



**6 November 2018**

Dear Member,

Ahead of November recess, we wanted to give you a final reminder to check your annual publication data before this is published on 15 November. Around the same time, information relating to payment cards will be released under a Freedom of Information request. There are further details on both of these activities below.

We hosted an MP Staff User Group meeting on 31 October, many thanks again to everyone who attended for your time and invaluable feedback.

We are pleased to promote the House of Commons HR Support Service and look forward to UK Parliament Week next week.

If you have any queries, please do not hesitate to contact us on 020 7811 6400.

### **Annual Publication**

Next week, on Thursday 15 November, our annual publication of MPs' Business Costs and Expenses will take place. This data includes details of the staffing costs for each MP, and the aggregate spending on security and disability across all MPs.

Alongside annual publication we will also publish all claims processed in June and July 2018. This data has been made available to you through the IPSA Online Homepage. To view your claims please go to [www.ipsaonline.org.uk](http://www.ipsaonline.org.uk) and click on Publication Data. A guide to accessing publication data through the IPSA Online homepage is available here. We recommend that you check your data before we publish and if you think we have missed anything, please contact us by Thursday 8 November 2018.

### **MP Staff User Group**

Last Wednesday IPSA hosted the MPs' Staff User Group. The items of discussion included IPSA Online, IPSA's communications with MPs' offices and we discussed how staff manage their office, the challenges they face and a sharing of best practice.

Additionally there was a demonstration of the new screen sharing software which we are piloting now, and will be introduced soon. This will enable IPSA staff to better assist MPs and their staff in training and answering the queries we receive.

IPSA meets quarterly with the MPs' Staff User Group and the next meeting is planned for 22 January 2019 at 1pm. If you would be interested in attending, please email [communications@theipsa.org.uk](mailto:communications@theipsa.org.uk).

### **Payment Cards**

IPSA has been asked to release some information about the payment cards used by Members of Parliament. All those MPs who are impacted by this Freedom of Information request have been contacted directly. We plan to publish this information next week on Thursday 15 November. If you have any questions or comments, please contact us via [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

### **HR Support Service for MPs' Staff**

The House of Commons have launched a new service, in partnership with Croner, for all staff employed by Members of Parliament.

Calls or emails will be answered by trained HR professionals who can provide support on a number of HR related matters.

These include probation, annual leave and time off, disciplinary and grievance, redundancy, conduct, sickness absence management, performance/capability, maternity and paternity rights, absence and attendance, working time regulations, whistleblowing and flexible working.

If you have a HR or employment law query you can call 0800 756 9814 or email [employeesupport@croner.co.uk](mailto:employeesupport@croner.co.uk).

### **UK Parliament Week**

The biggest engagement event of Parliament's year, UK Parliament Week, returns on 12-18 November.

UK Parliament Week is an annual UK-wide festival that engages people with Parliament and empowers them to get involved. It's a great opportunity for people to explore what the UK Parliament means to them and their community. In 2018 Parliament celebrates Vote 100 and invites partners to explore the struggle for equal suffrage, empowering people from right across the UK to get involved and have their voices heard.

Throughout the week Parliament will be hosting a series of free talks for anyone who wants to find out more about how the UK Parliament works, and how to get involved. For more information and to book your place visit [www.ukparliamentweek.org/jubilee-room-talks](http://www.ukparliamentweek.org/jubilee-room-talks).