



12 November 2020

Our public consultation reviewing the benchmark for MPs' pay has now closed. We are reviewing the consultation responses. A decision on the basis for MPs' pay will be announced in December 2020.

Last Thursday, new COVID-19 restrictions came into force in England. We sent an email reminding you of the support available and measures we have introduced to help with issues you face related to the coronavirus. You can find this email [here](#).

This bulletin contains new information on the following:

- Publication of Business Costs
- Consultation on Automatic MPs' Staff Pay Increases
- IPSA Online System Changes - October 2020

Important information you should still be aware of includes:

- Learning and Development
- Contacting us

With best wishes

The IPSA Team

Publication of Business Costs

The latest publication of MPs' business costs, for claims processed between June and July 2020, can now be viewed on the [IPSA website](#).

The annual publication will take place on 21 January, later than in some previous years. This is due to the extensions to deadlines that we gave, at the height of the pandemic, to make claims and submit evidence.

Consultation on Automatic MPs' Staff Pay Increases

Today we are launching a consultation on proposed new arrangements for MPs' staff pay. The proposal is that IPSA would apply, by default, a pay increase for all staff in line with any increase that is applied to the staffing budget in a given year. This would remove the need for MPs to request changes in salary for individual staff members each year.

We want to encourage fair treatment of staff members in line with practice in other parts of the public sector, including the provision of appropriate annual pay increases where MPs' budgets allow this. IPSA also understands the increasing demands on MPs' time, and we are striving to reduce the administrative burden on MPs across our work.

MPs would still ultimately retain control over their budgets and their staff members' salaries. The proposal is that MPs would have the ability to opt out of the automatic arrangements, for example, where a pay increase may not be appropriate in a particular case.

Subject to the outcome of this consultation, we would look to implement this new arrangement from the 2021-22 financial year.

Our proposals are set out in more detail in the consultation document [here](#). If you would like to respond to the consultation, please use the online survey [here](#). Alternatively, please send your response to consultation@theipsa.org.uk. The consultation will close on 10 January 2021.

IPSA Online System Changes - October 2020

Each month we will let you know about changes we are making to IPSA Online to improve processes and usability.

The changes made in October were:

- **Absence process for Proxies:** We have added a workflow to the system to ensure that absence requests submitted by Proxies go to the MP for approval.
 - **Payroll forms:** We have added alerts for 7 payroll forms so that you know when you have tasks to action. The forms are:
 - MP Proxy Form
 - MP Contractual Changes Form
 - MP Staff Bike Loan Form
 - MP Staff Leaver Form
 - MP Staff Overtime Form
 - MP Staff Season Ticket Loan Form
 - MP Staff Reward and Recognition Form
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Learning and Development

Staffing Budget Report

If you would like to know more about the Staffing Budget Report, please join one of our new monthly Staffing Budget Report webinars. A member of the Payroll team will talk through the report including:

- How to run and view the Staffing Budget Report
- How to understand the Staffing Budget Report

- How to make amendments to the Staffing Budget Report
- How year-end forms are incorporated
- How to view expenses made against the Staffing budget

This webinar will take place on the first Tuesday of each month. The next will take place on **Tuesday 1 December at 10.30am**. To sign up for any of these webinars, [click here](#).

This session will not cover the COVID staffing budget. For queries related to the COVID staffing budget, please see our [Coronavirus FAQs](#) or [book a call](#) with a member of the Payroll team.

Property

An IPSA Account Manager will talk through the requirements for paying rent for MPs' offices and accommodation, including submitting forms and, importantly, the required supporting documentation so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties, make changes and arrange rent payments as quickly as we can.

There will be an opportunity to ask questions at the end of the one-and-a-half hour webinar.

This webinar will take place on the second Tuesday of every month. The next will take place on **Tuesday 8 December at 10.30am**. To sign up for any of these webinars, [click here](#).

IPSA Online Training

IPSA Online training takes place every Tuesday and Thursday at 2pm using a virtual platform.

[Click here to sign up.](#)

Contacting us

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

Queries or documents can be submitted to IPSA teams by emailing the MP Support (info@theipsa.org.uk) or Payroll teams (payroll@theipsa.org.uk). We accept scanned documents and forms on IPSA Online. Please do not mail documents to our office.

You can arrange to speak with a member of our MP Support or Payroll teams. Our call booking service can be found [here](#).

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.