

## Bulletin 28 May 2020

This week some Members of Parliament will be preparing to return to Westminster for the first time since March. We have provided advice about this below.

A range of information, guidance and [FAQs](#) is available to support MPs and staff throughout this period. You can find out more on the dedicated coronavirus page on our website [here](#).

This bulletin contains new information on the following:

- Returning to Westminster
- Staffing Budget
- P60s for 2019-20
- Call Booking Service

Important information you should still be aware of includes:

- Year-end 2019-20
- Contact Information and Support

With best wishes

The IPSA Team

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### Returning to Westminster

This week some Members of Parliament will be returning to Westminster. The

normal rules relating to travel and accommodation costs still apply (see chapters four and nine of the [Scheme](#)).

In recognition of the current exceptional circumstances, and in line with the similar arrangements that the House of Commons have put in place for Parliamentary staff, IPSA will pay for the additional costs MPs may incur in having to travel to Westminster from a London area home, if they need to avoid using public transport. This applies from 2 June to the start of the summer recess, and we will review the position after that date. Staff employed directly by MPs have been asked not to return to Westminster.

As in all cases, MPs should ensure value for money, and in line with government advice, should walk or cycle where possible.

Our coronavirus [FAQs](#) have been updated with specific questions you may have about returning to Westminster. See 'Travel to Westminster for MPs June - July 2020' sub-section.

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## **Staffing Budget**

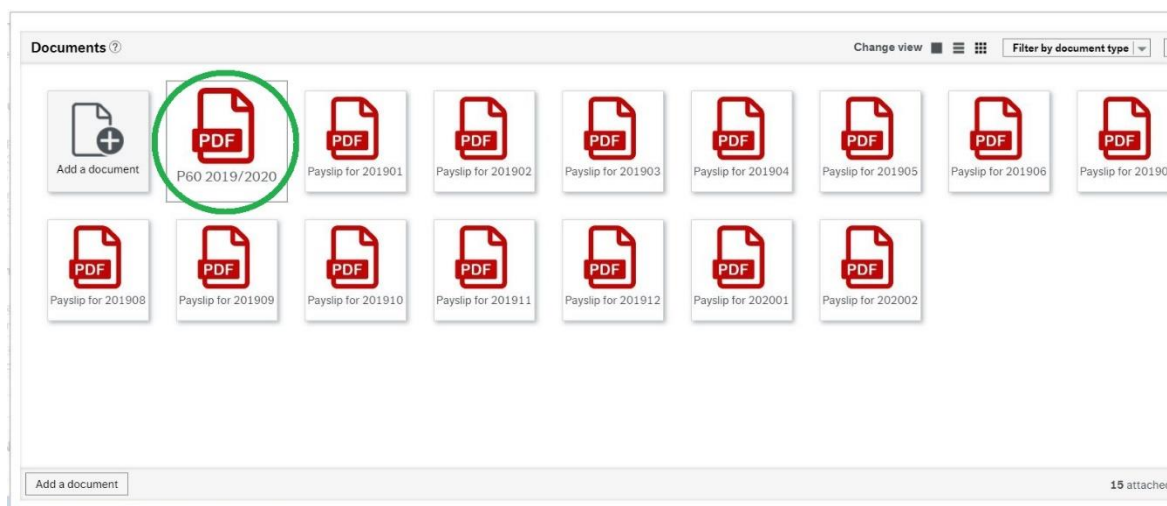
Many MPs and staff members have provided details to IPSA of the large increases in their workload as a direct result of the coronavirus.

We are [consulting](#) on additional support that could be provided to MPs' offices, in order to help constituents, in response to the current exceptional circumstances. If you would like to respond, please do so by 5 June 2020 by emailing your comments to [consultation@theipsa.org.uk](mailto:consultation@theipsa.org.uk).

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## **P60s for 2019-20**

P60s for those employed during the 2019-20 financial year are now available on IPSA Online. These can be found in your personal documents archive. It will be the first document to appear in the list.



