

# Independent Parliamentary Standards Authority

3 September 2020

Welcome back from summer recess.

Last week we launched our new information website. We hope you find the new website useful and easy to navigate. All of the information, guidance and forms that were previously hosted in the 'IPSA for MPs' section of the IPSA website and the Homepage are now on the new website, and there is a search function to help you find what you need. You can read more about the new website in this bulletin.

During the height of the pandemic, we allowed MPs to claim for commuting costs, from their London accommodation to Westminster, in order to avoid public transport. From Monday 7 September, MPs will no longer be able to claim for these commuting costs. This is in line with changes made by the House of Commons for their staff and the rules in the Scheme.

This bulletin contains new information on the following:

- Payment Card Reconciliation Deadline
- Cleaning Supplies for Westminster Offices
- Flu Jabs
- Annual Leave and Coronavirus
- IPSA Online Email Alerts
- 2019-20 Year-end Costs

Important information you should still be aware of includes:

- New Information Website
- Publication Data
- Contact Information and Support
- Learning and Development

With best wishes

The IPSA Team

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### Payment Card Reconciliation Deadline

If you have already reconciled your payment card for July 2020 and before, please ignore the below information.

All payment card transactions for **July 2020** and before need to be reconciled and validated by **8 September 2020**. This includes actioning all claims in workflow and repaying or agreeing a repayment plan for any lines marked as 'Not claimed, to be repaid'.

On **8 September at 5pm**, if there are lines still to be reconciled, your payment card will be suspended for at least 7 days.

If there are exceptional circumstances which mean you cannot reconcile the payment card lines, please contact us at your earliest possible convenience.

If you have reconciled all payment card lines and they have been processed by our Validation team by 8 September, your card will not be suspended. Please note, however, if a claim is returned to you, it will need to be actioned before the deadline.

You can find guidance on how to reconcile your payment card [here](#).

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### **Cleaning Products for Westminster Offices**

As MPs and staff start to return to Westminster, keeping offices clean is important. Where cleaning supplies cannot be provided by the House of Commons, these can be claimed from your Office Costs budget.

Cleaning supplies for constituency offices are already costs that can be claimed and can continue to be claimed as usual.

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### **Flu Jabs**

Flu jabs are a one off health and welfare cost which can be claimed from your Staffing budget. MPs may wish to claim for these costs for staff to keep them healthy during the flu season.

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### **Annual Leave and Coronavirus**

If you have cancelled annual leave or been unable to take it due to coronavirus, the government has announced that workers will be able to carry their statutory entitlement over into the next two leave years.

You can read the full government guidance [here](#).

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## IPSA Online Email Alerts

From Monday 7 September we are introducing three new automatic email alerts for the following:

- Expense claim that needs approval - sent to the MP or expenses proxy when a claim needs their approval
- Expense claim that needs further information - sent to the creator of the claim when it has been returned either by IPSA or the MP or expenses proxy
- Expense claim that has not been paid - sent to the creator of the claim and the expenses proxy when a claim has been processed as 'Not paid' by IPSA

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## 2019-20 Year-end Costs

Following the extension of the year-end deadline until the end of June, and the final submission of evidence in mid-August, our finance team are currently processing the details for all MPs' offices.

In some offices there are budgets to be moved from the 2019-20 financial year to the current one, particularly with office costs and the start-up budgets for MPs elected in December 2019.

This work is ongoing and any budget movements should be completed by the end of this month.

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## New Information Website

Our new information website is now available and you can access it [here](#). The new site is designed to provide the information you need in a clear and easy-to-navigate way. The site is also fully accessible on mobile devices. The new site will replace IPSA for MPs on the IPSA website and the IPSA Homepage.

The new site gives you access to [IPSA Online](#), [the Scheme of MPs' Business Costs and Expenses](#), step-by-step guides to using IPSA Online, our latest policies, downloadable forms you need, and our [call booking system](#).

