



29 October 2020

Our public consultation reviewing the benchmark for MPs' pay is still live. You can read more [here](#) and can take part in the consultation [here](#).

After recent coverage concerning the costs allowed for food and drink by IPSA, earlier this week we tweeted [this](#) to explain the Scheme rules.

Our Annual Survey of MPs and Staff is being launched soon. This survey has been carried out each year since 2011 to gain your feedback and help us understand your needs and improve our support. We are keen to hear what we have done well and where we can improve to provide the best possible service.

This week we bring you details of a new webinar series on how to use the Staff Budget Report, you can find details below. Since we closed our office in March we moved our IPSA Online training online, offering this twice a week to help you learn how to use the various functions of the system. In addition we have offered webinars on a range of topics such as properties, payments cards, year-end, and

will continue to develop further webinars on our rules and processes. If you have any feedback on our webinars or suggestions for other topics, please email communications@theipsa.org.uk.

Also this week, Lee Bridges joined IPSA as the new Director of Regulation and Insight. Lee has worked in a parliamentary environment for 20 years, including 10 at the Scottish Parliament. He joined the House of Commons in 2010 holding a number of roles such as; the Speaker's Press Secretary, the House's Director of Communications, and Senior Responsible Owner of the Independent Complaints and Grievance Scheme. Most recently he was Director of the new Members' Services Team. Lee will be working on many priorities with his new team, including the review of MPs' pay.

This bulletin contains new information on the following:

- Learning and Development - new webinars added
- Payment Card Reconciliation Deadline
- Barclaycard Payment Verification
- Property Registration and Amendment Alerts
- Kickstart Scheme
- Adding Information to Claims
- Payment Card Refunds

Important information you should still be aware of includes:

- Publication Data
- Coronavirus Working Arrangements Survey
- Contacting us

With best wishes

The IPSA Team

Learning and Development

New - Monthly Staff Budget Report Webinars

If you would like to know more about the Staff Budget Report, please join one of our new monthly Staff Budget Report webinars. A member of the Payroll team will talk through the report including:

- How to run and view the Staff Budget Report
- How to understand the Staff Budget Report
- How to make amendments to the Staff Budget Report
- How year-end forms are incorporated
- How to view expenses made against the Staffing budget

The first webinar will take place on **Wednesday 11 November at 10.30am**. All subsequent webinars will take place on the first Tuesday of each month. To sign up for any of these webinars, [click here](#).

This session will not cover the COVID staffing budget. For queries related to the COVID staffing budget, please see our [Coronavirus FAQs](#) or [book a call](#) with a member of the Payroll team.

Property

An IPSA Account Manager will talk through the requirements for paying rent for

MPs' offices and accommodation, including submitting forms and, importantly, the required supporting documentation so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties, make changes and arrange rent payments as quickly as we can.

There will be an opportunity to ask questions at the end of the one-and-a-half hour webinar.

This webinar will take place on the second Tuesday of every month. The next will take place on **Tuesday 10 November at 10.30am**. To sign up for any of these webinars, [click here](#).

IPSA Online Training

IPSA Online training takes place every Tuesday and Thursday at 2pm using a virtual platform.

[Click here to sign up.](#)

Payment Card Reconciliation Deadline

The deadline to reconcile your payment card for transactions made in September is 8 November 2020. In order to retain the use of your payment card, please submit reconciliations well in advance of this date, to allow time for our validation team to raise any queries they may have and for you to respond.

Access to the payment card will be suspended if money owed from the payment card has not been repaid to IPSA within 30 days or until a repayment plan has been agreed. Further details can be found in our [Payment Card Policy](#).

Once your reconciliation has been submitted, please continue to check your task manager in case a claim is returned to you. If you have any exceptional circumstances which mean you cannot complete your reconciliation, please contact the [MP Support team](#) in advance of the deadline.

Barclaycard Payment Verification

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 can ask for a one-time verification code to be sent to the mobile number registered with Barclaycard. Alternatively, you will need to use a PinSentry card reader, which was sent to you in September. If you do not have your PinSentry card reader, you can ask for one in a Barclays branch or call them on the number below. Please note, Barclaycard can only speak to the MP and are unable to speak to proxies.

