



13 May 2021

Today we have published details of MPs' business costs for December 2020 and January 2021. We have also uploaded P60s for 2020-21 onto your IPSA Online accounts. More details about both can be found below in this bulletin.

The deadline to respond to the consultation on our proposed response to the McCloud judgment is tonight. Our proposed response will affect the pension arrangements for some, but not all, serving MPs, and some former MPs. For more information on whether this will affect you, read our bulletin from [11 March](#) or read the consultation document [here](#).

This bulletin contains new information on the following:

- [Publication of Business Costs](#)
- [P60 for 2020-21](#)
- [New Payroll Forms, Reports and 'How to' Guidance](#)
- [Changes to the Dependants Form](#)
- [Emailing Attachments](#)

- [Drop-in Training Session](#)

Important information you should still be aware of includes:

- [Barclaycard Online Servicing](#)
- [Staffing Budget Updates](#)
- [Training and Development](#)
- [Contact us](#)

With best wishes

The IPSA Team

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## **Publication of Business Costs**

The latest publication of MPs' business costs, for claims processed between December 2020 and January 2021, can now be viewed on the [IPSA website](#). The next publication will be in July.

Today we have also published the report of our assurance review into expenditure and compliance for the 2019 General Election. You can read the report [here](#).

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## **P60 for 2020-21**

We have published your P60 for 2020-21.

Your P60 shows the tax you've paid on your salary in the tax year (6 April to 5 April).

You will need your P60 to prove how much tax you've paid on your salary, for example:

- to claim back overpaid tax from HMRC
- to apply for tax credits
- as proof of your income if you apply for a loan or a mortgage
- self assessment completion

You can also use HMRC's services to [check how much tax you paid last year](#) if you think you might have paid too much.

For help on how to find your P60 on IPSA Online, visit [Accessing your P60](#).

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## **New Payroll Forms, Reports and 'How to' Guidance**

### **Forms**

Four new forms have been added to IPSA Online. These are:

- Adoption Leave
- Maternity Leave
- Paternity Leave
- Shared Parental Leave

If you submit these forms on IPSA Online, as opposed to paper forms, these can be tracked online.

Guidance on how to complete and submit these forms can be found [here](#).

## Reports

Two new reports have been added to IPSA Online to allow MPs to check the terms and conditions of staff contracts and their team's annual leave.

### **MP Team Report**

The 'MP Team Report' in IPSA Online lists all current staff employed by an individual MP and each staff member's main terms and conditions.

The report is only available under an MP's login details and can be run at any time.

The report is updated with changes as soon as they are processed on the payroll system and can be used to check whether any changes you have requested are complete. This means, for example, you can use the report to check whether a new starter has been added to the system, or if an increase to the hours of a current staff member has been processed.

Guidance on running the report can be found [here](#).

### **My Team Absence Report**

The 'My Team Absence Report' can be used in IPSA Online to display the holidays your staff have booked during the current calendar year.

The report is only available under an MP's login and can be run at any time.

New absences will be displayed as soon as are approved by the office manager.

Guidance on running the report can be found [here](#).

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## Changes to the Dependants Form

From today there will be two slight alterations made to the Dependants Form located on IPSA Online.

The new fields are:

1. **Discussed with IPSA?** - please complete this field when you are registering an 'Expected Dependant', as all such registrations should be discussed with your account manager before submitting a Dependants Form, so that the case can undergo director-level approval. The response options for this are limited to 'Yes/No'.
2. **Apply Budget Uplift?** - please complete this field when you are registering a type of dependant that would ordinarily result in an uplift being applied to your Accommodation Budget. This field has been added so that you are able to confirm whether or not you would want such an uplift to be applied. This is a free text box.

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## Emailing Attachments

When emailing IPSA and attaching documents please keep file sizes as small as possible. In line with industry standard, if the total size of all attachments is too large, these may not be received.

You may receive an automated reply from Microsoft letting you know if your email has failed to send due to file sizes. This may not always be the case and we may still not receive your attachments if the total is too large.

Please take into account that some email signatures contain images and graphics which may contribute to the total file size of attachments.

To ensure your attached files are as small as possible, please consider some of these methods:

- save or scan the document as a PDF (Guidance on scanning direct to PDF can be found [here](#))
- when scanning, use a low DPI number (between 300-600)
- Zip the file (do not add a password)
- scan in black and white where possible
- send photos in the lowest resolution

You can find guidance on how to scan documents on Apple devices [here](#) and on Google Drive [here](#).

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## **Drop-in Training Session**

As an alternative to our regular IPSA Online training sessions, we are offering a series of virtual drop-in session for you to access training on areas of the system that you would like more help with. These sessions will take place every Tuesday from 2.30 to 4pm.

This session is open to all MPs and staff. You are welcome to come along prepared with questions for the trainer to demonstrate. We recognise that you may have more in-depth queries about IPSA Online that a drop-in session can address, for example, help with analysing reports, checking for outstanding payment card lines or looking at last year's financial statement.

You can register to attend a drop-in session [here](#) or visit our [Training and Development](#) page.

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## Important information you should still be aware of...

