

IPSA

Bulletin: News and Updates from IPSA



10 March 2022

This year's deadline for selling rolled-over annual leave is **15 March**. If you would like to sell some of your annual leave, [please see below for more information](#).

We currently have one open consultation. You have until **Friday 18 March** to respond to our consultation on MPs' pensions. You can find more details in the [consultation section](#).

The automatic 3% pay increase for MP staff will come into effect in April. The deadline for MPs to opt staff out of this is **25 March**. [See below for further details](#).

This week's bulletin contains information on:

- [MP staff pension scheme](#)
- [Training and support](#)
- [Selling annual leave](#)
- [MP Staff pay - Annual Increase](#)
- [Pension Consultation](#)
- [Year-end 2021-2022](#)

Information you should still be aware of includes:

- [Regional Teams](#)
- [Contact us](#)

MP Staff - getting to know your pension scheme

The MP staff pension scheme provider, Legal & General, are running a webinar on **Tuesday 22 March at 10.30am** to help you manage your future savings. You can join the session using this [Teams link](#).

Alternatively, you can watch this [7-minute video](#).

Pension reminders:

- You should [register online](#) with Legal & General to manage your account.
- If you want to make voluntary contributions to your pension pot, you can find out how to do that [here](#).
- Legal & General also run a number of general pension webinars that you are welcome to attend:
 - [Your pension, your future, 29 March at 12pm](#)
 - [Warm up to retirement, 30 March at 6.30pm](#)
 - [An introduction to responsible investing at 31 March, 12pm](#)

Training and support

We have a wide range of webinars available to help you understand IPSA rules and processes.

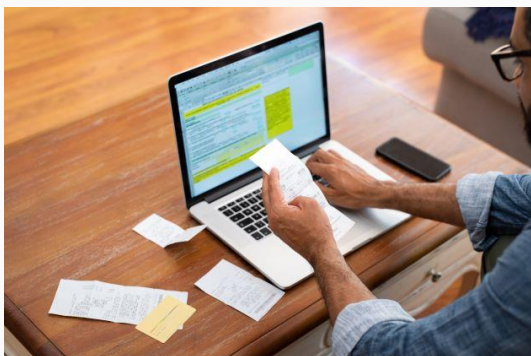
In the spotlight this week are our year-end training and drop-in sessions and we have added new dates for our Monies Owned, Returned Claims and Managing your Business Costs webinars.

Details of all the training sessions can be found on our [Training and Development](#) page.



Year-end

We are running regular year-end webinars and drop-in sessions throughout the year-end process. You can [register](#) or pop into the [drop-in session](#) between 2.30 and 4pm on Tuesdays.



Returned Claims

These webinars will explain the reasons why claims might be returned to you and show you how to make corrections and resubmit. [Register here.](#)



Monies Owed

Join one of these sessions to learn how to recognise monies owed in IPSA Online, the methods of repaying money and importantly how to avoid owing money to IPSA. [Register here.](#)



Managing your Business Costs

Join one of these sessions to learn how you can use IPSA Online effectively to manage your claims and total spend. [Register here.](#)

Selling annual leave

Taking annual leave is imperative for staff to rest, recuperate and be productive. This is particularly the case given the difficult circumstances MPs and their staff have experienced over the past two years.

However, the pandemic has resulted in some staff building up excessive amounts of annual leave and whilst we hope that staff will be able to take that leave, we wish to provide this temporary option to sell some leave as a tool to managing this unusual situation.

Please visit our website for more information regarding our [temporary arrangements for selling rolled-over annual leave](#).

MP Staff Pay - Annual Increase

Salaries for MPs' staff will automatically be updated by 3% at the end of April (payday 29th April 2022), backdated to 1 April.

If you wish to opt staff out of this, please [email IPSA](#) by **25 March 2022**. This only applies to MPs who wish to increase staff pay by less than 3%. You will then need to submit a contractual change form **after 4 April**. We will reject any forms that are sent to us before this date.

For MPs who want to increase staff pay by more than 3%, please complete a contractual change form for the additional increase only **after 4 April**. You do not have to opt out of the automatic pay increase to do this.

You can find more information about the automatic pay increase [on our website](#).

Pension Consultation

We currently have an open consultation on **MPs' pensions: Responding to the McCloud judgment**.

This follows an earlier consultation last year on the principle of whether changes should be made to the MPs' pension scheme as a result of the McCloud court judgment, which identified age-related discrimination in some other public service schemes. Although the judgment does not apply directly to it, the MPs' pension scheme does contain similar provisions to those in other public service schemes which were the subject of the legal case.

On the basis of that earlier consultation, we concluded that it was right to proceed with the proposed changes, which are likely to include two key elements: closure of the final salary (FS) section of the scheme; and an 'immediate' rather than 'deferred' choice offered to impacted members about the benefits they accrue during a defined 'relevant period'. Since then, we have worked on designing the detail of the policy solution, which would ultimately be translated into rule changes to the scheme.

The full consultation document is available on the [IPSA website](#).

To submit your response, please use our online survey which you can find [here](#). You can also email consultation@theipsa.org.uk if you prefer. Please send responses by **Friday 18 March 2022** and if you would like your response to be treated as confidential, please say so clearly in your response.

Year-end 2021-22

As the financial year comes to a close, we must now prepare for year-end.

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.

[Click here to get started](#)

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](#).

Information you should still be aware of...

Regional Teams

We now have dedicated Payroll Officers as well as Account Managers for each region. Please check the map below to see your named Payroll Officer and Account Manager.

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

North Team - Joanne		
Region / Team	Account Manager	Payroll Officer
North West	Ann	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	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.
