

15 June 2017

Welcome to IPSA's bulletin which will provide you with the latest updates - from improvements to our systems, changes to our processes, training available and more. Try to make sure that someone in your office regularly goes through these bulletins to check for important changes and advice. If you have any feedback on this bulletin then please get in touch.

This bulletin contains information on:

- [New MPs](#)
- [Staff Contract and Job Description tools](#)
- [Banner Business Supplies](#)
- [Extended phone times](#)
- [Drop-ins](#)
- [Online Guidance](#)

New MPs

We sent an email to all new MPs this week inviting them to meet with their IPSA Account Managers. Please reply to the email to set up a meeting, or give [MP Support a call](#).

Newly elected MPs who have requested IPSA payment cards and RSA tokens (used to log in to the IPSA online expenses system) will be able to receive these in the next few days. We will be in touch to tell you how to do this.

Staff Contract and Job Description tools

The [Staff Contract Tool](#) and [Job Description Tool](#) have been updated to reflect the changes to [the Scheme](#) and salary pay scales which came into effect in April.

The contracts generated by these tools contain some different wording from those before the General Election, therefore you may find it helpful to familiarise yourself with the changes before using the contracts sending them out to prospective staff.

Banner Business Supplies

One of our direct suppliers, Banner, is currently updating their website. Banner have informed us that they are working to ensure that accounts can be accessed as normal, but some returning MPs with existing accounts may find their accounts are at times temporarily suspended.

Once the website updates are completed we will contact you with further information.

Extended phone times

We know the post-election period will be a busy time for new, returned, and departing MPs and their staff.

To support you through this period, we will be extending our phone line hours from 9am – 6pm until Friday 7 July: 020 7811 6400.

Drop-ins

We will continue to hold post-election drop-in sessions where IPSA staff will be available to answer any questions that MPs or MPs' staff may have. Please find the dates and locations below:

- 16 June
- 19 – 23 June

Online Guidance

We have a section on our website devoted to answering any questions which MPs (new, returned, and departing) and their staff might have after election day. You can view this section by [clicking here](#).

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