

Bulletin 7 May 2020

We've now been working from home for approximately seven weeks. In that time, we've all had to deal with the adjustments to life in a pandemic. Some of us have had to deal with our own sickness or that of a friend or family member, and sadly many people are dealing with the loss of a loved one due to the coronavirus. Our very deepest sympathy goes to those people.

As you know from previous Bulletins, we are working hard to ensure that we provide the best possible service and support to you throughout this period. We always appreciate feedback so please let us know if you have comments or suggestions.

This bulletin contains information on the following:

- Telephone appointments
- Coronavirus measures
- Property renewals
- Year-end 2019-20
- Employers liability insurance
- Support from IPSA

With best wishes

IPSA

Telephone Appointments

If you have an urgent or complex query, you can book a telephone call with a member of the MP Support or Payroll teams.

Coronavirus Measures

We have a range of information and guidance available to support MPs and staff with IPSA matters during the coronavirus outbreak. [Click here](#) to visit our dedicated coronavirus page.

From Monday 11 May, IPSA Online will have a separate code to claim office costs incurred due to the coronavirus outbreak.

This expenditure needs to be recorded separately from business as usual office costs.

IPSA will carry out a separate exercise to apportion coronavirus claims made prior to 11 May 2020. There is no action for you to take as this will be managed internally by IPSA.

Property Renewals

Many MPs will be renewing the terms and conditions for your constituency office or rented accommodation in the coming months and we will send you a reminder if we have an end date to your current contract on our systems. If you receive an email from us regarding your lease, short-hold assured tenancy agreement or rolling lease, please complete a [Property Amendment Form](#) to inform us of changes to your contract or to inform us that you have agreed the terms with your landlord remain the same.

Some contracts are agreed on an ongoing basis. While you may have an ongoing contract, in our role as a regulator, we are expected to confirm these on a regular basis.

Please do this by completing the [Property Amendment Form](#). If you have queries you can attend one of the [webinars on leases](#), email info@theipsa.org.uk or use our new [telephone appointment service](#) to talk to an account manager.

Year-end 2019-20

The deadline for submission of year-end paperwork is **30 June**.

The year-end form has been updated. Please use the form found in the Year-end 2019-20 section of the website here along with guidance for completing the process. The guidance contains screenshots and easy-to-follow steps to completing the year-end procedures.

Employers Liability Insurance

The House of Commons provides Employers Liability insurance for all Members of Parliament. The insurers have confirmed that the policy does allow for staff working from home.

The insurance company website has a [COVID19 library](#) which includes advice on working from home and other matters to be considered.

IPSA Support

We have a range of channels available to provide support to you during the coronavirus outbreak.

There is guidance available on the IPSA [website](#) and [Homepage](#).

Queries can be submitted to IPSA teams by emailing the MP Support (info@theipsa.org.uk) or Payroll teams (payroll@theipsa.org.uk).

Telephone appointments can be booked [here](#).

We also have online training sessions available. The current training sessions are listed below and can be found on the [Learning and Development](#) page on the IPSA Homepage.

Training Support

ASK IPSA WEBINAR

A panel of IPSA staff give a brief introduction to their area of work and answer your questions.

Wednesday 20 May at 11am for one hour. [Sign up here.](#)

Thursday 28 May at 2pm for one hour. [Sign up here.](#)

Tuesday 2 June at 11am for one hour. [Sign up here.](#)

IPSA ONLINE TRAINING

IPSA Online training takes place every Tuesday and Thursday at 2pm. [Click here to register.](#)

LEASES WEBINAR

An IPSA Account Manager will talk through the requirements for leases, including submitting forms and, importantly, the required evidence so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties and change leases as quickly as we can. There will be an opportunity at the webinar to ask questions at the end.

Wednesday 3 June at 11am for one hour. [Sign up here.](#)

Monday 29 June at 2pm for one hour. [Sign up here.](#)

PAYMENT CARD RECONCILIATION WEBINAR

With the deadline for payment card reconciliation approaching, an IPSA Account Manager will talk through the payment card policy and how to reconcile your payment card within the rules. There will be an opportunity to ask questions at the end of the webinar.

Wednesday 27 May at 11am for one hour. [Sign up here.](#)

Thursday 25 June at 3pm for one hour. [Sign up here.](#)

