

Bulletin 1 May 2020

This continues to be an exceptionally busy time for MPs and MPs' staff as you assist constituents with coronavirus issues. At IPSA we want to support you to do this vital work. We set out the recent changes to the [Scheme of MPs' Business Costs and Expenses](#) in response to the coronavirus pandemic in this [letter](#).

This week, we are launching a new Q&A webinar in addition to the topical webinars that we announced last week. The 'Ask IPSA' webinar is a forum for MPs' staff to pop in and have questions answered by a member of the MP Support, Payroll or Publication teams. Details of how you can register for Ask IPSA and the other webinars can be found below. We are also starting a new telephone booking service for urgent queries.

This bulletin contains information on the following:

- Telephone appointments
- Coronavirus measures
- MP staff salaries
- Year-end 2019-20
- Support from IPSA

With best wishes

The IPSA Team

Telephone Appointments

From Friday 1 May we are opening a telephone appointment service to enable you to book a phone call with our Payroll and MP Support teams.

Since we moved to home working, we have been making around 50 calls per day to MPs and staff but we are aware that many of you are keen to have a way to contact us by phone.

We hope that setting up telephone appointment bookings will be a useful additional service for enquiries or issues which are urgent or better discussed over the phone.

Coronavirus

We are committed to supporting you during the coronavirus outbreak. Information and guidance can be found on IPSA's dedicated coronavirus webpage [here](#). This is updated regularly in response to queries. If you have further questions, please let us know.

We will be providing simple guidance on how to code coronavirus expenditure to the correct budget, to help you manage your budgets effectively. Details will be circulated in the Bulletin.

MP Staff Salaries

The new financial year has seen significant increases in the salary bands for MPs' staff, and changes to the standard job descriptions, to ensure that pay and job descriptions more accurately reflects the work being done. This week, we uprated the pay of all staff whose salaries fall below the bottom of the revised salary bands.

Following feedback from both MPs and MPs' staff we have been able to bring forward the implementation of pay and job description changes to the May payroll, for all changes notified to us by the payroll cut-off of 15 May. In line with good practice, salary adjustments above 2% should have a new a new job description included and we encourage MPs to provide one. But we will accept changes without one. These changes can be backdated to 1 April 2020.

Year-end 2019-20

As you know, we have extended the deadline for submission of year-end paperwork to 30 June.

The year-end form and guidance can be found [here](#). It answers all the questions recently raised with us, and contains screenshots and easy-to-follow steps to completing the year-end procedures.

There is also a training webinar scheduled for Tuesday 5 May at 10.30am for one hour. To register, [click here](#).

Support from IPSA

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

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

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

Telephone appointments can be booked [here](#).

We also have online training sessions available. The current training sessions are listed below and can be found on the [Learning and Development](#) page on the IPSA Homepage.

Training Support

IPSA ONLINE

IPSA Online training takes place every Tuesday and Thursday at 2pm. [Click here to register](#).

YEAR-END

IPSA's Head of Operations will present the key points to note and actions to take in relation to year end requirements. There will be an opportunity to ask questions at the end of the webinar.

Tuesday 5 May at 10.30am 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 4 May at 2pm for one hour. [Sign up here.](#)

Wednesday 3 June at 11am for one hour. [Sign up here.](#)

Monday 29 June at 2pm for one hour. [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.

Wednesday 27 May at 11am for one hour. [Sign up here.](#)

Thursday 25 June at 3pm for one hour. [Sign up here.](#)

ASK IPSA

A panel of IPSA staff give a brief introduction to their area of work and answer your questions.

Wednesday 20 May at 11am for one hour. [Sign up here.](#)

Thursday 28 May at 2pm for one hour. [Sign up here.](#)

Tuesday 2 June at 11am for one hour. [Sign up here.](#)