The screenshot shows the IPSA website homepage. At the top, there is a green header with the IPSA logo, a 'Menu' dropdown, and a 'Launch IPSA Online' button. Below the header, the main content area has a dark background with a castle silhouette. It features a 'Welcome to IPSA' section with the subtitle 'Your guide to meeting parliamentary rules and using IPSA Online.' and a search bar labeled 'Search IPSA resources'. To the right, there is a 'Reminders & deadlines' section listing: 'Publication deadline: 3 September', 'MP parental leave support', 'Training and wellbeing support', and 'Cleaning costs reimbursement'. Below this, the 'Browse resources' section is divided into two columns. The left column is titled 'Payroll & personnel' and lists resources on pay, tax, leave, proxy permissions, and human resources, with links to 'See all topics on payroll & personnel'. It also lists 'Key scheme rules' (Agreement to the Scheme, Staffing costs you can claim, Employment procedures) and 'Key forms and guidance' (Accessing your payslip, Calculating casual staff holiday, Payroll cut-off dates 2020-21). The right column is titled 'Costs & expenses' and lists resources on rules, evidencing claims, travel, and subsistence, with links to 'See all topics on costs & expenses'. It also lists 'Key scheme rules' (Making claims, Payment cards, Applying for contingency payment) and 'Key forms and guidance' (Payment card reconciliation, Barclaycard Application Form).

**IPSA** Menu Launch IPSA Online

**Welcome to IPSA**  
Your guide to meeting parliamentary rules and using IPSA Online.

Search IPSA resources

**Reminders & deadlines:**

- Publication deadline: 3 September
- MP parental leave support
- Training and wellbeing support
- Cleaning costs reimbursement

**Browse resources:**

**Payroll & personnel**

Resources on pay, tax, leave, proxy permissions, and human resources. [See all topics on payroll & personnel](#)

**Key scheme rules:**

- [Agreement to the Scheme](#)
- [Staffing costs you can claim](#)
- Employment procedures

**Key forms and guidance:**

- [Accessing your payslip](#)
- [Calculating casual staff holiday](#)
- [Payroll cut-off dates 2020-21](#)

**Costs & expenses**

Learn about the rules, evidencing claims, travel and subsistence, card payments, contingency budgets, and correcting errors. [See all topics on costs & expenses](#)

**Key scheme rules:**

- [Making claims](#)
- [Payment cards](#)
- [Applying for contingency payment](#)

**Key forms and guidance:**

- [Payment card reconciliation](#)
- [Barclaycard Application Form](#)

There is a 'Reminders & deadlines' section on the homepage to highlight important information, tasks and upcoming deadlines.

We will continue to review the information and guidance to provide the best possible support for you to complete IPSA tasks.

If you would like to submit feedback or if you have any questions about the new site, please email [communications@theipsa.org.uk](mailto:communications@theipsa.org.uk).

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## Publication Data

On Thursday 10 September we will publish your business costs that IPSA processed for April and May 2020.

We have redacted your personal information in line with our [Publication Scheme](#). We recommend that you check your data before we publish and if you think we have missed anything, please contact us by Monday 7 September 2020 at the latest to let us know. Please email [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

You can access your data directly [here](#). If you experience any problems accessing your data, please contact [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

Please note that your data may include claims from before April 2020. On previous publication dates we may not have published certain claims for various reasons, but with the intention to publish at a later date. We make amendments to the data already on the website when necessary.

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## Contact Information and Support

There is information available on the [IPSA website for MPs and staff](#).

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

You can arrange to speak with a member of our MP Support or Payroll teams. Our call booking service can be found [here](#).

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## Learning and Development

### IPSA Online Training

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

### Leases Webinar

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.

**Tuesday 8 September at 11am** for 90 minutes. [Sign up here](#).

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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](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto: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](mailto:info@theipsa.org.uk). Our bank details can be found on the repayment form.