



23 April 2021

The deadline for the submission of year-end forms for 2020-21 has passed but there are still important deadlines you should be aware of. You can find more information about this below. If you didn't complete a year-end form you can still claim for 2020-21 costs from your 2021-22 budget in compliance with the usual rules.

We are currently working towards reopening the inbound phone line for urgent issues. We will write to you early next week with further information about how to get answers to your IPSA queries.

As you know, we are now in the 2021-22 financial year and our thirteenth edition of the Scheme of MPs' Staffing and Business Costs has taken effect. A copy of the new Scheme, which includes budgets and staff pay ranges in the annexes, as well as guidance on changes for 2021-22, can be found on our website [here](#).

This bulletin contains new information on the following:

- Publication Data
- Staff Salary Increases
- Year-end 2020-21
- Advertising and Publications
- Campaigning Guidance
- Barclaycard Online Servicing

Important information you should still be aware of includes:

- Staffing Budget Updates
- Training and Development
- Contacting us

With best wishes

The IPSA Team

Publication Data

On Thursday 13 May we will publish your business costs that IPSA processed for December 2020 and January 2021.

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 Friday 7 May 2021 at the latest to let us know. Please email 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.

Please note that your data may include claims from before December 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.

Staff Salary Increases

Last month we announced the new MP Staff pay ranges for 2021-22 and that a small number of pay range minimums are increasing. Those staff members whose salaries fell below the new minimums would receive an increase to ensure they remain within the range. We also announced, in February, we would be automatically adjusting MPs' staff salaries with a 1% increase for the 2021-22 financial year, unless their employing MP chose to opt out.

For those MPs who wish to opt out, you must email payroll@theipsa.org.uk by next Friday, 30 April. No action needs to be taken for the 1% pay increase to be implemented.

All pay increases will take place in the May payroll and will be backdated to 1 April 2021. No increase will be processed this month.

For further information about both pay increases and the COVID staffing supplement, please see the Staffing Budget Updates later in this bulletin.

Year-end 2020-21

The deadline to submit year-end forms has now passed and we cannot accept any further forms.

Payment card lines for March 2021 have been issued and the reconciliation for these, and earlier months, must be completed by **30 April 2021**. If any lines for February or March are reconciled after this date, they will be allocated against your 2021-22 budgets. If there are any lines from before February, we will mark these as 'Cost not reconciled' and seek repayment from you.

All claims listed on your year-end form must be submitted on IPSA Online by **14 May 2021**. You must allow time for your claims to move through IPSA Online and be approved before this deadline. Any claims not approved by IPSA by 14 May 2021, or claims that are submitted after 14 May 2021 that were on your year-end form, will have the cost allocated to 2021-22.

Our full year-end guidance can be found [here](#), which includes FAQs and helpful tips.

Advertising and Publications

Our Scheme states that we will not pay any claims for newsletters. Recently we have received a number of queries about what a newsletter is, and what types of advertising and publications can and cannot be claimed

We have published updated guidance on the types of advertising and publications that can be claimed. This guidance also includes a list of the types

of advertising not covered by the Scheme, things you should consider before making a claim, and how we define "newsletter".

You can read the updated guidance [here](#).

Campaign Guidance

Ahead of by-elections, local elections and mayoral elections around the UK we published updated campaigning guidance on our website related to the use of IPSA-funded resources for campaigning activities.

Any use of IPSA funds for either party or candidate campaign purposes contravenes the IPSA rules and may also be regarded as a donation by the Electoral Commission. IPSA is not a permissible donor for candidates, and so using any IPSA-funded resources for your election campaign may be a criminal offence. If you plan on campaigning, it is vital you read this guidance.

You can read the updated guidance on our website [here](#).

Barclaycard Online Servicing

Next Thursday, 29 April, we will be launching a new Barclaycard Online Servicing (BCOS) facility. MPs will be able to nominate a BCOS delegate who will have access to the online servicing facility. This will allow the delegate to review payment card transactions online before the next statement is issued.

Please note that BCOS delegates will not be issued with their own credit card.

We will be emailing all MPs and proxies next Thursday with further information and a link to register for BCOS.

Important information you should still be aware of...

Staffing Budget Updates

MP Staff Pay Ranges for 2021-22

MP Staff pay ranges for 2021-22 can be found on our website [here](#).

A small number of pay range minimums are increasing in 2021-22. Staff members whose current salaries fall below those new minimums will receive an increase if needed to ensure they remain within the range. This relates to the **Administrative 1 (non-London area) range**, where the minimum is increasing to match the new UK 'real Living Wage' (as set by the Living Wage Foundation); and to the **Employed Intern (London area/non-London area) range**, where the minimum is increasing to match the new National Minimum Wage for 21-22 year olds which will come into effect in April 2021.

Automated Payment of Salary Increases

As we announced on 25 February, we will automatically adjust MPs' staff salaries. For the next financial year, 2021-22, the IPSA Board has agreed a figure of 1% which will be paid to all MPs' staff unless their employing MP has opted out. If you are an MP, an opt out should only be requested if you are

awarding no pay increase. **You do not have to take any action for the 1% pay increase to be implemented.**

For some staff whose salaries fall below the updated pay ranges, the automatically applied 1% increase will bring them into the updated pay range. For those staff where this is not the case, we will apply a further increase so that their salaries meet the revised minimum of their pay range. Pay increases will take place in the May payroll and will be backdated to 1 April 2021. If an MPs' staff member leaves their employment in April 2021, their pay increase will still be processed in May and they will receive the payment after they have left.

MPs are still able to award a further increase above the 1% if they wish and if affordable within the overall budget. In this case, when submitting a contractual changes form, please state clearly what the overall change in salary should be using the description field (for example, an additional 1% on top of the automatic 1%, or state the final salary amount). This will help to ensure that any additional changes are processed correctly. All contractual changes must be approved by the MP as the employer. Any further increases made will be processed in May and backdated to when they were requested for.

COVID-19 Staffing Budget Supplement for 2021-22

We have extended the COVID related Staffing Budget supplement into the 2021-22 financial year. An additional **£24,970** will be available for MP staffing budgets outside of the London area and **£27,680** for London area MPs, until the end of March 2022.

We appreciate that each MP's office is different and the discretion on how to

deploy this staffing resource is a matter for you to decide locally. But the additional budget could fund, as examples:

- Recruitment of an additional full-time member of staff (or retention of a current fixed term appointment) until the end of 2021;
- Two full time appointments from April to July; or
- One part-time appointment working 3.5 days per week for the full financial year
- Overtime payments or contract extensions for your existing staff

Please use the COVID-19 supplement with caution when deciding whether to hire a new permanent staff member or making a fixed-term contract permanent, as opposed to hiring a new fixed-term staff member. You should consider the implications that a new permanent staff member would have on your Staffing budget in the future. We strongly advise you use the examples set out above.

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:

- 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) or Payroll teams (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. Our bank details can be found on the repayment form.