

## Bulletin 1 April 2020

The country is rightly applauding the heroic efforts of those providing essential services throughout the UK during the coronavirus outbreak. We also recognise the vital role that MPs and staff are carrying out for their constituents. The additional resources and flexibilities we announced on 19 March are intended to provide some help during this challenging time.

We know that some of you are waiting for answers to queries. We are working as fast as possible to respond to each one. As a reminder, there is information available on the [IPSA website](#) and [Homepage](#) including how to use [IPSA Online](#). If you cannot find your answers there, please email [info@theipsa.org.uk](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk) and one of our team will respond by email or phone call. Please indicate if your query is urgent.

This bulletin contains information on the following:

- Coronavirus
- Financial Budget Dashboards for 2019-20 and 2020-21
- New Scheme for 2020-21
- Training on IPSA Online, coronavirus measures and property registration/leases

With best wishes

IPSA

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## Coronavirus

Over the past three weeks we have sent regular updates regarding our response to the coronavirus outbreak. This information can now be viewed in one place on the IPSA website.

The content includes:

- A letter from Richard Lloyd, IPSA's Interim Chair
- Guidance on IPSA's coronavirus measures
- FAQs

[Click here to visit IPSA's coronavirus web page](#)

Details of the government advice are available [here](#). The NHS has published [information](#) about the virus and how to prevent it. The House of Commons is publishing updates on the [parliamentary intranet](#).

IPSA recognises that the pandemic may have increased the workload for many offices, with the move to homeworking and issues being raised by constituents. You can claim for additional staffing costs, such as overtime in the normal way on IPSA Online. If you think you are likely to exceed your staffing budget as a result of these additional costs, please contact us and we can consider these costs through a streamlined contingency process. Please contact us at [contingencypayments@theipsa.org.uk](mailto:contingencypayments@theipsa.org.uk).

Although the year-end deadline has changed to 30 June 2020, please submit any overtime or other staffing changes by the monthly deadline to ensure staff get paid.

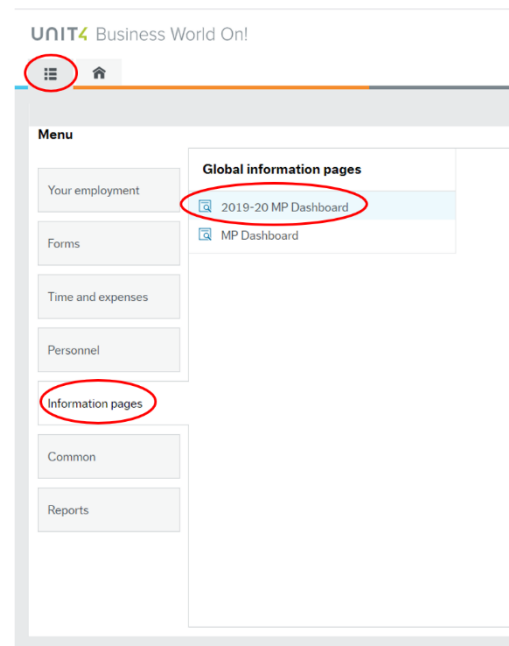
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## Financial Budget Dashboards

Today we move from the 2019-20 financial year to the new 2020-21 financial year.

IPSA Online has automatically switched your financial budget dashboard to the current year. Follow the steps below to access your 2019-20 dashboard.

1. Log onto **IPSA Online**
2. Click '**Menu**' at the top-left of the page
3. From the menu, click '**Information Pages**'
4. Select '**2019-20 MP Dashboard**



## **New Scheme for 2020-21**

The Twelfth Edition of the Scheme of MPs' Business Costs and Expenses ('the Scheme') will come into effect from today for the duration of the 2020-21 financial year. The new edition of the Scheme can be viewed on our [website](#). The new budgets and staff salary ranges can be found at the end in annexes A and B, and are also available on our website.

The new staff budget calculator for 2020-21 is available [here](#).

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## **Training**

Following a review of IPSA's learning and development, and in consultation with MPs' staff members, we are pleased to announce a range of online training sessions for MPs and staff. The sessions will cover IPSA Online, our coronavirus measures and property registration/leases. Please use the links below to register.

If you are unable to attend any of the scheduled sessions below but would like to attend training, please email [communications@theipsa.org.uk](mailto:communications@theipsa.org.uk) to let us know. The training sessions will be recorded and available to view after the session.

### IPSA Online Workshops

Every Tuesday and Thursday at 2pm for 2 hours.

The aim of this workshop is to build confidence in using IPSA's expenses, finance and payroll system, IPSA Online.

[Click here to register.](#)

### IPSA's Coronavirus Measures Webinars

The IPSA Director of Regulation and Insight and an IPSA Account Manager will outline IPSA's coronavirus measures, clarifying the key changes and taking your questions. Please also see the guidance on our [website](#).

Click the dates below to register.

[Wed 1 April @2pm](#)

[Mon 6 April @11am](#)

### IPSA Property Registration/Leases Webinar

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 quickly processed.

Click the link below to register.

[Wed 8 April @11am](#)

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