPSA Online. [Click here](#) for instructions on how to access your reports. We have scheduled a new webinar to help you understand your year-end budget position. We have also scheduled a new monthly webinar on properties. You can find further information on both in this bulletin.

Our new information website has been live for a month. We hope that you have found the new website useful and accessible. If you are looking for forms on the new site, type 'forms' into the search box and you will see a list of forms. We always value feedback and if you would like to provide any about the new website, please email communications@theipsa.org.uk.

This bulletin contains new information on the following:

- Learning and Development - new webinars added
- Payment card deadline, 8 October
- Evidence for claims during the coronavirus pandemic
- Homeworking allowance

Important information you should still be aware of includes:

- Coronavirus working arrangements survey
- Contact information and support
- Mailing IPSA

With best wishes

The IPSA Team

Learning and Development

NEW - Understanding your Year-end Budget Position

IPSA's Head of Operations will deliver a webinar on two dates to help you to understand your final budget position for 2019-20 and how this can impact your budgets for 2020-21. The sessions will explain how you can access the information you need using IPSA Online and there will be an opportunity to ask questions on general queries at the end. For more specific queries, please [book a call with the MP Support team](#).

Monday 5 October at 1.30pm - to let us know if you are planning to join the webinar on 5 October, [click here](#)

To join the webinar on 5 October [click here](#)

Monday 12 October at 2pm - to let us know if you are planning to join the webinar on 12 October, [click here](#)

To join the webinar on 12 October, [click here](#)

NEW - Property

An IPSA Account Manager will talk through the requirements for paying rent

for MPs' offices and accommodation, including submitting forms and, importantly, the required supporting documentation so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties, make changes and arrange rent payments as quickly as we can.

There will be an opportunity to ask questions at the end of the one-and-a-half hour webinar.

This webinar will take place on the second Tuesday of every month, starting on **Tuesday 13 October at 10.30am**. To sign up for any of these webinars, [click here](#).

IPSA Online Training

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

[Click here to sign up.](#)

Payment Card Deadline, 8 October 2020

The deadline to reconcile your payment card for transactions made in August is 8 October 2020. In order to retain the use of your payment card, please submit reconciliations well in advance of this date, to allow time for our validation team to raise any queries they may have and for you to respond.

Access to the payment card will be suspended if money owed from the payment card has not been repaid to IPSA within 30 days or until a repayment plan has been agreed. Further details can be found in our [Payment Card Policy](#).

Once your reconciliation has been submitted, please continue to check your task manager in case a claim is returned to you. If you have any exceptional

circumstances which mean you cannot complete your reconciliation, please contact the [MP Support team](#) in advance of the deadline.

Evidence for Claims During the Coronavirus Pandemic

All claims submitted to IPSA must be supported by evidence. As part of our coronavirus support measures, we made changes to the deadlines for submitting claims and evidence.

Until further notice, claims can be submitted up to **120 days** after a cost was incurred. You should make every effort to submit supporting evidence along with the claim. If the evidence is temporarily unavailable for reasons related to the pandemic, you should provide an explanation with the claim, and send in the evidence as soon as possible. If we have not received the evidence after a further 120 days, you may be required to repay the amount.

Please see further information in our coronavirus [FAQs](#). Guidance on evidence requirements can be found [here](#) and instructions on how to attach evidence to claims can be found [here](#).

Homeworking Allowance

During the summer we introduced the homeworking allowance of £26 per month for MPs' staff working at home during the pandemic.

If a staff member continues to regularly work from home for a portion of their time, they are still entitled to receive the homeworking allowance.

To start or stop receiving the homeworking allowance, the MP or Payroll Proxy should email payroll@theipsa.org.uk.

Coronavirus Working Arrangements Survey

We want to continue to provide the resources you need to carry out your parliamentary duties. We recently launched a short survey so that we can understand how your working practices are still being affected by the pandemic. You can complete the survey using the button below. All responses are anonymous and the information will be held in compliance with our [Surveys Privacy Notice](#).

[Take the survey](#)

We know that many offices have been dealing with significantly higher levels of casework as a result of the pandemic, which is why IPSA has provided additional funding for staffing in the remainder of this financial year. If you're able to provide information on your workload and how it has changed over the past months (such as figures from case management systems), please send this to consultation@theipsa.org.uk.

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) or Payroll teams (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](#).

Mailing IPSA

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. Please do not mail documents to our office.

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.