



22 July 2021

We hope that everyone celebrating Eid al-Adha this week is having a happy and peaceful time.

Ahead of the summer recess, there are a number of activities we would like to bring to your attention including a consultation being published today on the mechanism to determine future adjustments to MPs pay. Further details below.

We also have a new Returned Claims webinar focused on why claims are returned to you and what to do to resolve the issues.

Whether you are London or constituency based, we hope you have a good summer recess and manage to take a well-deserved break from work to enjoy the good weather.

This weeks bulletin contains information on:

- [MPs Pay and Pension report and consultation](#) - **deadline 19 August**
 - [COVID-19 Surveys](#) - **deadline 6 August**
 - [IPSA Online upgrade](#) - **6 to 10 August**
 - [Final position for financial year 2020-2021](#)
-

- [How your claim data is published](#)
- [Paper forms](#)

Information you should still be aware of includes:

- [MPs' Staff Wellness Working Group Wellbeing survey](#)
- [Training and Development](#)
- [Contact us](#)

With best wishes

The IPSA Team

MPs Pay and Pension Report and Consultation

Today we published a technical [consultation](#) on the mechanism used for the periodic updating of MPs' salaries, following on from the statutory consultation we undertook last year.

Last year we left MP salaries unchanged in the light of the extraordinary economic conditions prevailing at that time. We are now consulting on an adjustment to the mechanism that should be used to determine future annual adjustments, rather than on what the amount of any such adjustment should be.

Also today we have published our report on the consultation we held in March 2021 on our proposed response to the McCloud court case, in relation to MPs' pensions.

We are proposing changes to the MPs' pension scheme in the light of the McCloud case. We will develop more detailed proposals on which, provided the value for money test is met, we expect to consult further towards the end of this year.

You can respond to the consultation [here](#). The consultation will close at **5pm on Thursday 19 August**.

COVID-19 Surveys

We are conducting two surveys to gather information about the impact of the COVID-19 pandemic. Your responses will help us understand the extent to which the measures put in place supported you during the pandemic. They will also be used to inform future policy decisions.

The first survey is about special measures put in place during the pandemic. It covers:

- the increase to office costs budget related to Covid
- Covid-related staffing budget supplement
- the working from home allowance for staff
- changes to the submission of expenses

Take the COVID measures survey

The second survey examines:

- changes to casework levels during the pandemic
- staff wellbeing
- homeworking and return to office plans

Take the COVID impact survey

The surveys cover a range of issues across related areas. Your responses to both will be valuable in informing our understanding and decision-making. We therefore very much hope that you are able to complete both surveys.

Both surveys will close on **Friday 6 August at 5pm**.

IPSA Online Upgrade

Hopefully you are already aware that we are upgrading to a new version of IPSA Online this summer. Thank you to everyone who has been helping us with the project, your time and support are much appreciated.

We are planning to deploy the upgrade between **midday on Friday 6 August and 9am on Tuesday 10 August**. During this time, IPSA Online will not be available to you or the IPSA team. We have chosen these dates to be during recess and predominantly over the weekend to minimise disruption to you. We will let you know once these dates are confirmed.

The payment card reconciliation deadline for June has been extended to **23:59 on Wednesday 11 August**.

Once the upgrade is complete, the system will look much the same and you won't need any formal re-training to use it. There may be small changes to some of the processes and we are updating the user guides on our website so you know precisely what you need to do differently. Following the upgrade, we will be able to gradually introduce improvements to IPSA Online features and usability.

Financial Positions for Financial Year 2020-21

We have now completed our year end processes including all movements of costs between budgets and years. You can now view your total spend against your budgets for 2020-21 in IPSA Online. You can view your dashboard by selecting **Menu > Information pages > 2020-21 Dashboard**.

Thank you for your work over the year-end period. We were able to stick to our deadlines and achieve the closure of year end in July, as planned.

We have contacted a small number of MPs who had an overspend for 2020-21 to arrange repayment. If you are concerned about your overspend and haven't

spoken to the team yet, please book a call with your [account manager](#) so we can assist you. All overspends need to be repaid in full by **1 November 2021** in order to avoid the overspend being published in our 2020-21 Annual Publication.

We are now preparing our Annual Report and Accounts and readying the data for Annual Publication, both of which will be published later this year.

[How your claim data is published](#)

We have published new guidance about how IPSA publishes data about your claims.

You can visit [How your claim data is published](#) learn how the description field should be used in IPSA Online when making reimbursement claims.

You can also learn about our timetable for publishing details of MPs' claims, the data we redact, and how you can review your claim data before it is released to the public by visiting our [Publication Data service](#).

You can also visit our [Publication Policy page](#) to learn more, and download a copy of our current policy.

You can find the new guidance within the [Costs & expenses](#) section of our website.

[Paper Forms](#)

This summer we are working towards providing a better digital service and will be removing the paper versions of a number of forms. Using the forms function within IPSA Online will be quicker, more secure and will allow you to check the status of your form online - [visit our website for instructions](#).

The paper forms we are removing all have guidance on our website to support you to complete them electronically. The forms are:

1. [Bike loan form](#)
2. [Season Ticket Request Form](#)
3. [Reward and Recognition Form](#)
4. [MP Staff Maternity Leave Request Form](#)
5. [MP Staff Paternity Leave Request Form](#)
6. [MP Staff Adoption Notification Form](#)
7. [MP Staff Shared Parental Leave Form](#)

Proxies will be able to submit these forms on behalf of staff members. We will stop accepting paper versions of these 7 forms on **13 August**. All other forms will remain unchanged for the time being.

If you have any questions, please let your [Payroll Officer](#) know.

Payment Card Reconciliation

Your June payment card lines are now ready for reconciliation.

Log into IPSA Online to reconcile them before the deadline of **11 August** to avoid the risk of your card being suspended.

Instructions on how to reconcile your payment card can be found [here](#).

Information you should still be aware of...

[MPs' Staff Wellness Working Group Wellbeing Survey](#)

In addition to the two IPSA surveys, the MPs' Staff Wellness Working Group (WWG) are collaborating with the University of Salford and conducting an in-depth survey on behalf of the WWG about staff wellbeing.

[Click here to take part in the survey.](#)

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:

- IPSA Online training
- IPSA Online drop-in training sessions
- Monies Owed webinar
- Property Registration, Management and Amendment webinar
- Reconciling your Payment Card webinar
- *New* Returned Claims webinar
- Staffing Budget Report 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.

