**Cover Sheet to be retained by MP**

**[INSERT MP NAME]**

I authorise IPSA to pay the person named in the Volunteer Arrangement the amount stated from my Staffing budget.

I understand that IPSA will deduct Income Tax and Employee National Insurance contributions from each payment and pay the amount deducted to HM Revenue and Customs where appropriate.

I confirm that the payment being made to my staff member is in respect of work that is exclusively and necessarily in support of my parliamentary duties.

I confirm that I have checked my Staffing Budget Report and that employing this staff member will not make me exceed my Staffing Budget for this financial year.

I confirm I have completed the employee Right to Work Checks.

I confirm that the person named in the contract/agreement is required to obtain and maintain satisfactory security clearance(s) subject to the prevailing policy set by the House of Commons Commission.

I understand and agree with the above statements       [Agree]

Contract is for an existing employee?    [Yes/No]

I understand that, after 8th June 2017, no new employee may be a connected party        [Agree]

Contract Type       Volunteer Arrangement

\*\*\***THIS PAGE MUST BE REMOVED BEFORE ISSUING THE ARRANGEMENT TO THE VOLUNTEER**\*\*

## Volunteer arrangement for the staff of Members of Parliament

**[*Name******of volunteer*]**

**[*Address*]**

**[*Date*]**

Dear **[*name of volunteer*]**

**VOLUNTEER ARRANGEMENT**

This letter describes the arrangement between me [***insert name of MP***] MP and you **[*insert name of volunteer*]** where you wish to volunteer to help me in conducting my parliamentary functions. Neither of us is making any commitment to create an employment relationship in the future through this arrangement.

This arrangement with you is subject to and is conditional on:

* + - obtaining and maintaining satisfactory security clearance(s) subject to the prevailing policy set by the Houses of Commons Commission, which may be reviewed or amended from time to time.
    - is conditional on me continuing to serve as a Member of Parliament in the constituency of [***insert name of constituency***].

As a volunteer it is anticipated that you will gain experience of: [***state the functions where the volunteer will provide help****].*

The arrangement will start on **[*insert* *date*].** It is intended that the arrangement will be in place until[[1]](#footnote-2) **[*insert date*]**, although either of us can bring it to an end at any time, with no prior notice to the other.

While neither of us has any obligation to the other, I set out some principles for the arrangement below.

**What you can expect from me**

You can expect me:

1. to provide you with a thorough induction into your volunteering period and any training you need;
2. to explain the standards we adhere to, and to encourage and support you to achieve and maintain them;
3. to meet you regularly to discuss your experiences during the volunteering period and any successes and problems;
4. to help support your personal development through the experience you gain during the volunteering period;
5. to reimburse the following incidental expenses reasonably and necessarily incurred by you during the volunteering period:
6. travel to and from your home to **[*insert* *the place of work*]** up to a maximum of £**[*insert value*]** per day.
7. lunch (food and non-alcoholic drink) expenses up to a maximum of **£[*insert value*]**per day.

***All expense claims made by you must comply with the requirements of the MPs’ Scheme of Business Costs and Expenses, which may be amended from time to time. All expenses claimed must be supported by receipts. It is my responsibility as the MP (or any proxy which I have appointed) to ensure that all claims are within the limits of the Model Volunteer Arrangement.***

1. to provide you with adequate training and feedback on any health and safety issues which

may affect you;

1. to ensure that the principles of fairness and equal opportunity are applied at all times; and
2. to attempt to resolve fairly any problems, complaints and difficulties you may have during the arrangement.

**What I expect from you**

I will expect you:

1. to help me conduct my parliamentary functions by **[*describe the functions which the volunteer will be helping to conduct].***
2. to perform the role of a volunteer to the best of your ability;
3. to follow appropriate standards and correct procedures, including those relating to health and safety and equal opportunities;
4. to maintain confidentiality;
5. to meet the agreed time commitments or to give reasonable notice so other arrangements can be made when this is not possible; and
6. to provide names of suitable referees who may be contacted and to agree to any security or Disclosure and Barring Service checks being carried out where necessary.

This arrangement is not intended to be a legally binding contract between us and may be ended at any time at the discretion of either party.

**If the above arrangement is acceptable to you, please sign and return the duplicate copy.**

Yours sincerely,

**MP’s Name.......................................................................................................................................**

**Signature..........................................................................................................................................**

**Date..................................................................................................................................................**

**Volunteer’s Name.............................................................................................................................**

**Signature..........................................................................................................................................**

**Date..................................................................................................................................................**

***For further information, please see Chapter 7 of the MPs’ Scheme of Business Costs and Expenses, available on*** [***www.theipsa.org.uk***](http://www.theipsa.org.uk)***.*** ***Call 020 7811 6400 if you have any queries.***

**Volunteer’s bank account details**

Incidental expenses re-imbursements will be paid by IPSA directly to you. Please complete your bank details below (please provide UK bank account details only):

Account Holder Name: .................................................................................

Bank Sort Code: \_ \_/\_ \_/\_ \_

Bank Account Number: \_ \_ \_ \_ \_ \_ \_ \_

**Registration process**

1. **Scan and send the completed and signed Model Volunteer Arrangement to** [**payroll@theipsa.org.uk**](mailto:payroll@theipsa.org.uk). Volunteers are uploaded to IPSA Online on a monthly basis. Send the arrangement to IPSA by the 15th of the month to ensure that the volunteer can be processed.
2. The volunteer will then appear on the system after that date. ***Please note:*** *If we receive the arrangement after the 15th, the volunteer may not appear on the system until the 15th of the following month.*
3. You will be able to submit claims on behalf of the volunteer, using the **Reimbursement (Staff)** claim form, and the expense type *Volunteer – agreed arrangement costs.* All volunteer expenses are funded from the Staffing budget.

**Evidence requirements**

IPSA will always require sufficient evidence or documentation in order to approve business costs or expenses. Please note that credit card receipts which do not detail what was purchased will not be approved or paid.

Does the evidence include:

- an itemised breakdown of what has been paid for;

* who it was paid to;
* a date; and
* an amount.

All claims must be made with **90 days** of the cost being incurred.

1. You may insert “ongoing” if applicable. [↑](#footnote-ref-2)