

IPSA

Bulletin: News and Updates from IPSA



2 December 2021

We wish a happy Hanukkah to all those celebrating this week and a happy St Andrew's day to our Scottish friends and colleagues. Below are some updates and reminders from IPSA.

As you may know, this Tuesday was Giving Tuesday, a day organised by the Charities Aid Foundation. All MPs and staff are able to make donations to charity directly through your salary. Visit [our website](#) for more information.

Thank you to all those who came to see us at the Members' Services Fair this week. As always it was a pleasure to meet and speak to you in person. If you couldn't make the Fair, or have any IPSA-related issues to discuss, please do get in touch with us. Our contact details can be found [here](#)

We added a new blog to our website yesterday titled 'Why does MPs spending vary so much?'. You can read it [here](#).

This week's bulletin contains information on:

- [Annual Survey of MPs and Staff 2021](#)

- [Changes to Annual Publication](#)
- [New Security Business Cost Type](#)
- [IPSA Payment Card: Card Reader](#)
- [IPSA Online Mobile App: Fixed](#)

Information you should still be aware of includes:

- [IPSA Checklist](#)
- [Training and Development](#)
- [Contact us](#)

With best wishes

The IPSA Team

Annual Survey of MPs and Staff 2021

Our annual survey of MPs and Staff is now open.

We would really appreciate if you could spend around 10 minutes of your time to share your experience of working with IPSA over the past 12 months; what we've got right, what's important to you and what else we could do to improve. We listen and learn and we'll get real value from your time.

Please tell us about your experiences by clicking on the button below. The survey will close at **5pm on Thursday 23 December**.

[Take the survey](#)

Changes to Annual Publication

Following feedback from MPs and their staff and following decisions by the IPSA Board, we are changing the way we publish two types of costs: staff reward and recognition payments and staff health and welfare costs.



We will publish the total amount of staff reward and recognition payments made by each MP annually, rather than publishing the individual payment amounts. This will be published on 20 January 2022 in annual publication for 2020-2021.

We will aggregate staff health and welfare claims across all MPs and publish this figure annually starting from the current financial year 2021-22. Lines that have already been published for 2021-22 have now been removed.

If you have any further questions regarding how we publish your data, please [get in touch](#).

New Security Business Cost Type: Security Operatives

A new business cost type has been added to enable you to make a reimbursement claim for SIA-accredited door supervisors for constituency surgeries and MSSS-approved events. The new business cost type is within the Office Costs budget and can be claimed as **Security - Operatives**. This is for MPs who do not wish to use MSSS' central contract provider Mitie. In all instances we would advise you to speak to MSSS before arranging a door supervisor to make sure you are fully informed of the recommended standards you should look for.

We will update our guidance to reflect this change shortly. In the meantime, [contact us](#) for more information.

The security budget is uncapped and published in aggregate.

IPSA Payment Card: Card Reader

Your IPSA Payment Card requires a PIN Sentry card reader to access your account and make online payments. This is a requirement that applies to all corporate accounts.



Because it has been a slow rollout since 2019, you may find you now need a card reader for payments where you didn't previously.

As well as a physical device, you can also use a digital version on the [Barclays App](#), available on both IOS and Android.

You can find some guidance on how to use your card reader [here](#).

If need to order another card reader, please contact us at info@theipsa.org.uk and we will arrange to have one sent to you.

