



**29 November 2018**

## **IPSA Annual Survey**

Dear Member,

Today we are launching our 2018 Annual Survey of MPs and Staff. We have carried out a survey each year since 2011 to gain your feedback to help us to understand your needs and improve our support. The survey covers your interaction with IPSA's Account Managers and Payroll Officers, as well as the communications you receive.

Following the feedback in last year's survey, we have improved our work by introducing the IPSA Online Homepage to provide clearer communication and easier access to the Online Expense System, and by ensuring that our MP Support and Payroll teams are trained to continue to provide clear, consistent guidance and support.

The survey will take five minutes to complete and is anonymous. Thank you in advance for all your feedback.

## **Staffing Budget Review**

In addition to our Annual Survey of MPs and Staff, in January we will launch a review and call for evidence on the funding available to MPs for their staffing costs.

We will seek your detailed feedback and evidence on how MPs deploy the staffing budget and on the pressures they face in doing so. We will be arranging meetings in the House to discuss these issues too.

This information will help us to improve the way that we regulate and support MPs through the money available in your staffing budget.

## **Payments over Christmas**

As we head towards the festive period, please make a note of the following information:

- **Expense claim payments** – The last reimbursement claims to be paid will be on 20 December 2018. Any claims processed after this date will be paid in January 2019. To guarantee payment in December, please send all supporting evidence to us by 18 December.

- **Direct rental payments to landlords** – these will continue as normal; but if you have any amendments or cancellations to your January scheduled payment, please inform us by Friday 14 December 2018.

- **Pay day will be the last working day of the month, 31 December 2018.**