

IPSA

Bulletin: News and Updates from IPSA



18 November 2021

We hope you are having a good week. Below are some updates and reminders from IPSA.

On 11 November we wrote to you regarding our decision to make the current temporary uplift to the staffing budget ongoing for the remainder of this Parliament. You can read the letter [here](#).

This week's bulletin contains information on:

- [New Chair Appointed](#)
- [Annual Report and Accounts Published](#)
- [Annual Publication Date](#)
- [Regional teams](#)

Information you should still be aware of includes:

- [IPSA Checklist](#)
- [Training and Development](#)
- [Contact us](#)

With best wishes

The IPSA Team

New Chair Appointed

Richard Lloyd has been appointed as the permanent Chair of IPSA for a five year term running until 31 August 2026. Richard Lloyd said:

"I am pleased to have been appointed IPSA's permanent Chair from 1 September 2021 and am grateful for the confidence and support of the Speaker, the Speaker's Committee for the IPSA and indeed the entire House of Commons.

"We must now follow this extraordinary year by doing more but better, as we begin our new three-year strategy. That is our challenge and I look forward to working with our renewed Board, Executive, and wider team, as well as with MPs and their staff, to make this ambition a reality."

You can find out more about the Board [here](#).

Annual Report Accounts Published

We have today published our Annual Report and Accounts for 2020-2021. The Annual Report is our assessment of our performance over the previous year. You can find today's report, as well as those from previous years [here](#).

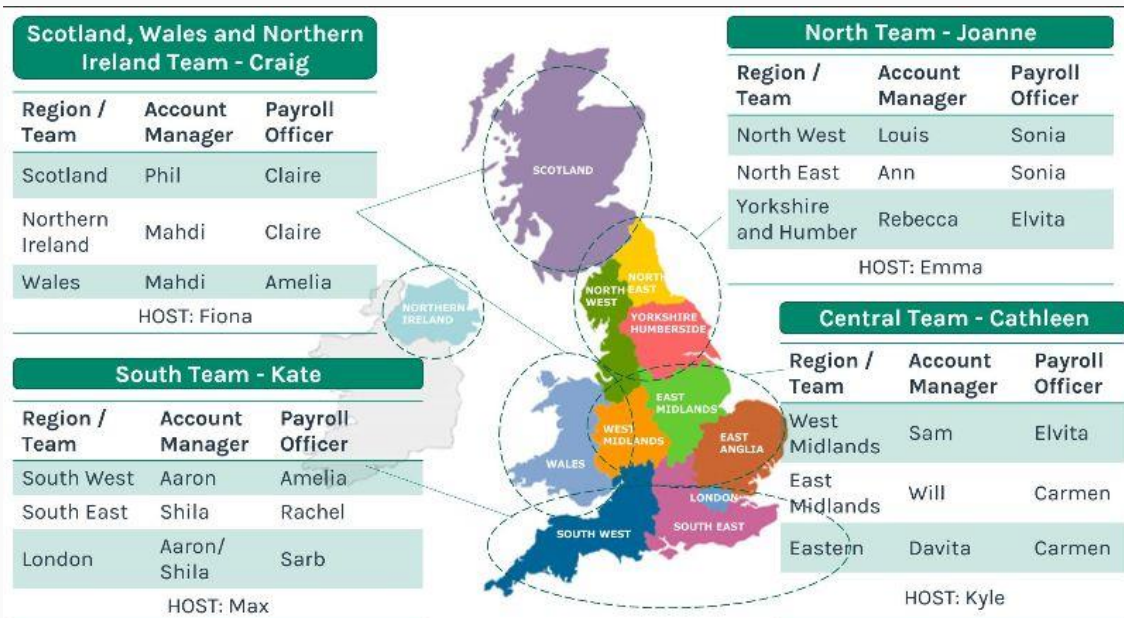


Annual Publication Date

As you know, we [postponed the date of our annual publication](#) due to the increased threat to security following the murder of Sir David Amess. We can now confirm that the annual data for 2020-21 is due to be published on 20 January 2022.

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](#).



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

Information you should still be aware of...

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.

IPSA Housing Partnership Standard Authority	IPSA Checklist
Weekly Every week, when it suits you	Monthly Key dates 8 th and 15 th of the month
<ul style="list-style-type: none">✓ Login to IPSA Online and Check your task manager for any issues which need your attention✓ Make new claims as soon as possible after the cost is incurred✓ Look out for the IPSA Bulletin on Thursdays for lots of useful information and updates to our services - IPSA Bulletin✓ Check if the MP owes IPSA any money and repay it or query it if necessary - Monies owed (Item 7)✓ Collate mileage and make regular claims to ensure prompt payment - Claiming mileage✓ Resolve any returned claims in task manager to prevent any payment delays - Correcting Claims✓ Check and file invoices and receipts to ensure they meet requirements in preparation for making claims - Submit your claims✓ Address email alerts from IPSA Online that need your attention Payroll <ul style="list-style-type: none">✓ Submit your timesheet, for the relevant week ending	<ul style="list-style-type: none">✓ Reconcile payment card expenditure as soon as it is uploaded at the beginning of the month and latest by 8th of the month. Tell us immediately if you think there is fraud on your payment card - Payment Card Reconciliation✓ Check uploaded direct supplier costs and tell us about any issues - MPN Direct Payments by MP✓ Check your budget / spend position and plan accordingly Managing Budgets✓ Tell us about any changes to your properties, so we pay your landlord correctly - Managing your properties✓ Contact your Account Manager to resolve any outstanding issues - Contact IPSA✓ Credit notes, check that you have no outstanding credit notes - Credit Notes✓ Review any claims in draft and either submit or contact IPSA to delete as necessary✓ Check your dashboard for any outstanding payment card lines, debt or property issues - Using the IPSA Dashboard Payroll <ul style="list-style-type: none">✓ Tell us about any payroll changes by 15th of the month Payroll cut off date✓ Run a staff budget report (at the end of the month), to check the data shown and ensure that no overspend is forecast - Payroll Model for Budget✓ Review the Covid staffing budget and notify payroll of any movement (check the Payroll Modelling Report above)✓ Check your payroll and report any issues to payroll

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
- Reconciling your Payment Card
- Returned Claims Webinar
- Staffing Budget webinar
- Publication webinar

[Click here for more details and to register](#)

Contact Us

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

Email: email info@theipsa.org.uk or 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.

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.

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.
