

Independent Parliamentary Standards Authority

Bulletin 25 July 2019

Dear reader,

As Parliament rises for the summer, we would like to thank you for your patience while we all adjust to IPSA Online. During the summer we will continue to work to help you to use the new system and make changes in response to the feedback we have received.

This bulletin contains information on the following:

- IPSA's Chair
- Parental leave
- Payment card: changes to online transactions
- Charities Aid Foundation
- New starters email addresses
- MPs' Pension Scheme
- IPSA Online training
- Recess opening hours and deadlines

IPSA's Chair

The Chair of the Independent Parliamentary Standards Authority, Ruth Evans, has announced that she is resigning in October 2019 after over three years at IPSA, in order to focus on other non-executive roles. You can read more details in this press notice [here](#).

Parental Leave

In our bulletin of 20 June, we let MPs know how to seek additional funding to cover a period of parental leave. At a recent Board meeting, the IPSA Board decided that during the House's proxy voting pilot, IPSA will pre-approve any applications for staff cover for MPs' parliamentary functions during their period of parental leave. This will be subject only to MPs providing information about the length of time of the cover and the required salary and job description for the member of staff. The funding for the staffing cover will continue to come from IPSA's contingency fund while the House runs its proxy voting pilot. And IPSA will of course continue to pay MPs' full salaries as normal throughout any period of parental leave. The Board also decided that, at the conclusion of the proxy voting pilot, and depending on the conclusions of the House on its future, IPSA will consult on creating a new budget for parental leave for MPs that gives new parents automatic access to funding for cover in their office for their parliamentary responsibilities.

MPs are advised to contact IPSA's Director of Regulation and Insight if they wish to discuss additional staffing to cover a period of parental leave.

Payment card: changes to online transactions

From 14 September, the way you make purchases online using your payment card will change. To make purchases online you will be required to enter a pin number from a card reader. This is called PSD2 (Payments Services Directive) and seeks to enhance security through strong customer authentication. You can find more about [here](#). You will also receive an email from Barclays regarding PSD2.

Barclays will be sending new cards and pin readers for every card holder. If you have received a new card since 5 June, you do not need to replace it as it

is already compatible. IPSA should receive the cards and pin readers by mid-August and will post them to you at the House of Commons. If you would prefer for them to be posted to an alternative address, please email info@theipsa.org.uk by 12 August.

If you have any queries regarding PSD2, or difficulties using the card reader when you receive it, please contact Barclays on 0800 008 008

Support the charities you care about – straight from your salary

Through Give As You Earn, you have the opportunity to support the causes close to your heart on a regular basis. Give to any UK charity straight from your gross salary before tax is deducted. This means you get tax relief on your charitable donation. Contributing in this way has various benefits:

- Support local causes – Give As You Earn is a great way to support local causes based in your community which deliver real impact to your constituents.
- Greater certainty for charities – Give As You Earn provides charities with regular, reliable donations that they do not have to claim Gift Aid on. This means less admin and allows charities to plan ahead and budget for the future with greater confidence.
- Giving as a campaign opportunity– GAYE members can use your donations to engage local residents with causes in the community, and helping to nurture a stronger local civil society.

[Click here for more information and to sign up.](#)

New starter email addresses

If you are sending in paperwork for a new starter, and they have a

parliamentary email, please include this on their new starter paperwork. This is to enable us to link their IPSA Online login to their parliamentary login details.

MPs' Pension Scheme

In July 2019, we published a revised MPs' pension scheme following a consultation. You can find a copy of the scheme [here](#).

You can find out more about the MPs' Pension Scheme and the Parliamentary Contributory Pension Fund [here](#).

IPSA Online Training

IPSA continues to provide training in London on the new expenses and payroll system. The aim of the sessions is to give you experience and confidence in using IPSA Online.

Each training session is 1 hr 15 minutes hours long and will allow you to ask bespoke questions relevant to your office.

By the end of the session you will:

- Understand how to navigate the system and find help when you need it
- Carry out the most common expenses processes
- Carry out day to day Payroll and staffing processes
- Run reports and use the Dashboard to find out your financial situation

[Click here to register for training](#)

Recess opening hours and deadlines

Our phone lines will be open from 10am to 4pm during the summer recess, except on Friday 2 August when we will be closed for staff training.

If you have any queries about the information in this bulletin, please contact us on 020 7811 6400.

Remember to press 1 for MP Support Services or 2 for Payroll.

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