

Bulletin 10 October 2019

The MP Staff User Group met yesterday in Portcullis House. The topics of discussion were the ongoing staffing budget review, an update on changes to IPSA Online and planning for year-end 2019-20. As always, we are grateful to the group for their feedback and suggestions.

Following feedback from the MP Staff User Group and other channels, we are keen to help you to select the right Proxy settings for your offices. Over the next few weeks we will be writing to MPs and Proxies to confirm current arrangements and offer guidance on how to make changes.

Outside of the meeting, an MP Staff User Group member highlighted an issue regarding holiday calculations for staff members who have changed their contracted hours within IPSA Online. This issue is now being worked on by our supplier and we hope to have this resolved soon and operating for the full financial year. If you are having any issues with the holiday function, please log this with the payroll team: payroll@theipsa.org.uk.

We continue to be at the Portcullis House Members' Centre on Wednesdays between 11am and 4pm while the House is sitting. Feel free to visit us with any queries you have.

Please remember that the August payment card reconciliation, and any previous months that are yet to be reconciled, should have been reconciled by Tuesday 8 October. If you haven't yet done so, please complete this as soon as possible.

This bulletin contains information on the following:

- Annual Publication
- ICO Registration Fee
- IPSA Online Webinars and Training
- Parliament sitting on Saturday 19 October
- IPSA's Chair
- MPs' Staff Contracts Consultation - Confidentiality clause

Annual Publication

The next scheduled publication of MPs' business costs and expenses will be on **21 November 2019**. This will include data that is only published annually, including details of the costs of staffing for each MP, and the aggregate spending on security and disability across all MPs.

Last week we emailed all MPs with details of what will be published. Please ensure you check this data. Repayments must be received by **7 November**. If you have any questions or think a correction is needed, please let us know via email at info@theipsa.org.uk by **7 November**.

Please be aware that the data sent last week is a snapshot of your expenses for 2018-19. Any repayments and adjustments made after July 2019 may not yet be included in this data. In two weeks we will send you the adjusted data.

MP Commentary

Once again, MPs will have an opportunity to include some comments of their own about their expenditure. This will be displayed alongside your aggregated data on IPSA's website. The purpose of this commentary is to add context to MPs' spending.

This is entirely voluntary. The deadline for submission is 7 November and should be submitted to us via email at info@theipsa.org.uk.

ICO Registration Fee

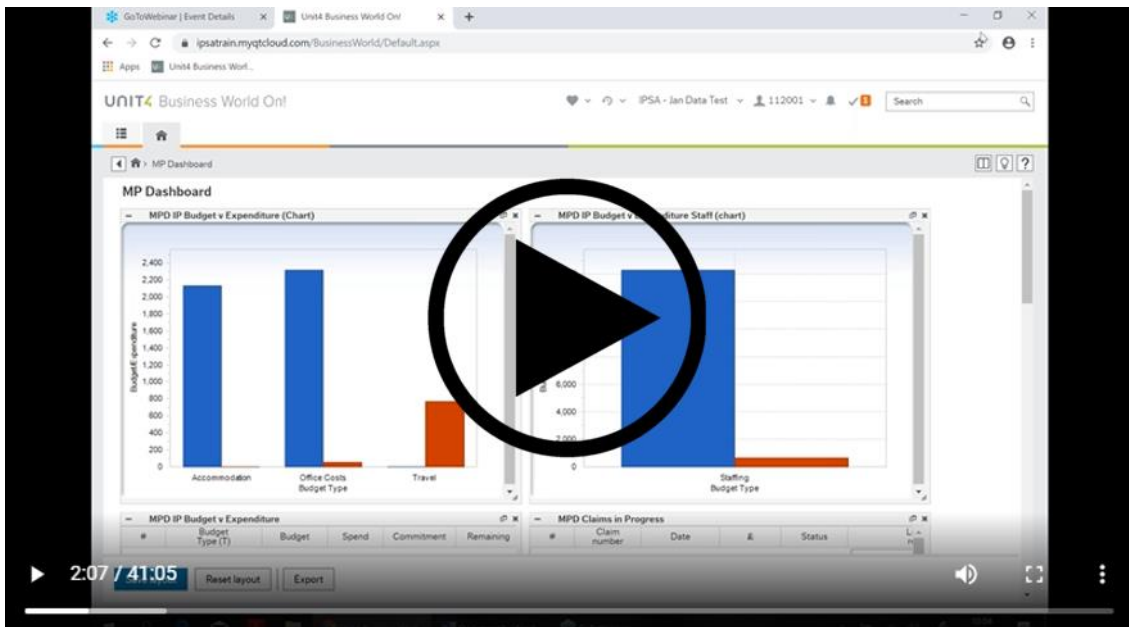
There have been changes to the Data Protection rules requiring registration and fees. From 1 April 2019, MPs are exempt from paying the fee unless you have claimed for the cost of CCTV for security purposes. Those whose fee was due on or after 1 April 2019, and who are not responsible for CCTV, are entitled to a refund if that fee was paid.

We will be writing to all MPs who have already submitted a claim or been paid for the ICO registration fee with action you now need to take.

IPSA Online Webinars

This week, we launched a series of webinars covering five key IPSA Online topics. The first webinar took place yesterday with a general overview of IPSA Online.

Click the screen below to watch the IPSA Online overview webinar.



Each webinar will include a presentation from an MP Support Account Manager and an opportunity for you to ask questions.

Click the links below to register for all or some of the webinars and let us know of any topics that you would like us to cover in the future. If you are not able to attend, the webinars will be recorded and circulated afterwards.

Thursday 24 October at 10am: Reimbursement Claims- [register here](#)

Wednesday 6 November at 10am: Payment Cards- [register here](#)

Wednesday 20 November at 10am: Leases- [register here](#)

Wednesday 4 December at 10am: Proxies- [register here](#)

We continue to run classroom training sessions for IPSA Online in our office on the Strand. These sessions are 1 hr 15 minutes long and are a good opportunity to learn more about IPSA Online.

[Click here to register for training](#)

Parliament sitting on Saturday 19 October

If Parliament is in session on Saturday 19 October, IPSA will cover travel and accommodation in line with the usual rules. Reasonable travel for spouses/partners and dependants will also be reimbursed. IPSA will also cover reasonable costs for MPs' staff to travel back to Westminster from within the UK.

IPSA's Chair

The Chair of the Independent Parliamentary Standards Authority, Ruth Evans, announced in July that she would be resigning in October 2019 after over three years at IPSA. Following her departure today in order to focus on other non-executive roles, the Interim Chair of IPSA will be Richard Lloyd. The responsibility for appointing a new Chair is with the Speaker's Committee of the House of Commons. They will be advertising for a new permanent Chair in due course. [Click here](#) for information on IPSA's Board members.

MPs' Staff Contracts Consultation - Confidentiality clause

We are currently holding a consultation to consider whether the wording of the confidentiality clause, in MPs' staff employment contracts, should be made clearer, following a recommendation made in Gemma White QC's [Bullying and Harassment of MPs' Parliamentary Staff Independent Inquiry Report](#).

We want to ensure that we take account of views from MPs and staff before

reaching a decision. The consultation will run until 15 October 2019. Further details on how to respond can be found [here](#).

If you have any queries about the information in this bulletin, please contact us on 020 7811 6400.

Remember to press 1 for MP Support Services or 2 for Payroll.