



27 May 2021

As you may know, we attend the House Office Managers meeting once a month to ensure that we understand the impact we are having and to gain valuable feedback on various topics. We are very grateful to be invited and to everyone who provides information. On 15 June we are hosting the next meeting of our own MP Staff User Group which is another opportunity for us to listen and learn about your perspective of working with IPSA. Anyone is welcome to join the MP Staff User Group, you can register [here](#).

Don't forget that we have a range of training webinars available and a recently added drop-in session on Tuesday afternoons for all IPSA Online queries. Details of all these sessions can be found [here](#).

As the House rises for Whitsun recess, we hope that this provides a welcome break for anyone taking leave and a change of pace for those based in Westminster.

This bulletin contains new information on the following:

- [Payment card reconciliation](#) - deadline 8 June
  - [COVID budget report](#)
  - [Employment status](#)
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- [IPSA Online upgrade testing](#)
- [Barclaycard app](#)
- [Adding IPSA's website as a favourite](#)
- [Our phonenumber](#)

Important information you should still be aware of includes:

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

With best wishes

The IPSA Team

## **Payment Card Reconciliation**

Payment card transactions for **April 2021** and before must to be reconciled and validated by **8 June 2021**. This includes actioning all claims in workflow and repaying or agreeing a repayment plan for any lines marked as 'Not claimed, to be repaid'.

If there are exceptional circumstances which mean you cannot reconcile the payment card lines, please contact us in advance of the deadline.

### **To help you:**

- Guidance on how to reconcile your payment card can be found [here](#).
  - Our next payment card webinar is on 30 June at 10am. You can sign up [here](#).
  - Further details of our Payment Card Reconciliation process can be found in our [Payment Card policy](#).
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## COVID Budget Report

Today we are launching the COVID budget report. This report will show a detailed breakdown on spending against the COVID budget per staff member.

To run the report:

- Navigate to the [Payroll Modelling Report](#) (formerly the Staff Budget Report)
- When you run the report it will show the Payroll Modelling Report as normal
- Select the 'COVID-19 Budget' tab. This will show the detailed breakdown of staff COVID spending. To note: it will only show costs that have been processed and will not provide forecasting
- If the COVID tab is empty, there are currently no staff costs being attributed to this budget.

If you have any queries, please [email the Payroll team](#) or [book a call with your Payroll Officer](#).

## Employment Status

MPs can choose how they resource their offices to support their parliamentary functions, whether by employing staff directly (as in most cases) or where appropriate by paying for bought-in-services. Any people providing bought-in-services need to have the correct status so that tax and national insurance are paid in accordance with HMRC guidance.

There is a range of information on the [website](#), including from HMRC, about how to take on new starters, the checks that MPs should do before employing someone and their responsibilities as employers, such as for keeping records.

If you have any queries please speak to your Payroll Officer.

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## IPSA Online upgrade testing

As you may know, we are upgrading IPSA Online this summer. The upgrade will enable us to make improvements to the system that have not been possible in the current version.

We are keen to involve you in the process and are looking for 10 volunteers to give 2 hours each to test a range of processes in the new version of IPSA Online. Testing will take place in the second part of June.

We would really appreciate your time to make sure that we understand how the changes work for you. [Register to take part here.](#)

## Barclaycard App

Barclaycard have launched a new app for corporate cardholders to help you stay in control of your business spending. Through the app, you'll have 24/7 access to your card information through your mobile.



It's free and takes just minutes to download and set up.

The new app will give you the ability to:

- view your account balance to monitor spending
- check your available credit limit to avoid overspend
- look back at previous transactions and monthly statements
- freeze and unfreeze your card

Find out more about the Barclaycard app [here.](#)