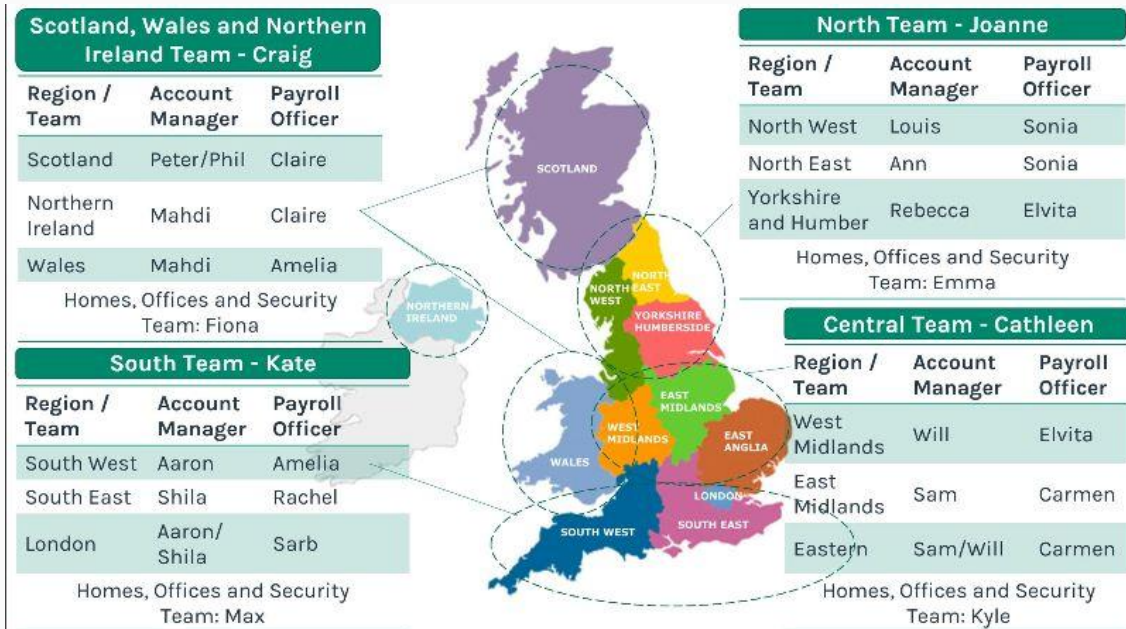
IPSA Online Mobile App: Fixed

The IPSA Online Mobile App is working again. We apologise for any inconvenience caused whilst we escalated and fixed the issue with the help of our external IT support partners.

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. You can see a larger version of the map [here](#).



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.

The IPSA Checklist

We have created a useful checklist of tasks that should be completed on a weekly, monthly, bi-monthly and yearly basis.

You can view the list [online](#) or [download the printable version](#).

We hope this will help you keep on top of everything IPSA so that you can spend more time focussing on what really matters.

| IPSA Housing Partnership Dorset & Dorset | IPSA Checklist |
|--|---|
| Weekly Every week, when it suits you | Monthly Key dates 8 th and 15 th of the month |
| <ul style="list-style-type: none">✓ Login to IPSA Online and Check your task manager for any issues which need your attention✓ Make new claims as soon as possible after the cost is incurred✓ Look out for the IPSA Bulletin on Thursdays for lots of useful information and updates to our services - IPSA Bulletin✓ Check if the MP owes IPSA any money and repay it or query it if necessary - Monies owed (Item 7)✓ Collate mileage and make regular claims to ensure prompt payment - Claiming mileage✓ Resolve any returned claims in task manager to prevent any payment delays - Correcting Claims✓ Check and file invoices and receipts to ensure they meet requirements in preparation for making claims - Guidance: Invoicing receipts✓ Address email alerts from IPSA Online that need your attention Payroll <ul style="list-style-type: none">✓ Submit your timesheet, for the relevant week ending | <ul style="list-style-type: none">✓ Reconcile payment card expenditure as soon as it is uploaded at the beginning of the month and latest by 8th of the month. Tell us immediately if you think there is fraud on your payment card - Payment Card Reconciliation✓ Check uploaded direct supplier costs and tell us about any issues - MPN Direct Payments by MP✓ Check your budget / spend position and plan accordingly Managing Budgets✓ Tell us about any changes to your properties, so we pay your landlord correctly - Managing your properties✓ Contact your Account Manager to resolve any outstanding issues - Contact IPSA✓ Credit notes, check that you have no outstanding credit notes - Credit Notes✓ Review any claims in draft and either submit or contact IPSA to delete as necessary✓ Check your dashboard for any outstanding payment card lines, debt or property issues - Using the IPSA Dashboard Payroll <ul style="list-style-type: none">✓ Tell us about any payroll changes by 15th of the month Payroll cut off date✓ Run a staff budget report (at the end of the month), to check the data shown and ensure that no overspend is forecast - Payroll Model for Budget✓ Review the Covid staffing budget and notify payroll of any movement (check the Payroll Modelling Report above)✓ Check your payroll and report any issues to payroll |

Training and Development

We currently have a programme of training sessions on a range of subjects. These explain our rules, demonstrate processes and answer other questions you may have. Our current programme of sessions includes:

- An introduction to IPSA Online
- Drop-in training for IPSA Online
- Managing your business costs: claims and budgeting
- Managing your properties: The IPSA Property Lifecycle
- Monies Owed Webinar
- Reconciling your Payment Card
- Returned Claims Webinar
- Staffing Budget webinar
- Publication webinar

[Click here for more details and to register](#)

Contact Us

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.

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.

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.