### Barclaycard Online Servicing

As part of our improvement programme, we have been looking at ways to enhance the IPSA payment card service. We are launching the Barclaycard Online Servicing (BCOS) facility. MPs will be able to nominate a BCOS delegate who will have access to the online servicing facility. This will allow the delegate to review payment card transactions online before the next statement is issued.

BCOS delegates would not be cardholders themselves but they will require an authentication card and a pin sentry device to generate a onetime passcode for authentication. Barclaycard will need the full name, home address, date of birth and mobile number of the designated BCOS delegate.

To register for BCOS, please click the button below and complete the data collection form by **11:59pm tonight**. Data will be stored in line with our [Privacy Policies](#). We will require the permission of the MP to create a BCOS delegate account, either by the MP completing the form or we will email separately to confirm approval.

[Register for BCOS](#)

Once the accounts have been created, Barclaycard will issue authentication cards to home addresses. This process takes approximately two weeks after they receive the BCOS delegate information.

If you have any questions, please email [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

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## **Staffing Budget Updates**

### **MP Staff Pay Ranges for 2021-22**

MP Staff pay ranges for 2021-22 can be found on our website [here](#).

A small number of pay range minimums have increased for 2021-22. Staff members whose salaries fall below these new minimums will receive an increase if needed to ensure they remain within the range. This relates to the **Administrative 1 (non-London area) range**, where the minimum has increased to match the new UK 'real Living Wage' (as set by the Living Wage Foundation); and to the **Employed Intern (London area/non-London area) range**, where the minimum has increased to match the new National Minimum Wage for 21-22 year olds which came into effect in April.

### **Automated Payment of Salary Increases**

As we announced on 25 February, we will automatically adjust MPs' staff salaries. For this financial year, 2021-22, the IPSA Board agreed a figure of 1% which will be paid to all MPs' staff unless their employing MP has opted out.

For some staff whose salaries fall below the updated pay ranges, the automatically applied 1% increase will bring them into the updated pay range. For those staff



where this is not the case, we will apply a further increase so that their salaries meet the revised minimum of their pay range. Pay increases will take place in the May payroll and will be backdated to 1 April 2021. If an MP's staff member left their employment in April 2021, their pay increase will still be processed in May and they will receive the payment after they have left.

MPs are still able to award a further increase above the 1% if they wish and if affordable within the overall budget. In this case, when submitting a contractual changes form, please state clearly what the overall change in salary should be using the description field (for example, an additional 1% on top of the automatic 1%, or state the final salary amount). This will help to ensure that any additional changes are processed correctly. All contractual changes must be approved by the MP as the employer. Any further increases made will be processed in May and backdated to when they were requested for.

### **COVID-19 Staffing Budget Supplement for 2021-22**

We have extended the COVID related Staffing Budget supplement into the current financial year, 2021-22. An additional **£24,970** is available for MP staffing budgets outside of the London area and **£27,680** for London area MPs, until the end of March 2022.

We appreciate that each MP's office is different and the discretion on how to deploy this staffing resource is a matter for you to decide locally. But the additional budget could fund, as examples:

- Recruitment of an additional full-time member of staff (or retention of a current fixed term appointment) until the end of 2021;
- Two full time appointments from April to July; or

- One part-time appointment working 3.5 days per week for the full financial year
- Overtime payments or contract extensions for your existing staff

Please use the COVID-19 supplement with caution when deciding whether to hire a new permanent staff member or making a fixed-term contract permanent, as opposed to hiring a new fixed-term staff member. You should consider the implications that a new permanent staff member would have on your Staffing budget in the future. We strongly advise you use the examples set out above.

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## **Training and Development**

We currently have a programme of training sessions on a range of subjects. These explain our rules, demonstrate processes and answer other questions you may have. Our current programme of sessions includes:

- Budget Management: Claims, Debt and Spend
- Reconciling your Payment Card
- Staffing Budget Report
- Property Registration, Management and Amendment
- IPSA Online Training
- IPSA Drop-in Training Sessions

[Click here for more details and to register](#)

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## **Contact us**

**Website**

The quickest and easiest way to find answers to general queries is to visit our [dedicated MP and MPs' staff website](#).

On the website you can find the rules of the Scheme, view guidance, download forms and follow step-by-step instructions on how to complete IPSA tasks.

### **Book a call**

To speak to your dedicated Account Manager or Payroll Officer going forward, you can book a call using the [booking system](#) and they will contact you at the allocated time. You can find information about your IPSA team on our [Contact us](#) page.

For general queries, please [check the website](#) before booking a call as you may be able to find the answer there.

### **Email**

Similar to the call booking system, if you have a query for your dedicated Account Manager or Payroll Officer, you can email [info@theipsa.org.uk](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk). Your email will be directed to your team and someone will get back to you. Our aim is to get back to you within 5 working days but we'll reply sooner if we can.

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.

For general queries, please [check the website](#) before sending an email as you may be able to find the answer there.

### **Call the support team**

Call us on 020 7811 6400 with urgent queries. Your call will be answered by a member of the team, not necessarily your Account Manager or Payroll Officer, who will try to resolve your issue or will forward to a member of the team.

We want to be able to respond quickly to urgent queries so please only use this service if your issue is time critical.