

Bulletin 9 April 2020

Our thoughts are with everyone who has contracted coronavirus and we wish them a speedy recovery, including Members of Parliament and staff currently receiving hospital treatment. Below is a reminder of how we are supporting all MPs and staff during this time.

This bulletin contains information on the following:

- Coronavirus measures
- Staffing Budget 2020-21
- Financial budget dashboards
- Proxy settings
- IPSA training
- Contacting IPSA

With best wishes

IPSA

Coronavirus

We are committed to supporting you during the coronavirus outbreak. Information and guidance can be found on IPSA's dedicated coronavirus webpage [here](#). The FAQs have been updated, please refer to this page for questions on IPSA's coronavirus measures.

As you know, we have increased the Office Costs budget by £10,000 to enable you to carry on with your work as far as possible and in accordance with Government guidance. The additional budget is provided to meet the costs of furniture, equipment, services, utilities and other expenses necessary to help you make the transition to home working, while dealing with a huge increase in workload as a result of the coronavirus pandemic.

There has been some media interest in this additional funding today, and IPSA has tweeted about it [here](#).

Staffing Budget 2020-21

Many offices have submitted salary changes following the [Staffing Budget Review](#) and the increase to the MPs' Staffing Budget. IPSA will process all pay rises for MPs' staff in June 2020, backdated either to the start of the financial year for our amendments to the salary bands, or to the date of submission for all other changes. We are implementing pay increases in this way, in line with many payroll services elsewhere, in order to manage high levels of demand.

The increased Staffing Budget is calculated to provide for the equivalent of four full-time members of staff to be paid for the work that they do, and supported well through funding for training and well-being. Guidance on how to use the staffing budget can be found [here](#).

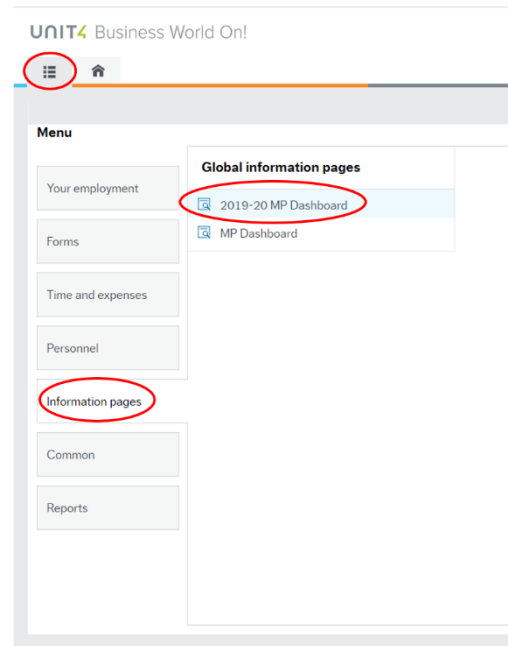
Guidance on how to make contractual changes can be found [here](#) and the job description tool can be found [here](#). Please do not send any post to IPSA's office as it is currently closed.

Financial Budget Dashboards

Today we move from the 2019-20 financial year to the new 2020-21 financial year.

IPSA Online has automatically switched your financial budget dashboard to the current year. Follow the steps below to access your 2019-20 dashboard.

1. Log onto **IPSA Online**
2. Click '**Menu**' at the top-left of the page
3. From the menu, click '**Information Pages**'
4. Select '**2019-20 MP Dashboard**



IPSA will aim to provide you with a final 2019-20 budgetary position by the end of July 2020. Credit notes will be raised during July 2020 for all budget overspends that have been identified.

Please remember to action tasks within IPSA Online to process payment card and reimbursement claim expenditure. This is to ensure that you receive an accurate budgetary position.

Proxy settings

Most MPs have a designated proxy to help manage aspects of their business within their office. This delegates the submission and management of claims and payroll functions to a specific staff member. Each office can have up to two members of staff designated as proxies for different areas of work. If you have not done this, you may want to consider doing so in order to ensure ongoing payments in the event of office sickness. In the current circumstances it is also possible to set yourself up as a substitute for your proxy for a few weeks if needed. This will allow you to handle their tasks.

Please contact us via email if you need to do this.

IPSA Online includes a range of functions that enable proxies to carry out tasks online. If you would like to make a change to your proxy permissions, you can do this online and you can find guidance [here](#).

Training

IPSA has moved all learning and development online and we are developing a range of webinars and drop-in sessions to help you to understand and complete IPSA processes.

The current topics include: property registration and amendment, payment card reconciliation and IPSA Online workshops.

We want to ensure that our programme of learning and development meets your needs and would be grateful if you could complete the short survey below by Friday 17 April to let us know how our training can best support you.

[Take the training survey](#)

IPSA Online training takes place every Tuesday and Thursday at 2pm. [Click here to register](#).

Contacting IPSA

If you cannot find answers to your queries [online](#), please email info@theipsa.org.uk or payroll@theipsa.org.uk. Replies to this Bulletin go to an inbox that is not monitored and will delay the support you receive.

As we are working from home, please do not post any correspondence or forms to IPSA's address on the Strand. We have put in place alternative ways to complete all paper-based processes, with details [here](#).

If you have a new starter in the team, please email the [Payroll team](#) with their parliamentary email address, as well as submitting the new starter form, so they can be issued with an IPSA Online account.