

IPSA

Bulletin: News and Updates from IPSA



24 February 2022

Today's events in Ukraine will clearly take up a lot of time for both MPs and their staff over the coming weeks and months. We have already announced that the COVID staffing uplift will continue and be built into staffing budgets, but if there are exceptional pressures placed on offices please remember that it is possible to make [contingency applications](#).

Next Tuesday we are due to meet with SCIPSA to present the budgets for 2022-23. We will send confirmation of these budgets to you later next week. For guidance in the meantime, please refer to our Bulletin of [3 February](#).

We currently have two open consultations. The deadline for responses to the Scheme Changes Consultation is **27 February**. Please [see below](#) for further details.

This week's bulletin contains information on:

- [Selling annual leave](#)
 - [New business cost type: Travel Associated Costs](#)
 - [Scheme and Pension Consultations](#)
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- [Year-end 2021-2022](#)
- [Year-end training](#)

Information you should still be aware of includes:

- [Regional Teams](#)
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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.

New business cost type: Travel Associated Costs

IPSA have introduced 'Travel Associated Costs' as a new business cost type to claim for the reimbursement of mandatory COVID tests required by MPs for parliamentary travel.

Any claims approved in this current financial year for mandatory COVID tests under 'Health & welfare-MPs' will be moved to the new business cost type on IPSA Online.

Scheme and Pension Consultations

We currently have two open consultations:

The first is the **Consultation on changes to The Scheme of MPs' Staffing and Business Costs** which sets out the rules, eligibility and budgets governing MPs' business costs. The proposed changes concern the 2022-23 financial year.

We are keen to hear the views of MPs, their staff and our wider stakeholders on these changes and how best they should be implemented. Broadly speaking, the changes we are proposing to the Scheme fall into two categories; efforts to make the Scheme more flexible, intuitive, and simple in line with our Corporate Plan and measures to update the Scheme in light of changing working patterns following the Covid-19 pandemic. We are also asking about the possible equality impacts of the changes proposed in this consultation.

The full consultation document is available on the [IPSA website](#). If agreed, changes would take effect from 1 April 2022.

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 all responses by **27 February 2022** and if you would like your response to be treated as confidential, please say so clearly in your response.

The second is the **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 2021-2022

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](#).

Year-end Training

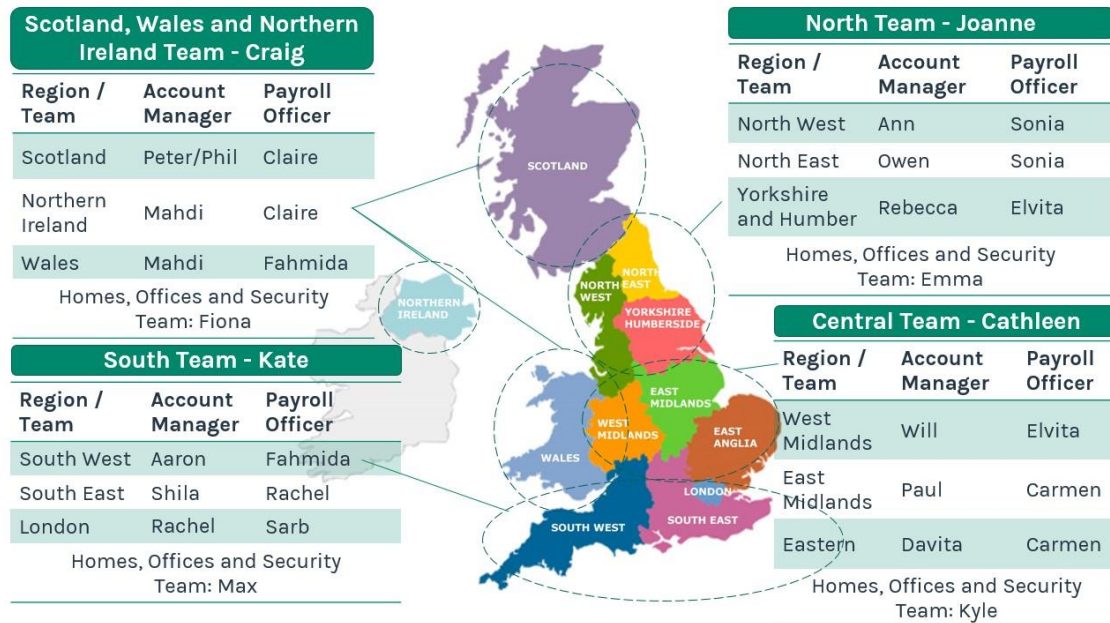
We know that getting ready for year-end can seem like a daunting task but we're here to guide you along the way. We've set up a range of year-end webinars and a year-end drop-in session to help you understand the process and feel more confident in the tasks you have to complete.

Everyone is welcome to join the sessions, visit the [year-end page](#) for more information and to register.

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.



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.

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
- Returned claims webinar
- Staffing budget webinar
- Publication webinar

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

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.

