

Bulletin 15 August 2019

We hope that you are having an enjoyable summer whether you are away, working remotely or carrying on with business as usual.

This bulletin contains information on the following:

- IPSA/HMRC Guidance for taxable expenses
- MPs' staff job descriptions
- Expense type for Information Commissioner's Office fee

IPSA/HMRC Guidance for taxable expenses

On Thursday 8 August, we sent a joint letter from IPSA and the HMRC to all MPs regarding taxable expenses. A copy of the letter can be found [here](#).

MPs' Staff Job Descriptions

We are currently seeking feedback on job descriptions for MPs' staff. On Wednesday 14 August, IPSA's Head of HR had a very helpful discussion with the MP Staff User Group regarding job descriptions and we are now seeking input from all MPs and staff members.

We are particularly interested to hear from you on:

- how you use the current job description tool and whether there are any changes you would like to see.

Input would also be welcomed on:

- how roles have changed over the last two years,
- how they may change in the coming year and how these changes should be reflected in the job description tool.
- how skill requirements have changed (if at all)
- whether office structures have changed and how these may impact on the Job descriptions.

We will also be completing benchmarking on market rates of pay in relation to the pay bands.

We have invited a third party, Hays, to help gather and analyse the feedback. Hays have expertise in providing robust assessments of job descriptions for a wide range of organisations as well as advising on market rates of pay.

If you do have feedback that you would like to share, please email this directly to Louise Haines, Business Director at Hays: Louise.Haines@hays.com. IPSA will be reviewing all the feedback received and will be using the feedback to help shape any changes required to the job descriptions going forward.

We will also be carrying out in-depth interviews to gain detailed feedback. The interviews can be carried out over the phone or video link. The interviews will last 30 – 40 minutes and will be useful in helping to shape changes to the job descriptions going forward. Hays will be carrying out the interviews, all interviews will be anonymised and feedback will be strictly managed on a confidential basis working to GDPR legislation. If you would like to take part in an interview, please contact [Louse Haines](#).

Expense type for Information Commissioner's Office

All MPs' offices incur an annual fee from the Information Commissioners Office

(ICO). This should be claimed under the 'Bought-in services' costs category using the type 'administrative services' within IPSA Online.

IPSA Online Training

IPSA continues to provide training in London on the new expenses and payroll system. The aim of the sessions is to give you experience and confidence in using IPSA Online.

Each training session is 1 hr 15 minutes hours long and will allow you to ask bespoke questions relevant to your office.

By the end of the session you will:

- Understand how to navigate the system and find help when you need it
- Carry out the most common expenses processes
- Carry out day to day Payroll and staffing processes
- Run reports and use the Dashboard to find out your financial situation