

Bulletin 16 July 2020

Next week the House of Commons rises for summer recess. We hope you remain safe and healthy as you return to your constituency, and we wish you and your families well.

This week the Parliamentary Commissioner for Standards published her Annual Report for 2019-20. You can find a full copy of the report [here](#).

This bulletin contains new information on the following:

- IPSA's Chief Executive
- IPSA Online system changes: June 2020
- UK Parliament Behaviour Code

Important information you should still be aware of includes:

- Year-end 2019-20
- Call Booking Service
- Contact Information and Support

With best wishes

The IPSA Team

IPSA's Chief Executive

After more than six years at IPSA, Marcial Boo, the Chief Executive, has

decided to move on in the autumn. We wish him well. A new Chief Executive will be recruited and more details will be announced later in the summer.

IPSA Online system changes: June 2020

As you know, we are continually listening to feedback about IPSA Online and making changes where possible. We will regularly update you about any changes. Below is a summary of the changes made in June.

- **Transferred zero amounts to historic** - this cleared draft claims with a value of £0.00 from your account to reduce clutter and settle claims that were started in the last financial year
- **Increased file upload size for 'payroll only' documents** - this allows you to upload large files to support payroll submissions, i.e. employment contracts
- **Changes to the MPD Expenses Details report:**
 - Added 'Travel Type (T)' which lets you know whether a claim is a reimbursement claim or a payment card claim
 - Renamed 'Date' to 'Header Date'
 - Added the 'Line Date' for each claim line. This will distinguish which financial year the claim line relates to
 - Added 'Line No' which will stop lines aggregating together where they hold the same information

If you have any feedback or suggestions about the system, please email us at IPSAOnlinefeedback@theipsa.org.uk

UK Parliament Behaviour Code

This week IPSA published our [commitment](#) to the UK Parliament Behaviour

code. As members of the parliamentary community, we commit to abiding by the Code by respecting and valuing everyone and speaking up about unacceptable behaviour. We hold ourselves to the same standards set out in the code.



Year-end 2019-20

The year-end deadline was on Tuesday 30 June and no further year-end forms will be accepted.

If you included items on your year-end form you have until **31 July** to submit any supporting documentation.

Please send the supporting documentation by email to yearend@theipsa.org.uk by the deadline. This is to ensure all documentation is received in accordance with the year-end guidance.

If you are unsure which of your claims were paid by IPSA without supporting documentation, please raise this with the MP Support team and we will email you with a full list of claim and line numbers.

If any claims have been returned to you asking for additional information, you must resubmit them with the correct information and supporting documentation by **14 August**. If they are resubmitted after this date, they will still be paid, but will be allocated against your 2020-21 budgets.

You can find our year-end guidance [here](#).

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. Cycle2Work); 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 the **MP Support Team**.

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

After your call, please use the feedback survey afterwards to let us know how it went and suggest any improvements.



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.

Queries can be submitted to IPSA teams by emailing the MP Support (info@theipsa.org.uk) or Payroll teams (payroll@theipsa.org.uk).

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

We also have online training sessions available. These can also be found on the [Learning and Development](#) page on the IPSA Online Homepage.

IPSA ONLINE TRAINING

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

ASK IPSA

An IPSA panel will give a brief overview of their area of responsibility and answer your questions. We can address general questions in this webinar. For specific questions, please book a telephone call with us.

You will meet and have a chance to ask questions from our colleagues in Publication and Validation, MP Support and Payroll.

Monday 4 August at 11am for one hour. [Sign up here.](#)

LEASES

An IPSA Account Manager will talk through the requirements for leases, including submitting forms and, importantly, the required evidence so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties and change leases as quickly as we can. There will be an opportunity at the webinar to ask questions at the end.

Monday 10 August at 11am for one and a half hours. [Sign up here.](#)

Tuesday 8 September at 11am for one and a half hours. [Sign up here.](#)

PAYMENT CARD RECONCILIATION

With the deadline for payment card reconciliation approaching, an IPSA Account Manager will talk through the payment card policy and how to reconcile your payment card within the rules. There will be an opportunity to ask questions at the end of the webinar.

Tuesday 28 July at 11am for one hour. [Sign up here.](#)

Tuesday 25 August at 11am for one hour. [Sign up here.](#)

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 or payroll@theipsa.org.uk as appropriate. We accept scanned documents and forms on IPSA Online.

If you are submitting a New Starter form, please include their parliamentary

email address so that we can set up their IPSA Online account with this email.

If you are repaying money to IPSA, please make a BACS payment and email a completed [repayment form](#) to info@theipsa.org.uk. Our bank details can be found on the repayment form.