Your P60 shows the taxable salary you've been paid and the tax you've paid on your salary in the tax year (6 April 2019 to 5 April 2020). It does not include pension deductions or Members' fund deductions as these are non taxable.

Guidance on how to access your P60 can be found [here](#). Alternatively, follow these steps:

1. Go to the IPSA Online Homepage and log in with your parliamentary or guest account
2. Select the 'New IPSA Online' tab of the four central tabs
3. Click 'Your Employment' from the main menu
4. Click 'Personnel information'
5. Click the paperclip logo in the top right corner of the page
6. Open the relevant PDF document to see your P60 for 2019-20, the first document in the list.

## Call Booking Service

If you have a query, you can book a telephone call with a member of the MP Support or Payroll team.

If you have a query about your tax code, please contact **HMRC** directly first on 03000 534 720 (staff) or 03000 581 588 (Members) as they can advise on why the code has been allocated and if it is correct.

Please book a call with a **Payroll Officer** if you wish to discuss any matters relating to:

1. Your own employment (terms and conditions, salary, pension, national insurance, any of our employee schemes – e.g. bike loan); or
2. The MP's staffing budget and issues related to the employment of staff working for the MP (or volunteers). Please note that these discussions will be limited to the MP or their nominated payroll proxy with access to the staffing budget report in IPSA Online.

If you wish to discuss any other topics, please book a call with an **Account Manager**.

If you would like to book a call, [click here](#).

If you do have a telephone call, please use the feedback survey afterwards to let us know how it went, and suggest any improvements.

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## Year-end 2019-20

The deadline for submission of claims for 2019-20 and year-end paperwork is **30 June**.

Please use the form found in the year-end 2019-20 section of the website [here](#) along with [guidance](#) for completing the process. Our [FAQs](#) have been updated which may help to answer any concerns or issues you have as a result of the coronavirus pandemic.

The guidance contains screenshots and easy-to-follow steps to completing the year-end procedures. We are also hosting an online training session for year-end and you can find out more information below.

Guidance on how to check your budgets and use our reports can be found [here](#).

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## **Contact Information and Support**

We have a range of channels available to provide support to you during the coronavirus outbreak.

There is guidance available on the IPSA [website](#) and [Homepage](#). This includes a dedicated tab for IPSA Online guidance with mini guides on the various aspects of IPSA Online. Please do not refer to the original large user guides.

Queries 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)).

Our call booking service can be found [here](#).

We also have online training sessions available. We have introduced a new Ask IPSA session which you can find out more about below as well as upcoming training sessions. These can also be found on the [Learning and Development](#) page on the IPSA Homepage.

## **IPSA ONLINE TRAINING**

IPSA Online training takes place every Tuesday and Thursday at 2pm using a virtual platform. [Sign up here.](#)

## **LEASES**

An IPSA Account Manager will talk through how to register new and update existing properties with IPSA, including submitting forms and, importantly, the evidence needed so that your property registration and property amendment forms can be processed promptly as soon as we receive them. There will be an opportunity at the webinar to ask questions at the end.

**Wednesday 3 June at 11am** for one hour. [Sign up here.](#)

**Monday 29 June at 2pm** for one hour. [Sign up here.](#)

## **PAYMENT CARD RECONCILIATION**

It's really important that your payment card is reconciled on time by the 8th of each month, and that all claims made on the payment card last year are fully reconciled by **30 June**. To help you do so, an IPSA Account Manager will talk through the payment card policy and how to reconcile your payment card. There will be an opportunity to ask questions at the end of the webinar.

**Thursday 25 June at 3pm** for one hour. [Sign up here.](#)

## **ASK IPSA**

We are trialling a new regular session where a panel of IPSA staff give a brief introduction to their area of work and then answer your questions. This is a good opportunity to ask general questions, but of course any individual cases are best discussed privately via email or a call.

**Tuesday 2 June at 11am** for one hour. [Sign up here.](#)

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Our office is currently closed and our staff are working from home. Please do not post any documents or cheques to our office. If you need to send documents to us, please email them to [info@theipsa.org.uk](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk) as appropriate.