

Bulletin 23 April 2020

We hope that you and your loved ones are continuing to keep well during the coronavirus outbreak and we send our best wishes to all those who are struggling, mentally or physically, at this time. We send our deep sympathies to any who have recently lost friends or family members.

In our [Corporate Plan for 2020-21](#), we have committed to improve our support to MPs and staff and we are determined to do so. We want to give you the resources and support you need to carry out your parliamentary duties, including during the current lockdown. Our MP Support and Payroll teams are working hard to answer your queries, while other IPSA teams are improving the support we provide, including to IPSA Online and to our guidance on [The Scheme of MPs' Business Costs and Expenses](#) and IPSA's processes. Please let us know, directly or through others, what else IPSA can do to support you at this difficult time.

This bulletin contains information on the following:

- Coronavirus measures
- Year-end 2019-20
- May publication delayed until July
- Support from IPSA

With best wishes

The IPSA Team

Coronavirus

We are committed to supporting you during the coronavirus outbreak. Information and guidance can be found on IPSA's dedicated coronavirus webpage [here](#). This is updated regularly in response to queries. If you have further questions, please let us know.

Year-end 2019-20

As you know, we have extended the deadline for submission of year-end paperwork to 30 June.

The year-end form and guidance has been updated and can be found [here](#). It answers all the questions recently raised with us, and contains screenshots and easy-to-follow steps to completing the year-end procedures. There is also a training webinar scheduled; details are below.

May Publication

The scheduled publication of business costs and expenses processed for December 2019 and January 2020 has been rescheduled from 14 May to take place in July 2020. We have made this decision to ensure that MPs and staff are not distracted from the essential work you are carrying out to support your constituents through the coronavirus outbreak. We will send you all the data that we intend to publish in July, in advance.

Support from IPSA

We have a range of channels available to provide support to you during the

coronavirus outbreak.

There is guidance available on the IPSA [website](#) and [Homepage](#).

Queries can be submitted to IPSA teams by emailing the MP Support (info@theipsa.org.uk) or Payroll teams (payroll@theipsa.org.uk).

We also have online training sessions available. The current training sessions are listed below and can also be found on a new [Learning and Development](#) page on the IPSA Homepage. This page will be updated with new events and webinar recordings.

Website Guidance Support

We have embarked on a project to evaluate and improve the way that our information is presented online and we are looking for people to provide feedback on submitting expenses. Whether they are good or bad, we would like to hear what you have to say.

We are working with an external digital design agency, [cxpartners](#). They have lots of public sector experience and will be running research for us to collect your thoughts on the current expenses process to help us build the new website. They are asking for 30-60 minutes of your time. Thank you to those who have already volunteered.

If you are able to take part then please contact IPSA's Content Manager, Gareth Scurlock, gareth.scurlock@theipsa.org.uk.

Training Support

IPSA ONLINE

IPSA Online training takes place every Tuesday and Thursday at 2pm. [Click here to register.](#)

YEAR-END

IPSA's Head of Operations will present the key points to note and actions to take in relation to year end requirements. There will be an opportunity to ask questions at the end of the webinar.

Tuesday 5 May at 10.30am for one hour. [Sign up here.](#)

LEASES

An IPSA Account Manager will talk through the requirements for leases, including submitting forms and, importantly, the required evidence so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties and change leases as quickly as we can. There will be an opportunity at the webinar to ask questions at the end.

Monday 4 May at 2pm for one hour. [Sign up here.](#)

Wednesday 3 June at 11am for one hour. [Sign up here.](#)

Monday 29 June at 2pm for one hour. [Sign up here.](#)

PAYMENT CARD RECONCILIATION

With the deadline for payment card reconciliation approaching, an IPSA Account Manager will talk through the payment card policy and how to reconcile your payment card within the rules. There will be an opportunity to ask questions at the end of the webinar.

Tuesday 28 April at 11am for one hour. [Sign up here.](#)

Wednesday 27 May at 11am for one hour. [Sign up here.](#)

Thursday 25 June at 3pm for one hour. [Sign up here.](#)