

IPSA

Bulletin: News and Updates from IPSA



31 March 2022

The new Scheme of MPs' Staffing and Business Costs will come into effect from tomorrow, **1 April 2022**. You can find more details regarding any [new rules or additional supportive measures](#) below.

For MPs who want to increase staff pay by either more or less than 3%, please complete a contractual change form for the additional increase **after 4 April**. You can find advice on how to do this in the [Payroll Updates](#) section below.

Our phone lines will be closed on **Friday, 8 April** for training. If you have an urgent query, please [email us](#) and state in the subject line that it is urgent. Otherwise, normal service will resume on Monday.

Today is the last day of the current financial year. All Year-end Forms and Direct Payment Correction Forms must be submitted to us no later than **Thursday, 14 April**. Please see below for [further information and guidance related to Year-end](#).

We have updated some online payroll forms and tools on IPSA online. You can see the details in our [Payroll Updates](#) section below.

This week's bulletin contains information on:

- [New Scheme of MPs' Staffing and Business Costs](#)
- [Year-end 2021-22](#)
- [Payroll Updates: Leaver Form, Salary Deduction Tool, Job Description and Contract Tool](#)

Information you should still be aware of includes:

- [Training and Support](#)
- [Regional Teams](#)
- [Contact details](#)

Scheme of MPs' Staffing and Business Costs 2022-23

We have published the [Scheme of MPs' Staffing and Business Costs for 2022-23](#), which will be effective from tomorrow, 1 April 2022.

We are introducing some new rules to the Scheme as well as some additional supportive measures. You can read about changes and other information to be aware of by clicking below.



- [Changes to the Scheme document](#)
- [Hybrid and home-based contracts](#)
- [Travel claims for staff on home-based contracts](#)
- [Homeworking allowance](#)
- [Accommodation budget](#)
- [Winding-up costs](#)
- [End-of-tenancy cleaning](#)
- [Valuations of office rent](#)
- [Recovery of money owed](#)
- [MP parental leave and absence](#)
- [Annual pay increases for staff](#)
- [Updated budgets and salary ranges](#)

Year-end 2021-22

The current financial year ends on 31 March 2022. There are a number of tasks for you to complete to move from one financial year to another including to complete all IPSA tasks for the current financial year and submit information to us by certain deadlines.



On 27 January, our CEO [wrote a letter](#) outlining the year end-process, where to find our [comprehensive guidance](#) and the [assistance](#) available to you. We have also published a page on our website which will guide you through all the necessary steps you need to take.

[Year end form and guidance](#)

The year-end process is an important part of the accounting calendar and applies to all organisations. Information provided at year-end is part of the annual reporting summary which underpins our work to provide assurance to the general public that MPs' use of public money is well regulated.

If you need to [complete a year-end form](#), please do so and submit it along with the necessary supporting evidence on IPSA Online, to info@theipsa.org.uk by **23:59 on Thursday 14 April 2022**.

We will write to you by the end of August if it appears you have overspent on any of your 2021-22 budgets, asking for repayment where necessary. If you are concerned about your budgets for this year, please [contact us](#).



Payroll Updates

MP Staff Leaver Form

After considering feedback from MPs and staff, we have simplified the online Staff Leaver Form so that it's more user friendly. We'll be moving away from paper forms on **13 May 2022**. You can find guidance on how to complete the online Leaver form [here](#).

Repaying Credit Notes, Salary Deductions

We've now added the option to determine the length of repayment if the recovery is to be made over more than one month. You can find guidance on how to repay us via salary deduction [here](#).

Staff Contract and Job Description Tool

We've updated the [Job Description](#) and [Contract Tools](#) on [our website](#) to take account of new pay scales, and we made some further changes based on your feedback.

We've added new contract types; Home based, Hybrid and Office based. We have also added a new Job family: MP Representative.

Following our improvements, the links used to access the forms have changed. You may wish to change any bookmarks you have to the links above.

Staff Pay Increase

For MPs who want to increase staff pay by either more or less than 3%, please complete a contractual change form for the additional increase **after 4 April**.

We strongly recommend that you enter the gross salary in the revised salary field to ensure that the changes are accurate.

Entries made into the salary increase (%) field alone risk an increase to the current salary as opposed to the old one.

Information you should still be aware of...

Training and support

We run regular training sessions to explain our rules and processes.

The current training sessions are:

- Year-end webinars
- Year-end drop-in sessions
- Introduction to IPSA Online
- Managing your business costs: claims and budgeting
- Managing your properties: the IPSA property lifecycle
- Monies owed webinar
- Payment Card webinar
- Returned claims webinar
- Staffing budget webinar

Further details and links to register can be found on our [training and development](#) page.

Regional Teams

We have dedicated Payroll Officers, Account Managers and HOST team members for each region. Please check the map below to see who to contact.

Scotland, Wales and Northern Ireland Team - Craig		
Region / Team	Account Manager	Payroll Officer
Scotland	Peter/Phil	Claire
Northern Ireland	Phil/Gina	Claire
Wales	Phil/Gina	Fahmida
Homes, Offices and Security Team: Fiona		

North Team - Joanne		
Region / Team	Account Manager	Payroll Officer
North West	Ann/Alyn	Sonia
North East	Owen	Sonia
Yorkshire and Humber	Rebecca	Elvita
Homes, Offices and Security Team: Emma		

South Team - Kate		
Region / Team	Account Manager	Payroll Officer
South West	Aaron	Fahmida
South East	Shila	Rachel
London	Rachel	Sarb
Homes, Offices and Security Team: Max		

Central Team - Cathleen		
Region / Team	Account Manager	Payroll Officer
West Midlands	Will	Elvita
East Midlands	Paul	Carmen
Eastern	Davita/Kira	Carmen
Homes, Offices and Security Team: Kyle		

To contact your Payroll Officer or Account Manager, please visit our [call booking page](#). You can also email payroll@theipsa.org.uk or info@theipsa.org.uk.

Contact Us

Call the support team: You can call us directly on **020 7811 6400**. Your call will be answered by a member of the team, not necessarily your Account Manager or Payroll Officer, who will try to resolve your issue or will forward to a member of the team.

Book a call: to speak to your dedicated Account Manager or Payroll Officer using the [call booking system](#). They will contact you at the allocated time. You can find information about your IPSA team on our [Contact us](#) page.

Website: check the [MP and MPs' staff website](#) for general queries.

Email: email info@theipsa.org.uk or payroll@theipsa.org.uk with queries for your dedicated Account Manager or Payroll Officer. Your email will be directed to your team and someone will get back to you. Our aim is to get back to you within 5 working days but we'll reply sooner if we can.