IPSA will pre-approve applications for staff cover during an MP’s parental leave.

You may choose to arrange cover by amending existing staff job roles and/or hours or by employing a new member of staff.

The Scheme of MPs’ Business Costs and Expenses requires that MPs’ staff must only be employed to do work which complies with one or more of the IPSA job descriptions and that their salary is within the relevant range for the job description in question. Please fill out the form below providing details about the cover you have chosen.

Please also provide a MATB1 form or a ‘matching certificate’ from a registered adoption agency.

Please send the completed form to contingencypayments@theipsa.org.uk. Once completed we will be able to advise on the next steps regarding the contract(s) of employment. If you would like any advice before completing the form, please contact info@theipsa.org.uk for the attention of IPSA’s Director of MP Services.

**Name of MP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Adjust the role/hours/salary of a current member of staff

(Please outline these adjustments stating: the staff member’s name, new contractual hours and any changes in salary or job role and the duration of the change)

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1. Hire a new member of staff

(Please state: their expected start date, length of contract, job title and salary)

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I have attached a MAT B1 form or Matching Certificate

**Signature of MP (required): Date (required):**

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| **Data Protection** IPSA collects and processes personal information about you to exercise its statutory functions, to provide you with the services you have requested and where it is in our legitimate interests to do so. We will only use the information you provide on this form for the purposes set in the form and in any relevant related guidance to provide you with the services you have requested, to exercise our statutory functions or where we are otherwise required by law.  We may disclose information to third parties where it is fair and lawful to do so, while respecting your privacy rights. Information about how we use and protect your personal information, and your data protection rights is set out in the IPSA Privacy Notice available on our website at <https://www.theipsa.org.uk/about-us/privacy/>  You can contact us by email to privacyrights@theipsa.org.uk or by post to IPSA, 2nd Floor, 85 Strand, London  WC2R 0DW.**Freedom of Information**Information held by IPSA may be disclosable under the Freedom of Information Act 2000. Information about the Act for MPs and their staff is available on the IPSA website at <https://www.theipsa.org.uk/ipsa-for-mps/guidance/ipsa-and-the-freedom-of-information-act/> |