

Bulletin 30 July 2020

Tomorrow, 31 July, is the deadline for submitting supporting documentation for claims you included on your year-end form. You can find more details about this below.

The coronavirus [FAQs](#) on our website include updated questions about the homeworking allowance and staffing budget increase that we announced in June. These respond to several queries we have received. If you have any questions about these Scheme changes, please read the FAQs.

This bulletin contains new information on the following:

- Year-end 2019-20
- Cleaning Costs
- New Guidance Website
- Staffing Budget Guidance on Training and Welfare
- July Payslips and IPSA Online Change
- Barclaycard Verification Update

Important information you should still be aware of includes:

- Call Booking Service
- Contact Information and Support

With best wishes

The IPSA Team

Year-end 2019-20

If you have payment card transactions from 2019-20 that have not yet been reconciled please ensure these are fully reconciled by tomorrow, **31 July**. Any transactions that are not reconciled by this deadline may be required to be repaid.

If you included items on your year-end form you have until tomorrow, **31 July**, to submit supporting documentation.

Please send the supporting documentation by email to yearend@theipsa.org.uk by tomorrow. This is to ensure all documentation is received in accordance with the year-end guidance.

If you are unsure which of your claims were paid by IPSA without supporting documentation, please raise this with the MP Support team and we will email you with a full list of claim and line numbers.

If any claims have been returned to you asking for additional information, you must resubmit them with the correct information and supporting documentation by **14 August**. If they are resubmitted after this date, they will still be paid, but will be allocated against your 2020-21 budgets.

You can find our year-end guidance [here](#).

New Guidance Website

We have been redesigning our website to provide the information you need in a clear and easy-to-navigate way. The user-focussed site has been developed in response to feedback on the quality of available guidance, the usefulness of IPSA Online instructions, and overall confidence in the rules of the Scheme.

The new site will provide the Scheme rules, instructions on how to use IPSA Online and accompanying guidance in a way that we hope will make things much easier for you to complete IPSA tasks.

Thank you to everyone who has been involved in the project, your help and support has been invaluable. The new website is due to launch in the summer, when the 'IPSA for MPs' section of the IPSA website and the IPSA Homepage will be replaced.

Ahead of the launch of the new website, please remember to download your payslips prior to March 2019 if you will need them in the future.

Cleaning Costs

The Scheme does not cover reimbursement of cleaning costs at an MP's accommodation. This includes end-of-lease cleaning prior to vacating an accommodation property. However, following a decision by the Compliance Officer, IPSA will now pay for professional cleaning costs incurred as a requirement of the lease, if these circumstances apply:

- The professional cleaning costs are incurred as a specific condition of the lease,
- The cleaning costs are incurred due to the MP leaving the property and terminating the lease,
- The MP incurred the cost on or after 1 April 2019,
- There is a sufficient amount in an MP's accommodation budget to cover the cost

For costs incurred during 2020-21, MPs have 120 days in which to submit a claim. Where costs originate from an earlier date, MPs have until 14 August to submit a claim, to be paid from the 2019-20 financial year. Any claims received after that date will be paid from the 2020-21 budget. Supporting evidence

showing the condition in the lease and an invoice for the cleaning must be submitted with the claim.

Staffing Budget Guidance on Training and Welfare

An extra amount of £4,000 was added to the staffing budget of each MP at the start of this financial year to provide additional support for training, wellbeing, health and welfare costs of their staff. We have published [guidance](#) on using the additional £4,000. We hope that this will explain how the additional funds can be used to support wellbeing and development for MPs' staff.




Payslips for July and IPSA Online Change

Payslips for July are now available in your IPSA Online account.

Guidance on how to access your payslip can be found [here](#).

The button you need to select has been reworded to **My information and payslips** under the heading **Your Employment**.

Your employment

-  My information and payslips 
-  Activate your substitutes

Barclaycard Verification Update

Barclaycard are changing the way you make payments online with your IPSA payment card. Within the next few weeks, you may be asked to complete an extra verification step to confirm it is you making the payment.

To verify online payments you will need to use a PinSentry card reader, which was sent to you in September, or request a one-time verification code to be sent to the mobile number registered with Barclaycard.

You can find out more about the new verification and videos on how it will work [here](#). You can find FAQs [here](#).

Barclaycard will be writing to all payment card holders to tell you what you need to do. Please look out for this at your correspondence address.

If you do not know which address you have registered or have questions about the verification process, you can call Barclaycard on 0800 008 008. When you call, you may be asked questions based on personal data they hold for security purposes.

Call Booking Service

If you have a query, you can book a telephone call with a member of the MP Support or Payroll team.

If you have a query about your tax code, please contact **HMRC** directly first on 03000 534 720 (staff) or 03000 581 588 (Members) as they can advise on why the code has been allocated and if it is correct.



Please book a call with a **Payroll Officer** if you wish to discuss any matters relating to:

1. Your own employment (terms and conditions, salary, pension, national insurance, any of our employee schemes – e.g. Cycle2Work); or
2. The MP's staffing budget and issues related to the employment of staff working for the MP (or volunteers). Please note that these discussions will be limited to the MP or their nominated payroll proxy with access to the staffing budget report in IPSA Online.

If you wish to discuss any other topics, please book a call with the **MP Support Team**.

If you would like to book a call, [click here](#).

After your call, please use the feedback survey afterwards to let us know how it went and suggest any improvements.



Contact Information and Support

We have a range of channels available to provide support to you during the coronavirus outbreak.

IPSA [website](#) and [Homepage](#). This
There is guidance available on the

includes a dedicated tab for IPSA
Online guidance.

Queries can be submitted to IPSA teams by emailing the MP Support (info@theipsa.org.uk) or Payroll teams (payroll@theipsa.org.uk).

Our call booking service can be found [here](#).

We also have online training sessions available. These can also be found on the [Learning and Development](#) page on the IPSA Online Homepage.

IPSA ONLINE TRAINING

IPSA Online training takes place every Tuesday and Thursday at 2pm using a virtual platform. [Sign up here](#).

ASK IPSA

An IPSA panel will give a brief overview of their area of responsibility and answer your questions. We can address general questions in this webinar. For specific questions, please book a telephone call with us.

You will meet and have a chance to ask questions from our colleagues in Publication and Validation, MP Support and Payroll.

Monday 4 August at 11am for one hour. [Sign up here](#).

LEASES

An IPSA Account Manager will talk through the requirements for leases, including submitting forms and, importantly, the required evidence so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties and change leases as quickly as we can. There will be an opportunity at the webinar to ask questions at the end.

Monday 10 August at 11am for 90 minutes. [Sign up here](#).

Tuesday 8 September at 11am for 90 minutes. [Sign up here](#).

PAYMENT CARD RECONCILIATION

With the deadline for payment card reconciliation approaching, an IPSA Account Manager will talk through the payment card policy and how to reconcile your payment card within the rules. There will be an opportunity to ask questions at the end of the webinar.

Tuesday 25 August at 11am for one hour. [Sign up here](#).

Please do not post any documents or cheques to our office. If you need to send documents to us, please email them to info@theipsa.org.uk or payroll@theipsa.org.uk as appropriate. We accept scanned documents and forms on IPSA Online.

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. Our bank details can be found on the repayment form.