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8 July 2021

Dear Communications first name,

Today we have published details of MPs' business costs for February and March 2021. You can now find the information on the [IPSA website](#).

Today we are also launching two surveys related to the pandemic, one focussed on the measures we put in place during the pandemic and another to gather information about how the pandemic has impacted your office. If you have time to complete the surveys, we would be grateful for your feedback

This week's bulletin contains the following sections:

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Important information you should still be aware of includes:

- [Training and Development](#)
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With best wishes

The IPSA Team

Publication

The latest publication of MPs' business costs, for claims processed between February and March 2021, can now be viewed on the [IPSA website](#). The next publication will be in September.

If you have any queries, please [contact the MP Services team](#).

Payment Card Reconciliation

Payment card transactions for **May 2021** and before must to be reconciled and validated by the end of **today, 8 July 2021**. This includes actioning all claims in workflow and repaying or agreeing a repayment plan for any lines marked as 'Not claimed, to be repaid'.

If there are exceptional circumstances which mean you cannot reconcile the payment card lines, please contact us in advance of the deadline.

To help you:

- Guidance on how to reconcile your payment card can be found [here](#).
- Our next payment card webinar is on 29 July at 10am. You can sign up [here](#).

Further details of our Payment Card Reconciliation process can be found in our [Payment Card policy](#).

Covid-19 Survey

We are conducting two surveys to gather information about the impact of the COVID-19 pandemic.

Your responses will help us understand the extent to which the measures put in place supported you during the pandemic. They will also be used to inform future policy decisions.

The first survey is about special measures put in place during the pandemic. It covers:

- The increase to office costs budget related to Covid
- Covid related staffing budget supplement
- Working from home allowance for staff
- Changes to the submission of expenses

[Take the Covid Measures Survey](#)

The second survey looks at:

- Changes to casework levels during the pandemic
- Staff wellbeing
- Homeworking and return to office plans.

We are conducting two surveys because of the range of issues covered. The surveys however cover related areas and your responses to both will be valuable to inform our understanding and decision making. We therefore very much hope that you are able to complete both surveys.

[Take the Covid Impact Survey](#)

Both surveys will close on Friday 6 August July at 5pm.

[IPSA Online Upgrade](#)

As we mentioned previously, this summer we will be upgrading to a new version of IPSA Online. In the first instance, the system will look familiar and you won't need any formal re-training to use it. We will however update the user guides on our website so you know precisely what you need to do differently. Once the upgrade is complete we will be able to gradually introduce some of the new features from the system over the coming year at a time that works for all of us.

While we switch over to the new version, IPSA Online will not be available for a period of about four working days. We hope to do this while the House is in recess and will give you plenty of notice in advance.

Monies Owed Webinar

Wednesday 14 July 2021

2:30pm - 4:00pm.

It is not uncommon for an MP to owe money to IPSA and so it is important that MPs and their staff are able to identify if monies are owed to IPSA and how to resolve it so that the MPs budgets are correct.

There are many valid reasons why money may be owed and this session will look at such reasons. You will learn how to recognise monies owed on IPSA Online, the methods of repaying money and importantly how to avoid owing money to IPSA. You may already be aware of an MPs existing monies owed and this session will help you understand how that debt has arisen and the options available to clear it.

[Register for the webinar here.](#)

Each week we host IPSA Online drop-in training sessions on Tuesdays from 2pm to 3.30pm. Visit our [training and development page](#) for more information and to register.

[Payroll Reminder](#)

Please remember that if you are leaving the employment of an MP, you must complete a Leaver Notification Form, which can be found under Menu > Forms on IPSA Online. Neither the MP nor their proxy can complete the form for you.

Please also make sure to inform us of any other changes in your employment by contacting payroll using the details below.

[Constituency Office Guidance](#)

Updated guidance for selecting and leasing a constituency office

As part of our improvement programme, [we have refreshed the guidance for selecting and leasing your constituency office](#). The new guidance is up-to-date and laid out in a more user-friendly and easy to navigate way. We've also included detailed evidence requirements documents to help you submit your Property Forms right first time.

We hope you find this useful for many of the tasks related to leasing your constituency office. You can find the new guidance [here](#). If you have any queries, please get in touch with the [Homes, Office and Securities team](#).

[MPs' Staff Wellness Working Group Wellbeing survey](#)

In addition to the two IPSA surveys, the MPs' Staff Wellness Working Group (WWG) are collaborating with the University of Salford and conducting an in-depth survey on behalf of the WWG about staff wellbeing.

[Click here to take part in the survey](#).

Important information you should still be aware of...

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:

- IPSA Online training
- IPSA Online drop-in training sessions
- Monies Owed webinar
- Property Registration, Management and Amendment webinar
- Reconciling your Payment Card webinar
- Staffing Budget Report webinar

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

Contact us

Website: check the [MP and MPs' staff website](#) for general queries.

Email: email info@theipsa.org.uk or payroll@theipsa.org.uk with queries for your dedicated Account Manager or Payroll Officer. Your email will be directed to your team and someone will get back to you. Our aim is to get back to you within 5 working days but we'll reply sooner if we can.

Book a call: to speak to your dedicated Account Manager or Payroll Officer using the [call booking system](#). They will contact you at the allocated time. You can find information about your IPSA team on our [Contact us](#) page.

Call the support team: You can call us directly on **020 7811 6400**. Your call will be answered by a member of the team, not necessarily your Account Manager or Payroll Officer, who will try to resolve your issue or will forward to a member of the team.
