

# IPSA

## Bulletin: News and Updates from IPSA



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 [here](#).

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](#)

- [Contact us](#)

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## 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 [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

**Tomorrow, 7 January** 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 [repayment form](#).

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## 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](#)

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## 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 [here](#).



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.

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## 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.

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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 [here](#).

Scotland, Wales and Northern Ireland Team - Craig		
Region / Team	Account Manager	Payroll Officer
Scotland	Peter/Phil	Claire
Northern Ireland	Mahdi	Claire
Wales	Mahdi	Amelia
Homes, Offices and Security Team: Fiona		

North Team - Joanne		
Region / Team	Account Manager	Payroll Officer
North West	Louis	Sonia
North East	Ann	Sonia
Yorkshire and Humber	Rebecca	Elvita
Homes, Offices and Security Team: Emma		

South Team - Kate		
Region / Team	Account Manager	Payroll Officer
South West	Aaron	Amelia
South East	Shila	Rachel
London	Aaron/Shila	Sarb
Homes, Offices and Security Team: Max		

Central Team - Cathleen		
Region / Team	Account Manager	Payroll Officer
West Midlands	Will	Elvita
East Midlands	Sam	Carmen
Eastern	Davita	Carmen
Homes, Offices and Security Team: Kyle		

To contact your Payroll Officer or Account Manager, please visit our [call booking page](#). You can also email [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk) or [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

### 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.

The graphic is titled 'IPSA Checklist' and is divided into two columns: 'Weekly' and 'Monthly'. The 'Weekly' column is headed 'Every week, when it suits you' and lists tasks such as logging into IPSA Online, making new claims, checking for the IPSA Bulletin, repaying MP money, collating mileage, resolving returned claims, filing invoices, and addressing email alerts. The 'Monthly' column is headed 'Key dates 8<sup>th</sup> and 15<sup>th</sup> of the month' and lists tasks such as reconciling payment card expenditure, checking uploaded direct supplier costs, reviewing budget spend position, reporting changes to properties, contacting the Account Manager, checking credit notes, reviewing claims in draft, checking the dashboard, and running a staff budget report. Both columns include a 'Payroll' section with specific tasks.

Weekly Every week, when it suits you	Monthly Key dates 8 <sup>th</sup> and 15 <sup>th</sup> of the month
<ul style="list-style-type: none"><li>✓ Login to IPSA Online and Check your task manager for any issues which need your attention</li><li>✓ Make new claims as soon as possible after the cost is incurred</li><li>✓ Look out for the IPSA Bulletin on Thursdays for lots of useful information and updates to our services - <a href="#">IPSA Bulletin</a></li><li>✓ Check if the MP owes IPSA any money and repay it or query it if necessary - <a href="#">Monies owed them?</a></li><li>✓ Collate mileage and make regular claims to ensure prompt payment - <a href="#">Claiming mileage</a></li><li>✓ Resolve any returned claims in task manager to prevent any payment delays - <a href="#">Correcting Claims</a></li><li>✓ Check and file invoices and receipts to ensure they meet requirements in preparation for making claims - <a href="#">Submit your claims</a></li><li>✓ Address email alerts from IPSA Online that need your attention</li></ul>	<ul style="list-style-type: none"><li>✓ Reconcile payment card expenditure as soon as it is uploaded at the beginning of the month and latest by 8<sup>th</sup> of the month. Tell us immediately if you think there is fraud on your payment card - <a href="#">Payment Card Reconciliation</a></li><li>✓ Check uploaded direct supplier costs and tell us about any issues - <a href="#">DSD Direct Suppliers by MP</a></li><li>✓ Check your budget / spend position and plan accordingly <a href="#">Managing Budgets</a></li><li>✓ Tell us about any changes to your properties, so we pay your landlord correctly - <a href="#">Managing your properties</a></li><li>✓ Contact your Account Manager to resolve any outstanding issues - <a href="#">Contact IPSA</a></li><li>✓ Credit notes, check that you have no outstanding credit notes - <a href="#">Credit Notes</a></li><li>✓ Review any claims in draft and either submit or contact IPSA to delete as necessary</li><li>✓ Check your dashboard for any outstanding payment card lines, debt or property issues - <a href="#">Using the IPSA Dashboard</a></li></ul>
<p><b>Payroll</b></p> <ul style="list-style-type: none"><li>✓ Submit your timesheet, for the relevant week ending</li></ul>	<p><b>Payroll</b></p> <ul style="list-style-type: none"><li>✓ Tell us about any payroll changes by 15<sup>th</sup> of the month <a href="#">Payroll cut off date</a></li><li>✓ Run a staff budget report (at the end of the month), to check the data shown and ensure that no overspend is forecast - <a href="#">Payroll Model for Budget</a></li><li>✓ Review the Covid staffing budget and notify payroll of any movement (check the Payroll Modelling Report above)</li><li>✓ Check your payroll and report any issues to payroll</li></ul>

## 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 [call booking system](#). They will contact you at the allocated time. You can find information about your IPSA team on our [Contact us](#) page.

**Website:** check the [MP and MPs' staff website](#) for general queries.

**Email:** email [info@theipsa.org.uk](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk) 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.