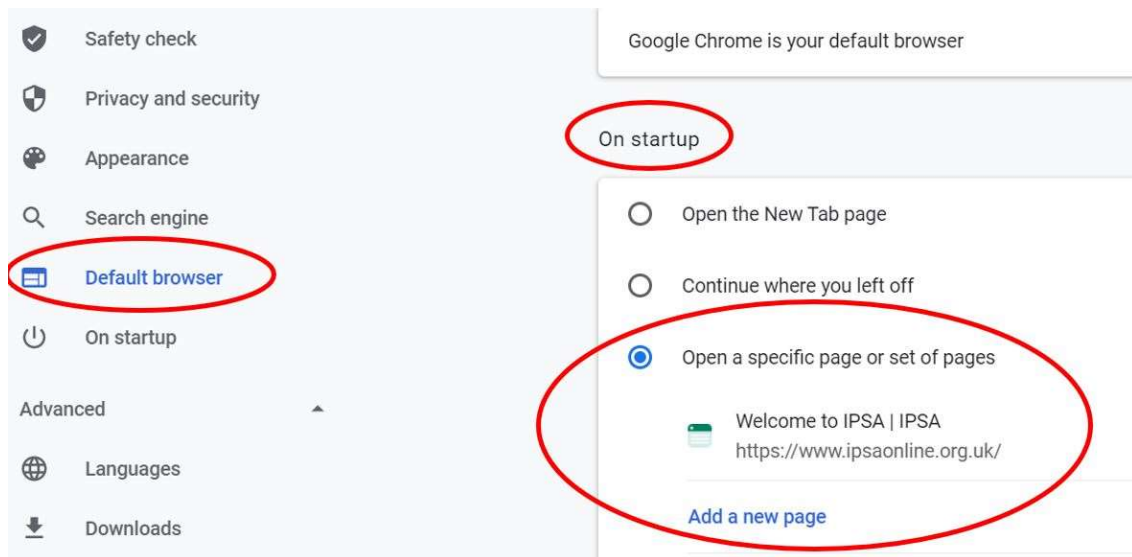
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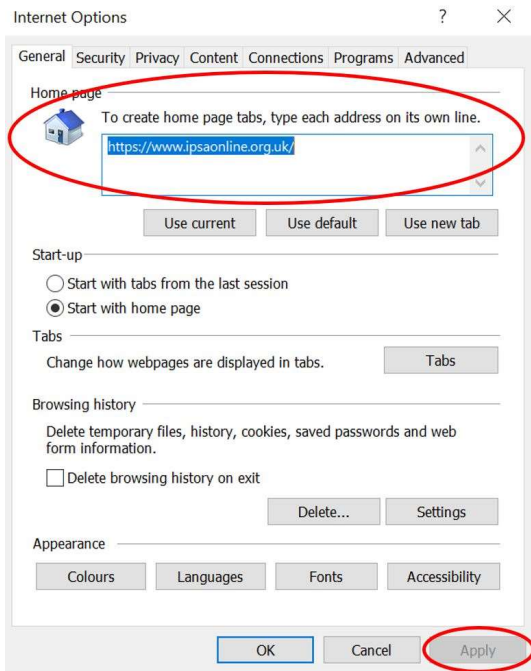
## Adding IPSA's website as a favourite or tab

As you know, last summer we launched a new information website for MPs and staff. The website is a one-stop-shop for many queries relating to IPSA tasks. Over two thousand MPs and staff have visited the website in the past 3 months with the website receiving fifteen thousand page views during that period.

To make visiting the website as easy as possible for you, we recommend that you add it as a tab or a favourite so that you can access it quickly when you need to. The process for doing this on different computers will vary but in Google and Internet Explorer browsers you can use the 'star' icon in the top right corner to bookmark the page or press CTRL + D on the page you want to bookmark and select 'Done' or 'Add' in the pop-up to bookmark the page.

You can also set the IPSA website as a tab. In Google, go to 'Settings', 'Default browser', 'On startup' and add [www.ipsonline.org.uk](https://www.ipsonline.org.uk) as a new page.





In Internet Explorer, open the 'Tools' wheel in the top right of the page and select 'Internet options'.

From there you can add [www.ipsonline.org.uk](https://www.ipsonline.org.uk) as a homepage or tab, along with any other pages, and then click 'Apply'.

If you are having any difficulty, there are lots of [online tutorials](#) with guidance for specific computers.

## Our Phonenumber

We recently reopened our inbound phonenumber. You can call us on **020 7811 6400** if you have an urgent query. The phone line will be closed on Friday 4 June for staff training. If you have a query next week, please [contact us](#) before Friday.



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

### 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 MPs' 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.

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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](#)

## Contact us

**Website:** check the [MP and MPs' staff website](#) for general queries.

**Email:** email [info@theipsa.org.uk](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk) with queries for your dedicated Account Manager or Payroll Officer. 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.

**Book a call:** to speak to your dedicated Account Manager or Payroll Officer using the [call booking system](#). They will contact you at the allocated time. You can find information about your IPSA team on our [Contact us](#) page.

**Call the support team:** Call us on **020 7811 6400** if you have an urgent query. 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.

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