

Independent Parliamentary Standards Authority

28 August 2020

This week we are pleased to launch our new information website. The new site has been developed with the help of MPs and staff and we would like to thank everyone who has contributed their time and expertise to the process.

All of the information, guidance and forms that were previously hosted in the 'IPSA for MPs' section of the IPSA website and the Homepage are now on the new website, and there is a search function to help you find what you need.

Access to the publication data is temporarily suspended. We apologise for the inconvenience this has caused. The deadline to contact us with queries about the data has been extended to 5pm on Monday 7 September. We will let you know as soon as it is available.

Also this week, Karen Walker joined IPSA as the new Director of Strategy and Change. Karen has spent 30 years in the customer service industry, working at telephone and online bank First Direct, British Gas and latterly at Virgin Media. Karen has a background in operational leadership, change management, culture change, credit management and customer service excellence. Karen will be working across IPSA to develop and implement strategic change.

This bulletin contains new information on the following:

- New information website
 - Payslips
 - Commuting Costs
 - Payment card policy
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- Homeworking allowance

Important information you should still be aware of includes:

- Call Booking Service
- Contact Information and Support

With best wishes

The IPSA Team

New Information Website

IPSA's new information website is now available. [You can access the site here.](#)

The new site is designed to provide the information you need in a clear and easy-to-navigate way. The site is also fully accessible on mobile devices. The new site will replace IPSA for MPs on the IPSA website and the IPSA Homepage.

On the new site you can access [the Scheme of MPs' Business Costs and Expenses](#), follow step-by-step guides to using [IPSA Online](#), read our latest policies, and download the forms you need.

The screenshot shows the IPSA homepage. At the top right is a link 'Book a call back' with a telephone icon. The green navigation bar contains the 'IPSA' logo, a 'Menu' dropdown arrow, and a 'Launch IPSA Online' link with an external icon. The main header area has a dark background with a castle silhouette. It features a 'Welcome to IPSA' heading, a subheading 'Your guide to meeting parliamentary rules and using IPSA Online.', and a search bar labeled 'Search IPSA resources' with a magnifying glass icon. To the right is a 'Reminders & deadlines:' section listing: 'Publication deadline: 3 September', 'MP parental leave support', 'Training and wellbeing support', and 'Cleaning costs reimbursement'. Below this is a 'Browse resources:' section with two columns. The left column is titled 'Payroll & personnel' and lists resources on pay, tax, leave, proxy permissions, and human resources, with links to 'See all topics on payroll & personnel', 'Key scheme rules' (including 'Agreement to the Scheme', 'Staffing costs you can claim', and 'Employment procedures'), and 'Key forms and guidance' (including 'Accessing your payslip', 'Calculating casual staff holiday', and 'Payroll cut-off dates 2020-21'). The right column is titled 'Costs & expenses' and lists resources on rules, evidencing claims, travel, subsistence, card payments, contingency budgets, and correcting errors, with links to 'See all topics on costs & expenses', 'Key scheme rules' (including 'Making claims', 'Payment cards', and 'Applying for contingency payment'), and 'Key forms and guidance' (including 'Payment card reconciliation' and 'Barclaycard Application Form').

You can access [IPSA Online](#) and the [call booking system](#) using links available throughout the site.

There is a 'Reminders & deadlines' section on the homepage to highlight important information, tasks and upcoming deadlines.

We will continue to review the information and guidance to provide the best possible support for you to complete IPSA tasks.

If you would like to submit feedback or if you have any questions about the new site, please email communications@theipsa.org.uk.

Payslips

Your payslip for September is available to view in your IPSA Online account.

To access them, follow these steps:

- Log into [IPSA Online](#)
- Click 'Your Employment' from the main menu
- Click 'Personnel information'
- Click the paperclip logo in the top right corner of the page
- Open the relevant PDF document to see your payslip

For further guidance on locating your payslip, [click here](#).

Commuting Costs

In May we announced that we would allow MPs returning to Parliament to claim for commuting costs between their London home and Westminster in order to avoid public transport during the height of the pandemic.

Since then, the circumstances have changed significantly, with many parts of the economy reopening. And there have also been developments in the House, with more MPs able to request proxy voting since 10 June.

As such, from 7 September, MPs will no longer be able to claim for commuting costs between their London home and Westminster. This is in line with changes made by the House of Commons for their staff and the rules in the Scheme.

Payment Card Policy

A new [Payment Card Policy](#) came into effect on 1 April 2020. During the height of the coronavirus pandemic, we relaxed the rules on reconciling your payment card but the rules of the policy are now back in place.

Important rules to note:

- Payment cards must be fully reconciled (as opposed to submitted) by the 8th of each month. All valid evidence must be submitted and approved by our validators by this deadline.
- 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.
- When a payment card is suspended for non-compliance, the card will remain suspended for a minimum of seven days or until the conditions are met, whichever is longer, before it can be turned back on.
- Serious or persistent breaches of the conditions will result in the card being suspended for up to six months or withdrawn completely.
- IPSA may publish information about money overdue for repayment from a payment card.

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 get in touch with us in advance of the deadline.

Homeworking Allowance

During the summer we introduced the homeworking allowance of £26 per month for MPs' staff working at home during the pandemic.

As lockdown restrictions ease, some staff members are returning to work in the office. As staff return to working in the office, the MP or Payroll Proxy must let IPSA know by emailing payroll@theipsa.org.uk so that the necessary changes can be made to the payroll. If a staff member continues to regularly work from home for a portion of their time, they are still entitled to receive the homeworking allowance.

Contact Information and Support

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

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](#).

IPSA Online Training

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

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 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.

Tuesday 8 September at 11am for 90 minutes. [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.

