

## **Bulletin 9 July 2020**

Today we have published several reports, and details of business costs covering the period from December 2019 to March 2020. You can find out more details below.

Thank you to all who attended our new webinar on managing your IPSA budgets on Tuesday. The slides and any answers to questions asked will be sent out next week.

This bulletin contains new information on the following:

- Publication of Business Costs
- Annual Survey, General Election and Scheme Changes Assurance Review
- Scheme Changes and Homeworking Allowance
- Changes to IPSA Online
- P11Ds and P60s

Important information you should still be aware of includes:

- Year-end 2019-20
- Call Booking Service
- Contact Information and Support

With best wishes

The IPSA Team

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## **Publication of Business Costs**

The latest publication of MPs' business costs, for claims processed between December 2019 and March 2020, can now be viewed on the [IPSA website](#). The next publication will be in September.

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## **Annual Survey, General Election and Scheme Changes Assurance Review**

Today we published our annual survey of MPs and their staff for 2019. Every year, we ask MPs and staff to answer questions about the services that we provide. The survey was completed by 243 MPs or staff members. We also interviewed a number of MPs and staff to find out more about their experience of IPSA's service during the 2019 General Election. The reports on both surveys, including what we are doing to address the findings, can be found on our website [here](#).

We regularly look into various aspects of our work. Today, we also published the findings of a review into Scheme changes made in 2017. This report, and previous assurance reports, can be found [here](#).

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## **Scheme Changes and Homeworking Allowance**

Last month we announced further changes to the Scheme in response to the coronavirus pandemic. Full details of the changes, including guidance and FAQs, can be found on our website [here](#). This includes further information about the homeworking allowance for staff. This will be paid through payroll at the end of the month, but taken from the office costs budget.

Details can be found in the [Addendum to the Scheme](#). The uplift to the office

costs budget was in part to support costs that staff may incur while working from home

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## Changes to IPSA Online

We have made a change to IPSA Online in light of the recent amendments to the Scheme that we announced last month.

If you are making any changes to the contracts of current staff members as a result of the additional staffing budget, please state this in the form description. This is now prompted on the Contractual Changes Form, as shown below.

The screenshot shows the 'IP Contractual Changes Form (MP Staff)' interface. The form title is 'Contractual Changes Form (MP Staff)'. Below the title, there is a section for 'Contractual Changes Form (MP)' with the following fields:

- Form ID\*: [NEW] (with a dropdown arrow)
- Form description\*: (empty text box)
- Form owner: (empty text box)

Below these fields, there is a section titled 'Contractual Changes' with a red circle highlighting a new informational message:

**i** If this contractual change is directly related to the increase in caseload due to the pandemic, please ensure that you state this in the form description.

At the bottom, there is a section titled 'MPs Details' with the following fields:

- Entered By: (empty text box)
- Cost Centre: (empty text box)

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## P11Ds and P60s

IPSA will not be issuing P11Ds for 2019/20. Since April 2019, all taxable expenditure is put through the monthly payroll and taxed at source. P11Ds are

no longer necessary and will not be issued.

P60s for those employed during the 2019-20 financial year are available on IPSA Online. They can be found in your personal documents archive.

Your P60 shows the taxable salary you've been paid and the tax you've paid on your salary in the tax year (6 April 2019 to 5 April 2020). It does not include pension deductions or Members' fund deductions as these are non taxable.

To find your P60, follow these steps:

1. Go to the IPSA Online Homepage and log in with your parliamentary or guest account
2. Select the 'New IPSA Online' tab of the four central tabs
3. Click 'Your Employment' from the main menu
4. Click 'Personnel information'
5. Click the paperclip logo in the top right corner of the page
6. Open the relevant PDF document to see your P60 for 2019-20, the first document in the list



### **Year-end 2019-20**

The year-end deadline was on Tuesday 30 June last week and no further year-end forms will be accepted.

If you included items on your year-end form you have until **31 July** to submit supporting documentation.

Please send the supporting documentation by email to [yearend@theipsa.org.uk](mailto:yearend@theipsa.org.uk) by the deadline. This is to ensure all documentation is received in accordance with the year-end guidance.

If you are unsure which of your claims were paid by IPSA without supporting documentation, please raise this with your Account Manager and we will email you with a full list of claim and line numbers.

If any claims have been returned to you asking for additional information, you must resubmit them with the correct information and supporting documentation by **14 August**. If they are resubmitted after this date, they will still be paid, but will be allocated against your 2020-21 budgets.

You can find our year-end guidance [here](#).

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### Call Booking Service

If you have a query, you can book a telephone call with a member of the MP Support or Payroll team.

If you have a query about your tax code, please contact **HMRC** directly first on 03000 534 720 (staff) or 03000 581 588 (Members) as they can advise on why the code has been allocated and if it is correct.



Please book a call with a **Payroll Officer** if you wish to discuss any matters relating to:

1. Your own employment (terms and conditions, salary, pension, national insurance, any of our employee schemes – e.g. Cycle2Work); or
2. The MP's staffing budget and issues related to the employment of staff working for the MP (or volunteers). Please note that these discussions will be limited to the MP or their nominated payroll proxy with access to the staffing budget report in IPSA Online.

If you wish to discuss any other topics, please book a call with the **MP Support Team**.

If you would like to book a call, [click here](#).

After your call, please use the feedback survey afterwards to let us know how it went and suggest any improvements.



### Contact Information and Support

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](#). This includes a dedicated tab for IPSA Online guidance.

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

Our call booking service can be found [here](#).

We also have online training sessions available. These can also be found on the [Learning and Development](#) page on the IPSA Online Homepage.

## **IPSA ONLINE TRAINING**

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

## **ASK IPSA**

An IPSA panel will give a brief overview of their area of responsibility and answer your questions. We can address general questions in this webinar. For specific questions, please book a telephone call with us.

You will meet and have a chance to ask questions from our colleagues in Publication and Validation, MP Support and Payroll.

**Monday 4 August at 11am** 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 10 August at 11am** for one and a half hours. [Sign up here.](#)

**Tuesday 8 September at 11am** for one and a half hours. [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.

**Tuesday 28 July at 11am** for one hour. [Sign up here.](#)

**Tuesday 25 August at 11am** for one hour. [Sign up here.](#)

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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](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto: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](mailto:info@theipsa.org.uk). Our bank details can be found on the repayment form.