

## **Bulletin 5 March 2020**

Today's bulletin brings you important information regarding MPs' pay and MPs' budgets for the 2020-21 financial year, further details below. We have also included some important guidance about coronavirus which we would encourage MPs and MPs' staff to read.

We are conducting post-election research interviews to gather feedback. We are keen to hear from as many current MPs, former MPs and proxies as possible. If you can participate, please contact [communications@theipsa.org.uk](mailto:communications@theipsa.org.uk).

This bulletin contains information on the following:

- MPs' Pay for 2020-21
- MPs' Budgets and Staff Salary Ranges for 2020-21
- Coronavirus
- 90 Days since the General Election
- Publication of Business Costs and Expenses
- IPSA Online London Training and Payment Card Webinars
- Phone Line Closure

### **MPs' Pay**

The annual adjustment to MPs' basic pay for 2020-21 has been announced, bringing the overall annual salary from £79,468 to £81,932 from 1 April 2020. The announcement can be viewed [here](#).

The additional salary paid to Committee Chairs will also increase from £15,928 to £16,422 from 1 April 2020.

The increase is in line with our approach to determining MPs' pay, published in July 2015 and found [here](#). We adjust MPs' pay at the same rate as changes in public sector earnings as published by the Office of National Statistics (ONS). This process was confirmed in July 2018 following a further review of MPs' pay.

### **MPs' Budgets and Staff Salary Ranges for 2020-21**

MPs' budgets for the next financial year, starting in April 2020, can be viewed [here](#).

Following a review of MPs' staffing budgets, which can be found [here](#), we have made changes to [MPs' staff pay bands](#), updated the standard [job descriptions](#) and increased the staffing budget by 13.9% for non-London MPs and 13.1% for London MPs. This increase will enable MPs to pay a fair market rate to their staff and includes £4,000 for training, wellbeing, health and welfare costs.

IPSA will automatically increase the salaries of any MPs' staff members who fall below the new salary bands, which are all above the national minimum wage. The increase to the staffing budget includes an amount to enable MPs to make at least a 2% cost of living increase to all staff. This is in line with public sector guidance.

The new job descriptions and salary bands will take effect from the start of April and IPSA's online job description tool will be updated ready for the new financial year.

## Coronavirus

The Government has published an [action plan](#) for the coronavirus (Covid-19). The advice is that work should continue as normal, while following official guidance and taking a measured, practical approach to limit the spread of the virus and minimise the risk of infection. That means taking simple, sensible precautions:

- Washing hands more frequently,
- Using hot water and soap for 20 to 30 seconds, especially after travelling on public transport, and
- Making sure to 'catch it, bin it, kill it' when we cough or sneeze.

The NHS has published [information](#) about the illness and how to prevent it. This will be useful for MPs' staff working in constituency offices.

The House of Commons is publishing daily updates on the [parliamentary intranet](#).

## 90 Days since the General Election

Wednesday 11 March 2020 marks 90 days since the General Election. All MPs have 90 days to claim business costs. Costs incurred shortly after the election must, therefore, be claimed as soon as possible. If you have any business costs you wish to claim from 13 December onward, please log on to IPSA Online and submit your claims.

Guidance on how to use IPSA Online can be found [here](#).

## Publication of Business Costs and Expenses

On Thursday 12 March we will publish your business costs and expenses processed by IPSA for October and November 2019.

We have redacted your personal information in line with our [Publication Scheme](#). We recommend that you check your data before we publish and report any inaccuracies to us by midday on **Wednesday 11 March 2020**.

You can access your data directly on the IPSA Online Homepage from today. Go to [www.ipsonline.org.uk](http://www.ipsonline.org.uk) and click on Publication Data. You will be able to view your claims online or download them. A guide to accessing publication data through the IPSA Online homepage is available [here](#).

### **IPSA Online London Training and Payment Card Webinars**

We are currently running IPSA Online training sessions at our offices in 85 Strand on Tuesdays and Thursdays. [Click here](#) for more information and to register.

We are also hosting two webinars on Payment Cards where an Account Manager will talk through the new payment card policy and how to reconcile your payment card within the rules.

Thursday 19 March at 2.30pm - [Click here](#) to register

Tuesday 24 March at 9.30am - [Click here](#) to register

The new [payment card policy](#) will come into effect on 1 April 2020. Please read it carefully and note the new conditions for using your payment card.

## Phone Line Closure

On Friday 6 March our phone lines will be closed due to staff training.

### Year-End Guidance

We have published year-end guidance to help you manage your finances across the end of financial year 2019-20. All MPs should check their financial position for this financial year and complete a year-end form to make sure spending is allocated to the correct financial year.

Please refer to the guidance provided by IPSA [here](#). The correct submission of documentation is your responsibility and it is therefore vital all MPs and staff understand the deadlines and what you need to submit to IPSA.

Year-end forms and most claims, with supporting evidence on IPSA Online, must be submitted by **23:59 on Sunday 26 April 2020**.