



29 April 2021

Following your feedback, this week we re-introduced dedicated account management so that you receive a more individual service. Alongside this, we re-opened the inbound phone line which you can use for urgent queries.

In the [Contact us](#) section you can find information that explains how you can get answers to queries, contact your Account Manager or Payroll Officer and how to contact us with urgent queries.

If you have any feedback about our communication channels, please let your Account Manager know.

This bulletin contains new information on the following:

- [Barclaycard Online Servicing](#)
- [Staff Salary Increases for April](#)
- [Year-end 2020-21 - Payment Card Reconciliation due tomorrow](#)

Important information you should still be aware of includes:

- [Publication Data](#)
- [Staffing Budget Updates](#)
- [Training and Development](#)
- [Contact us](#)

With best wishes

The IPSA Team

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## **Barclaycard Online Servicing**

As part of our improvement programme, we have been looking at ways to enhance the IPSA payment card service. Today 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 **Thursday 13 May**. 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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## **Staff Salary Increases for April**

Last month we announced the new MP Staff pay ranges for 2021-22 and that a small number of pay range minimums are increasing. Those staff members whose salaries fell below the new minimums would receive an increase to ensure they remain within the range. We also announced, in February, we would be automatically adjusting MPs' staff salaries with a 1% increase for the 2021-22 financial year, unless their employing MP chose to opt out.

For those MPs who wish to opt out, you must email [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk) by tomorrow, Friday 30 April. No action needs to be taken for the 1% pay increase to be implemented.

**All pay increases will take place in the May payroll and will be backdated to 1 April 2021. No increase will be processed this month.**

For further information about both pay increases and the COVID staffing supplement, please see the Staffing Budget Updates later in this bulletin.

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## Year-end 2020-21 - Payment Card Reconciliation due tomorrow

**The deadline to submit year-end forms has now passed and we cannot accept any further forms.**

Payment card lines for March 2021 have been issued and the reconciliation for these, and earlier months, must be completed by tomorrow, **30 April 2021**. If any lines for February or March are reconciled after this date, they will be allocated against your 2021-22 budgets. If there are any lines from before February, we will mark these as 'Cost not reconciled' and seek repayment from you.

All claims listed on your year-end form must be submitted on IPSA Online by **14 May 2021**. You must allow time for your claims to move through IPSA Online and be approved before this deadline. Any claims not approved by IPSA by 14 May 2021, or claims that are submitted after 14 May 2021 that were on your year-end form, will have the cost allocated to 2021-22.

Our full year-end guidance can be found [here](#), which includes FAQs and helpful tips.

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

### Publication Data

On Thursday 13 May we will publish your business costs that IPSA processed

for December 2020 and January 2021.

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 Friday 7 May 2021 at the latest to let us know. Please email [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

You can access your data directly by clicking [here](#). This link can also be found on our information site. 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 December 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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## **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 this month.

### **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. If you are an MP, an opt out should only be requested if you are awarding no pay increase. For those MPs who wish to opt out, you must email [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk) by tomorrow, Friday 30 April. **You do not have to take any action for the 1% pay increase to be implemented.**

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 MPs' staff member leaves 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

[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.