



25 February 2021

Following agreement this week of our draft Estimate by the Speaker's Committee for IPSA, we are pleased to let you know your budgets for the next financial year. We can also provide an update on the automatic implementation of salary uprating for MPs' staff. Further details of both can be found below, including a letter from our Interim Chair.

The approval of our 2021-22 Budget and Corporate Plan allows us to continue with our transformation programme to provide an exemplary, seamless regulatory service to enable MPs to focus on what really matters.

This bulletin contains new information on the following:

- MP Budgets for 2021-22 and automatic implementation of salary increases for MPs' staff
- IPSA Online maintenance
- Telephone assurance review
- Parental and reservist leave consultation

- Compliance Officer procedures consultation

Important information you should still be aware of includes:

- Year-end 2020-21
- Training and Development
- Contacting us

With best wishes

The IPSA Team

---

## **MP Budgets for 2021-22 and Automatic Implementation of Salary Increases for MPs' Staff**

Today we have published MPs' budgets for the financial year 2021-22. Our Interim Chair, Richard Lloyd, has written [this letter](#) explaining our decision for the budgets set. Details of the budgets, starting in April 2021, are included.

We recently consulted on whether to introduce arrangements for the automatic implementation of annual pay increases for MPs' staff. Responses were overwhelmingly in favour of the proposal and we have decided to implement the new arrangements for MPs' staff from the 2021-22 financial year. Effective from April 2021, all staff members will therefore receive a 1% cost of living increase unless their employing MP has opted out. Changes to the payroll will be implemented in May, with the pay increase backdated to the start of April. Full details, and FAQs, can be found in the above letter.

---

## **IPSA Online Maintenance**

We will be carrying out essential maintenance to IPSA Online today. The system will be unavailable between 9pm and 10pm. Please complete tasks before this time to avoid any work being lost.

---

## **Telephone Assurance Review**

We are currently running a survey to gather information for an assurance review into telephone services. We will be looking into whether MPs' offices are paying a fair price and getting good value for money. Telephone services may include landline, voice over internet (VoIP), and mobile phone costs.

The responses to this survey will be valuable in informing our review and helping us to understand how best to support MPs' offices in seeking value for money.

[Click here to complete the telephone services survey.](#)

The survey will close on Friday 11 March 2021.

---

## **Consultation - Cover for Parental Leave and MP Staff Reservist Leave**

Last week we wrote to you about the launch of a new consultation on two proposed changes to the Scheme of MPs' business costs for 2021-22. We are seeking views on: providing funding for cover where MPs take a period of parental leave; and supporting the leave for MPs' staff members who are armed forces

reservists.

Full details of our proposals can be found on our website, [here](#).

In order to have the proposed measures in place for the new financial year, we are seeking your views by 1 March 2021. Please send your response to us by email at [consultation@theipsa.org.uk](mailto:consultation@theipsa.org.uk).

---

## **Consultation - Amendments to procedures for Compliance Officer Investigations**

The Compliance Officer for IPSA is carrying out a consultation into amendments to procedures for investigations.

The consultation proposes a number of changes to the Investigation Procedures and the accompanying guidance.

This consultation will close on 19 March 2021. For further information visit the [Consultations page](#) of our website.

---

### Year-end 2020-21

We have published year-end guidance to help you manage your finances across the end of financial year 2020-21. All MPs should check their financial position for this financial year and complete a year-end form to make sure spending is allocated to the correct financial year.

Please refer to the guidance we provided [here](#), which includes FAQs and helpful tips. The correct submission of documentation is your responsibility and it is therefore vital all MPs and staff understand the deadlines and what you need to submit to IPSA.

If you need to complete a year-end form please do so and submit it, along with the necessary supporting evidence on IPSA Online, to [info@theipsa.org.uk](mailto:info@theipsa.org.uk) by 23:59 on Thursday 15 April 2021.

---

## 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:

- Year-end 2020-21
- Budget Management: Claims, Debt and Spend
- Reconciling your Payment Card
- Staffing Budget Report
- Property Registration, Management and Amendment
- IPSA Online Training

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

---

## 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.