

6 January 2022

We hope you are having a good start to the new year. Below are some updates from IPSA.

We have now updated our training schedule for 2022. If you are a new starter or are looking for some pointers on how to keep on top of your staffing and business costs, we would recommend signing up for one of our webinars. You can find more detail on the training we offer <a href="here.">here.</a>

This week's bulletin contains information on:

- Annual Publication Upcoming Deadlines
- Annual Survey Closing Soon
- New Starter Tools
- IPSA Payment Card Expiry

Information you should still be aware of includes:

- Regional Teams
- IPSA Checklist
- Training and Development

## **Annual Publication - Upcoming Deadlines**

On **20 January**, we will be publishing the aggregate data for your staffing and business costs, claims, and salary for the 2020-21 financial year.



**10 January** will be your final opportunity to check this information carefully and contact us if you have any questions.

**10 January** is also the last day for submitting a commentary to add context to your spending. Any MP or former MP who wants to submit a commentary can send it via email to <a href="mailto:info@theipsa.org.uk">info@theipsa.org.uk</a>.

**Tomorrow**, **7 January** is the is the date by which repayments must be made so they can be included in the published data. You can repay the amount by BACS. If we have received your payment in full, we will add this repayment to our data so your remaining budget will be displayed as zero when we publish.

Please contact your account manager if you have any questions about the figures or the options for repayment. Repayments will only be processed by IPSA on the return of a completed <u>repayment form.</u>

# **Annual Survey of MPs and Staff 2021**



We have extended the deadline for our annual survey of MPs and Staff. The survey will close **tomorrow**, **7 January at 23:59.** 

If you haven't already, we would really appreciate if you could spend around 10 minutes of your time to share your experience of working with IPSA over the past 12 months; what we've got right, what's important to you and what else we could do to improve. We listen and learn and we'll get real value from your time.

Please tell us about your experiences by clicking on the button below.

## Take the survey

### **New Starter Tools**

When new staff start working for a Member of Parliament, it's important they have the right job description and contract. We have tools to generate these and you can see more details <u>here</u>.



The Job Description generator and the Staff Contract generator are both due to be updated in the next few weeks. The functions should all be the same but the appearance will change slightly. Please get in touch if you encounter any issues.

# **IPSA Payment Card Expiry**

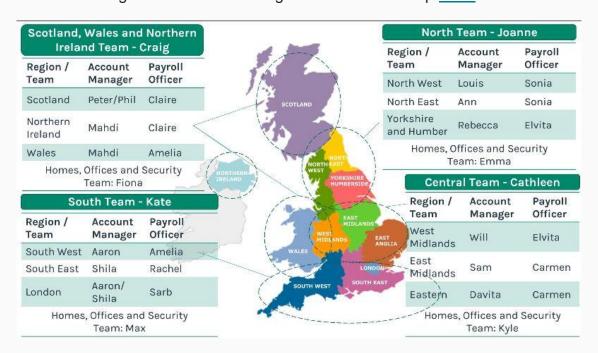
If you were elected in the 2019 General Election and received a payment card that expired in December 2021, you should have already received this to your home address.

If this is not the case, please get in touch.

# Information you should still be aware of...

## **Regional Teams**

We now have dedicated Payroll Officers as well as Account Managers for each region. Please check the map below to see your named Payroll Officer and Account Manager. You can see a larger version of the map <a href="https://example.com/here.com/he



To contact your Payroll Officer or Account Manager, please visit our <u>call</u> <u>booking page</u>. You can also email <u>payroll@theipsa.org.uk</u> or <u>info@theipsa.org.uk</u>.

### The IPSA Checklist

We have created a useful checklist of tasks that should be completed on a weekly, monthly, bi-monthly and yearly basis.

You can view the list online or download the printable version. We hope this will help you keep on top of everything IPSA so that you can spend more time focussing on what really matters.



## **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:

- An introduction to IPSA Online
- Drop-in training for IPSA Online
- Managing your business costs: claims and budgeting
- Managing your properties: The IPSA Property Lifecycle
- Monies Owed Webinar
- Returned Claims Webinar
- Staffing Budget webinar
- Publication webinar

Click here for more details and to register

## **Contact Us**

**Call the support team:** You can call us directly on **020 7811 6400**. Your call will be answered by a member of the team, not necessarily your Account Manager or Payroll Officer, who will try to resolve your issue or will forward to a member of the team.

**Book a call:** to speak to your dedicated Account Manager or Payroll Officer using the <u>call booking system</u>. They will contact you at the allocated time. You can find information about your IPSA team on our <u>Contact us</u> page.

**Website:** check the MP and MPs' staff website for general queries.

**Email**: email <u>info@theipsa.org.uk</u> or <u>payroll@theipsa.org.uk</u> with queries for your dedicated Account Manager or Payroll Officer. Your email will be directed to your team and someone will get back to you. Our aim is to get back to you within 5 working days but we'll reply sooner if we can.