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

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.

Property Registration and Amendment Alerts

Following the launch of the Property Progress Tracker on IPSA Online last month, we have now introduced three new automatic email alerts for property forms.

These alerts will:

- Confirm receipt of your Property Registration Form or Property Amendment Form
- Notify you if the form has been returned to you for further information
- Let you know when the form has been processed

Kickstart Scheme

The Kickstart Scheme provides funding to employers to create job placements for 16-24 year-olds on Universal Credit, as part of the response to the Covid-19 pandemic. More information about the scheme can be found [here](#).

There is a minimum number of 30 placements to take part in the scheme and therefore we would like to know how many MPs' offices would be interested in taking part if it was available. If you would be interested in taking part in the Kickstart Scheme, please click the link below to express your interest.

Before expressing your interest it may be useful to speak to the Members' HR team in the House about the employer duties in the Scheme that would need to be undertaken by the MP or their office manager. They can be contacted via email at membershr@parliament.uk.

We will let you know if we are able to implement the scheme as soon as possible.

[I'm interested in taking part in the Kickstart Scheme](#)

Adding Information to Claims

To assure the timely processing of your claims, please make use of our [evidence guidance](#), which sets out what you need to attach in support of claims. You can also use the '**Add information**' button to provide us with further details for your claims. Our [guidance](#) on how to submit a reimbursement claim shows you where to find this function.

You can use the '**Add information**' box to tell us anything useful including details of claims for Extended Travel, or a note to say that you are responsible for a CCTV system if you are claiming the ICO fee.

This is the best way to provide important context, which could avoid the need for us to return a claim.

Payment Card Refunds

When reconciling a refund on your payment card, you will need to reconcile it in the same way that you reconciled the original charge.

For example, if the original charge was for the expense type '**Rail**', then you will need to select the expense type '**Rail**' for the refund as well. Please ensure you

quote the original claim number in the **'Add information'** box and either attach the original receipt to the claim, or select **'Submit anyway'** once the system returns it to your task manager for not having a receipt attached.

If the original claim was marked as **'Not claimed, to be repaid'**, then you will also need to mark the refund as **'Not claimed, to be repaid'**. You will not be required to attach a receipt.

Publication Data

On Thursday 12 November we will publish your business costs that IPSA processed for June and July 2020.

We have redacted your personal information in line with our [Publication Scheme](#). We recommend that you check your data before we publish and if you think we have missed anything, please contact us by Thursday 5 November 2020 at the latest to let us know. Please email info@theipsa.org.uk.

You can access your data directly by clicking [here](#). This link can also be found on our information site. If you experience any problems accessing your data, please contact info@theipsa.org.uk.

Please note that your data may include claims from before June 2020. This is because on previous publication dates we may not have published certain claims for various reasons, but with the intention to publish at a later date. We make amendments to the data already on the website when necessary.

Coronavirus Working Arrangements Survey

We want to continue to provide the resources you need to carry out your parliamentary duties. We recently launched a short survey so that we can understand how your working practices are being affected by the pandemic. You can complete the survey using the button below. All responses are anonymous and the information will be held in compliance with our [Surveys Privacy Notice](#).

[Take the survey](#)

We know that many offices have been dealing with significantly higher levels of casework as a result of the pandemic, which is why IPSA has provided additional funding for staffing this financial year. If you're able to provide information on your workload and how it has changed over the past months (such as figures from case management systems), please send this to consultation@theipsa.org.uk.

Contacting us

There is information available on the [IPSA website for MPs and staff](#).

Queries or documents can be submitted to IPSA teams by emailing the MP Support (info@theipsa.org.uk) or Payroll teams (payroll@theipsa.org.uk). We accept scanned documents and forms on IPSA Online. Please do not mail documents to our office.

You can arrange to speak with a member of our MP Support or Payroll teams. Our call booking service can be found [here](#).

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.