



7 January 2021

From everyone at IPSA, we would like to wish you a happy New Year. As we enter into another national lockdown for England and Scotland and continuing lockdowns in Wales and Northern Ireland, please be reminded of our coronavirus [FAQs](#) on our website which may provide the answers to any questions you have as you work in these difficult times. These have been updated with information on staff sickness and cover.

This bulletin contains new information on the following:

- Publication of Business Costs
- Consultation on Automatic MPs' Staff Pay Increases
- Payment Card Reconciliation Deadline
- Hourly Rate and Overtime Calculator

Important information you should still be aware of includes:

- Learning and Development

- Contacting us

With best wishes

The IPSA Team

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## Publication of Business Costs

The publication of MPs' business costs for the full year of 2019-20 is scheduled for 21 January 2021. This includes details of the costs of staffing for each MP, the total spend in each budget, and the aggregate spending on security and disability across all MPs. A final email was sent to you on 17 December 2020 containing your publication information.

The deadline for submission of the MP commentary to be published alongside your annual data or to query any further information is **11 January** and should be submitted to us via email at [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

On Thursday 21 January, alongside the Annual Publication, we will publish your business costs that IPSA processed for August and September 2020. This also includes certain costs, related to 2019-20, that we only publish annually such as staff costs.

We have redacted your personal information in line with our [Publication Scheme](#). We recommend that you check your data before we publish and if you think we have missed anything, please contact us by Tuesday 19 January 2021 at the latest to let us know. Please email [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

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

contact [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

Please note that your data may include claims from before August 2020. On previous publication dates we may not have published certain 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.

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## Consultation on Automatic MPs' Staff Pay Increases

This is a reminder that the consultation on automatic changes to MPs' staff pay will close on 10 January 2021.

The proposal is that IPSA would apply, by default, a pay increase for all staff in line with any increase that is applied to the staffing budget in a given year. This would remove the need for MPs to request salary changes for individual staff members each year.

We know that many staff members have seen significant increases in workload in recent years, as the expectations on MPs' offices has changed, and as a result of the Covid-19 pandemic. We want to make sure that staff members are provided with appropriate support, and part of that is ensuring that they are fairly paid, including the provision of annual increases where MPs' budgets allow for it.

MPs would still retain control over their budgets and their staff members' salaries. The proposal is that MPs would have the ability to opt out of the automatic arrangements, for example, where a pay increase may not be appropriate in a particular case.

Our proposals are set out in more details in the [consultation document](#).

Thanks to everyone who has taken part in the consultation so far. We are keen to hear from as many people as possible, including MPs, before the Board makes their decision. If you would like to respond to the consultation, please use the online survey [here](#). Alternatively, please send your response to [consultation@theipsa.org.uk](mailto:consultation@theipsa.org.uk). The consultation will close on 10 January 2021.

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## Payment Card Reconciliation Deadline

The deadline to reconcile your payment card for transactions made in November is tomorrow, 8 January 2021. In order to retain the use of your payment card, please submit reconciliations well in advance of this date, to allow time for our validation team to raise any queries they may have and for you to respond.

Access to the payment card will be suspended if money owed from the payment card has not been repaid to IPSA within 30 days or until a repayment plan has been agreed. Further details can be found in our [Payment Card Policy](#).

Once your reconciliation has been submitted, please continue to check your task manager in case a claim is returned to you. If you have any exceptional circumstances which mean you cannot complete your reconciliation, please contact the [MP Support team](#) in advance of the deadline.

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## Hourly Rate and Overtime Calculator

Following feedback from the MP Staff User Group, we have created an Hourly Rate and Overtime Calculator so that you can calculate the amount of extra money

you will receive once an overtime claim has been submitted. We hope that this will be useful. Thanks to the members of the group who suggested, and helped to develop, this tool.

[Hourly Rate and Overtime Calculator](#)

[Hourly Rate and Overtime Calculator Guidance](#)

If you have any feedback about the calculator, please email [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk).

All MPs' staff are welcome to join the MP Staff User Group. The Terms of Reference can be found [here](#). Please email [communications@theipsa.org.uk](mailto:communications@theipsa.org.uk) to join.

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## Learning and Development

### Staffing Budget Report

If you would like to know more about the Staffing Budget Report, please join one of our new monthly Staffing Budget Report webinars. A member of the Payroll team will talk through the report including:

- How to run and view the Staffing Budget Report
- How to understand the Staffing Budget Report
- How to make amendments to the Staffing Budget Report
- How year-end forms are incorporated
- How to view expenses made against the Staffing budget

This webinar will take place on the first Tuesday of each month. The next will take place on **Tuesday 2 February at 10.30am**. To sign up for any of these webinars, [click here](#).

This session will not cover the COVID staffing budget. For queries related to the COVID staffing budget, please see our [Coronavirus FAQs](#) or [book a call](#) with a member of the Payroll team.

## **Property**

An IPSA Account Manager will talk through the requirements for paying rent for MPs' offices and accommodation, including submitting forms and, importantly, the supporting documentation required so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties, make changes and arrange rent payments as quickly as we can.

There will be an opportunity to ask questions at the end of the one-and-a-half hour webinar.

This webinar will take place on the second Tuesday of every month. The next will take place on **Tuesday 12 January at 10.30am**. To sign up for any of these webinars, [click here](#).

## **IPSA Online Training**

IPSA Online training takes place every Tuesday and Thursday at 2pm using a virtual platform.

[Click here to sign up.](#)

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## Contacting us

There is information available on the [IPSA website for MPs and staff](#).

Queries or documents can be submitted to IPSA teams by emailing the MP Support ([info@theipsa.org.uk](mailto:info@theipsa.org.uk)) or Payroll teams ([payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk)). We accept scanned documents and forms on IPSA Online. Please do not mail documents to our office.

You can arrange to speak with a member of our MP Support or Payroll teams. Our call booking service can be found [here](#).

If you are submitting a New Starter form, please include their parliamentary email address so that we can set up their IPSA Online account with this email.

If you are repaying money to IPSA, please make a BACS payment and email a completed [repayment form](#) to [info@theipsa.org.uk](mailto:info@theipsa.org.uk). Our bank details can be found on the repayment form.