



28 September 2016

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Security

IPSA has been working closely with the House of Commons' security department and with the police to streamline MPs' access to the standard security package. As you will know the House of Commons has recently awarded Chubb Fire and Security a contract for the delivery of the standard security package. The contract will be managed by the House and IPSA will continue to provide the funding. You will not need to submit a claim for the cost as we will pay Chubb direct on your behalf, with the costs continuing to be met centrally.

Chubb will shortly be contacting MPs to arrange appointments to survey offices and accommodation with a view to installing the measures available to MPs under the standard package. MPs' main London and constituency homes and constituency offices are all eligible for security. In order to enable Chubb Fire and Security to contact MPs quickly and efficiently, we will be sharing with the House of Commons and Chubb, details of whether you have had standard, enhanced or no security installed – we will **NOT** be sharing any details of the security installed.

If you have recently applied for funding and have received or are awaiting approval, you can continue with the installation as planned. If you prefer you can instead contact Chubb who will complete a new survey to confirm the design and installation. You can contact Chubb by email at Safe@chubb.co.uk or by phone on 0344 879 1046.

Chubb will be rolling out the standard package only. If you require additional measures you should follow the existing escalation process outlined in your security pack.

If you have any queries please speak with your IPSA Account Manager.

Annual Account of Expenditure

We previously wrote to you regarding voluntary submissions of an Annual Account of Expenditure. As part of our package of changes in MPs' remuneration which took effect after the May 2015 General Election, we proposed that MPs should be invited to write an annual optional short description of their spending, which could be presented alongside the annual spending data when it is published.

We have received feedback from several MPs since writing to you and would like to emphasise that this is a pilot scheme intended to provide clarity and transparency to the public. We are now trialling this proposal and are accepting submissions at info@theipsa.org.uk. Please refer to the original correspondence for guidance on what you may wish to include. Please note that the 1000 word recommendation is for guidance only and is not a requirement.

IPSA's Scheme Consultation Survey

On Wednesday 11 May 2016 IPSA [launched the public consultation on the MPs' Scheme of Business Costs and Expenses](#) (the Scheme). The aim is to make the Scheme simpler and clearer, whilst retaining a robust approach to regulating MPs' business costs and expenses and a commitment to supporting MPs in their parliamentary duties. A copy of the full consultation document is available on IPSA's website: www.parliamentarystandards.org.uk. The consultation closes on 24 October. You can send submissions to schemeconsultation@theipsa.org.uk or post them via mail.

We have also created a survey to gather views from MPs, their staff, and from the public on the main areas of the Scheme covered by the consultation. All survey responses are anonymous. You can complete [the survey here](#) until 24 October.

Additionally, as part of the consultation, IPSA's Board are keen to engage with MPs directly and hear their views on particular themes. The Board will be holding two evidence gathering sessions towards the end of October on staffing and accommodation. We would like to invite a few MPs to join us for a small roundtable discussion with IPSA's Board. If you would be interested in participating in one of these sessions please contact Naomi Stauber by email: Naomi.Stauber@theipsa.org.uk. Offers will be accepted on a first come first served basis.

New improved IPSA system

We will be launching a new system to submit your expenses, manage your budgets and your staff next year that will be modern and easy to use. It will provide you with accurate data, including access to near real-time information about your budgets and claims.

To make sure that the new system works for you and your staff, we will be provide you with further updates with more detail over the coming months and prior to implementation we

will provide full training for everyone who needs it. If you would like to be involved with the project and provide us with feedback, then please email us at info@theipsa.org.uk

Trainline kiosk in Portcullis House

The Trainline ticket machine remains out of order and cannot print tickets at this time.

You will be able to print and collect tickets from any other mainline train station. Once the machine is working again, we will let you know.

Mileage claims

We have recently received a number of queries regarding the level of detail required to support claims for mileage. We would like to clarify what you need to do when you make a claim for mileage and will be sending out an update with reminder instructions shortly. Please look out for this email over the next week.

IPSA Contact Details

Phone: IPSA Information Line: 020 7811 6400 (Open daily from 10am-5pm)

Email: info@theipsa.org.uk

Post: IPSA, 4th floor, 30 Millbank, London, SW1P 4DU

Website: www.parliamentarystandards.org.uk