

# IPSA

## Bulletin: News and Updates from IPSA



19 August 2021

This week some offices may have incurred additional costs due to the recall of Parliament. You can find guidance on claiming these costs below along with guidance on claims for travel in light of changing working patterns during the pandemic.

Thank you for your patience as we made improvements to IPSA Online earlier this month. The upgrade is now complete, however there are some minor changes to the system that you should be aware of. You can find details of these changes in the IPSA Online Upgrade section in this email.

This weeks bulletin contains information on:

- [Publication Data](#)
- [MPs' Pay Consultation - \*\*Deadline Today\*\*](#)
- [Recall Costs for Returning to Parliament](#)
- [Fixed Term Contracts](#)
- [Home Working and Travel Costs](#)
- [IPSA Online Upgrade - Space Bar](#)

Information you should still be aware of includes:

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

With best wishes

The IPSA Team

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## [Publication Data](#)

On 16 September we will publish your business costs for April and May 2021.

We have redacted your personal information in line with our [Publication Policy](#).



We recommend that you check your data before we publish and if you think we have missed anything, please [contact us](#) by **9 September** at the latest to let us know.

You can access your data directly by clicking [here](#). This link can also be found on our [information website](#). If you experience any problems accessing your data, please [contact us](#).

Your data may include claims from before April. On previous publication dates we may not have published claims for various reasons, but with the intention to publish at a later date. We make amendments to the data already on the website when necessary.

If you have any queries, please [contact the MP Services team](#).

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## [MPs' Pay Consultation](#)

Today is your last chance to take part in our [consultation](#) on the mechanism used for the periodic updating of MPs' salaries, following on from the statutory consultation we undertook last year.

Last year we left MP salaries unchanged in the light of the extraordinary economic conditions prevailing at that time. We are now consulting on an adjustment to the mechanism that should be used to determine future annual adjustments, rather than on what the amount of any such adjustment should be.

You can respond to the consultation [here](#). The consultation will close at **5pm today, Thursday 19 August**.

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## **Recall Costs for Returning to Parliament**

Following the recall of Parliament on Wednesday 18 August, below is a reminder of the costs you can claim to return to Westminster. As usual, you have 90 days after you incur the cost to make the claim.

Section 10.16 of [The Scheme](#) sets out the rules for the recall of Parliament.

*In the event of a recall of Parliament during recess, IPSA will pay claims for any reasonable travel by MPs and their spouses, partners or dependants to Westminster or their London Area residence. This includes international travel back to the UK and, if necessary, return travel to the foreign location, from which they were recalled. MPs will be expected to claim for standard class or equivalent fares unless they have no alternative, or there is a more cost effective option available.*

If you incurred extra costs for covid tests due to the recall, for example you had booked and paid for covid tests based on your original travel dates, you can claim the cost of additional covid tests or the administration fee to change the date of pre-booked tests.

Staff members are not included in the recall to Parliament and we do not pay for international travel for staff. Costs related to staff members are at your

discretion and can be claimed under normal Scheme rules from existing budgets.

Payment card limits have been increased to assist with high-value purchases relating to the recall. During August the monthly limit will be £8,000 and the limit for single transactions will be £4,000. If you have any issues with your payment card, or any other queries, please contact us on **020 7811 6400**.

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## Fixed Term Contracts

If you have team members working on a fixed term contract, it is important that our payroll team is notified at least one month before the contract comes to an end. This applies to contractual changes as well as any staff leaving employment. Late notification will risk overpayment or incorrect salary payments.



Offices have three tools available to help them monitor the dates of fixed term contracts:

MPs can access the MP Team Report on IPSA Online. They also receive automated alerts which they can forward to an office manager.

Payroll proxies can check the fixed term dates on the Staff Budget Report.

If a team member's job title is changing, we require a [Contractual Variation Letter](#) and a new [Job Description](#) when completing the Contractual Changes Form on IPSA Online. This form will always go to the MP for approval.

If an team member's contract is due to end, the leaving team member must complete their own leaver form on IPSA Online. This form will also go to the

payroll proxy and then the MP for approval.

We recommend that when fixed term contracts are coming to an end that you speak to the Members' HR Team in the House who will be able to guide you on any employment law considerations.

For more information on how to complete payroll forms, we have updated our guidance on the IPSA website. [You can find the guidance here.](#)

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## **Home Working and Travel Costs**

We have received a number of queries concerning the implications of changing working patterns following the end of Covid-19 restrictions and we are looking in to what that means for you and for IPSA. In the meantime, here is a reminder of our current position:



All staff members must have either Westminster or the constituency as their contractual place of work. This includes staff who have been working primarily from home. In relation to travel claims, IPSA will pay for staff contracted to work in Westminster to travel to and from the constituency office, but not for travel between their home and Westminster, which would be considered a commute under the Scheme.

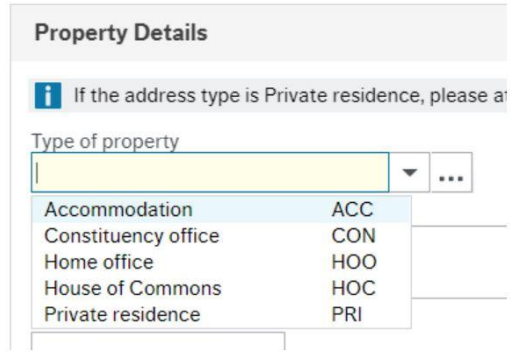
Similarly, for staff contracted to work in the constituency, IPSA will pay for travel to and from London, but not for travel between their home and the constituency office. Other journeys, such as within-constituency and extended travel, are also claimable for staff members, in line with the Scheme rules.

As well as working with the Members' HR service, we will be speaking to MP staff representatives about any proposed changes to our rules on this and other areas and will keep MPs and their offices updated.

You can find further information on tax and travel expenses on the HMRC website [here](#).

## [IPSA Online Upgrade - Use of Space Bar](#)

As you know, we have recently upgraded IPSA Online. Whilst the upgraded system should feel familiar to you, there is a minor difference in the process of selecting items from a drop down menu.



The screenshot shows a form titled "Property Details". At the top, there is an information icon and a note: "If the address type is Private residence, please a". Below this is a label "Type of property" followed by a dropdown menu. The dropdown menu is open, showing a list of options with their corresponding codes:

Accommodation	ACC
Constituency office	CON
Home office	HOO
House of Commons	HOC
Private residence	PRI

Whereas previously you would select the 'drop down' icon, you should now click into the box and press the space bar. Your options will then be displayed on the drop down menu.

We appreciate that minor alterations can be an inconvenience. If you are having any issues with IPSA Online, we are keen to help. You can [book an appointment](#) with your account manager or call us on **020 7811 6400**.

## Information you should still be aware of...

### [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:

- IPSA Online training
- IPSA Online drop-in training sessions
- Monies Owed webinar
- Property Registration, Management and Amendment webinar

- Reconciling your Payment Card webinar
- \*New\* Returned Claims webinar
- Staffing Budget Report webinar

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

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## **Contact Us**

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

**Email:** email [info@theipsa.org.uk](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto: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.

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