

## 1. Purpose and scope of the group

The role of the group is to provide input to help IPSA understand and, where appropriate, meet the needs of MPs and their staff on:

- proposed changes to IPSA services and the online expenses system
- communicating effectively with MPs and their staff
- piloting of system and service changes
- any other issues where staff are a key audience

Consultation on policy changes is not within the remit of this group.

IPSA welcomes feedback and will consider all input and comments, however, it may not be feasible to enact all suggestions.

## 2. Structure of the group

The group will consist of two groups – the core group and the wider supporting group.

The core group will consist of 8-12 MP staff members who will attend meetings and provide feedback via email.

The wider supporting group will include the other MP staff members who have expressed an interest in joining the group. They will be consulted and will provide feedback via email where appropriate.

## 3. Chairing

Meetings will be chaired by an IPSA member of staff.

## 4. Membership and appointment

Members will be chosen to be representative of Westminster and Constituency staff from all major parties, with fair representation from the smaller parties.

## 5. Frequency of meetings and ways of working

The core group will meet up to a maximum of three times a year. It is expected that the meetings will be no more than 1.5 hours.

Where possible, meetings will be planned with at least one month's notice. An agenda will be sent by email in advance of the meeting. There will be a standing item for group members to raise issues, ideally, notified to us in advance.

Between meetings the core group maybe asked to provide feedback on specific issues. We would aim to limit the number of times this occurred and would not expect members to spend more than one hour on this, at any one time.

Where appropriate the wider supporting group will be asked to provide feedback on the issues discussed by the core group.

## 6. Reporting and confidentiality

A summary of feedback will be produced after each meeting and circulated to the group and made available to IPSA staff.

It is not anticipated that records relating to the group will be proactively published. However, they may be subject to requests under the Freedom of Information Act. Notes of meetings will list attendees but the summary of feedback produced after each meeting will not attribute comments to individual members of the group.