

Independent Parliamentary Standards Authority

Bulletin 23 July 2020

Dear Communications formal salutation,

As the House of Commons rose for Summer recess yesterday, we hope you remain safe and well in your constituency over the next few weeks.

We have received several queries about the homeworking allowance and staffing budget increase that we announced last month. We have updated our [FAQs](#) on our coronavirus guidance page on our website as result of this. Please make sure to have a look at these if you have any queries about our scheme changes.

This bulletin contains new information on the following:

- Cycle 2 Work Scheme
- Payslips Archive

Important information you should still be aware of includes:

- Bank Account Details, Addresses and Barclaycard
- Year-end 2019-20
- Call Booking Service
- Contact Information and Support

With best wishes

The IPSA Team

Cycle 2 Work Scheme

Following Department for Transport guidance, we have increased the capped limit that you are able to spend on a bicycle through the Cycle 2 Work scheme to £2,500. The scheme now also allows for the purchase of electric bicycles.

For further information, please see this Cycle 2 Work [leaflet](#) and you can find FAQs [here](#).

For a step by step guide on how to sign up for the scheme, click [here](#).

Payslips Archive

Payslips up to March 2019 are currently located on the IPSA Online Homepage. Later in the summer access to these payslips is being switched off.

If you wish to have a copy of your payslips prior to March 2019, download these now from the homepage before access is removed. All payslips in the archive were also posted to you until March 2019.

Payslips from April 2019 onwards will continue to be available via the main IPSA Online system and you can find a guide on how to access your payslip [here](#).



Bank Account Details, Addresses and Barclaycard

Keeping your bank account details up to date on IPSA Online is important to ensure reimbursement for claims and payment of salaries are made to the right place. If these are not up to date, payments will not go through and this will delay you receiving the money.

If you have a new bank account, or would like payments made into a different account, please update your details. Guidance on how to do this can be found [here](#).

It is also important to keep your home address up to date on IPSA Online for payroll purposes and if you claim for security funding for your home address. If you have moved home recently, or you're not sure if this information is up to date, please check and update this. Guidance on how to do this can be found [here](#).

Lastly, please make sure your addresses with Barclaycard are up to date. If you have moved home or office and want your billing or statement addresses updated, please call Barclaycard on 0800 008 008. If you are not sure what the address for either of these is and want to check, please call Barclaycard on the above number.

If you are required to order a new card, it will be sent to the billing address, so it is important this is kept up to date.



Year-end 2019-20

If you included items on your year-end form you have until **31 July** to submit supporting documentation.

Please send the supporting documentation by email to yearend@theipsa.org.uk by the deadline. This is to ensure all documentation is received in accordance with the year-end guidance.

If you are unsure which of your claims were paid by IPSA without supporting documentation, please raise this with the MP Support team and we will email you with a full list of claim and line numbers.

If any claims have been returned to you asking for additional information, you must resubmit them with the correct information and supporting documentation by **14 August**. If they are resubmitted after this date, they will still be paid, but will be allocated against your 2020-21 budgets.

You can find our year-end guidance [here](#).

Call Booking Service

If you have a query, you can book a telephone call with a member of the MP Support or Payroll team.

If you have a query about your tax code, please contact **HMRC** directly first on 03000 534 720 (staff) or 03000 581 588 (Members) as they can advise on why the code has been allocated and if it is correct.



Please book a call with a **Payroll Officer** if you wish to discuss any matters relating to:

1. Your own employment (terms and conditions, salary, pension, national insurance, any of our employee schemes – e.g. Cycle2Work); or
2. The MP's staffing budget and issues related to the employment of staff working for the MP (or volunteers). Please note that these discussions will be limited to the MP or their nominated payroll proxy with access to the staffing budget report in IPSA Online.

If you wish to discuss any other topics, please book a call with the **MP Support Team**.

If you would like to book a call, [click here](#).

After your call, please use the feedback survey afterwards to let us know how it went and suggest any improvements.



Contact Information and 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](#). This includes a dedicated tab for IPSA Online guidance.

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

Our call booking service can be found [here](#).

We also have online training sessions available. These can also be found on the [Learning and Development](#) page on the IPSA Online Homepage.

IPSA ONLINE TRAINING

IPSA Online training takes place every Tuesday and Thursday at 2pm using a virtual platform. [Sign up here](#).

ASK IPSA

An IPSA panel will give a brief overview of their area of responsibility and answer your questions. We can address general questions in this webinar. For specific questions, please book a telephone call with us.

You will meet and have a chance to ask questions from our colleagues in Publication and Validation, MP Support and Payroll.

Monday 4 August at 11am for one hour. [Sign up here.](#)

LEASES

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.

Monday 10 August at 11am for one and a half hours. [Sign up here.](#)

Tuesday 8 September at 11am for one and a half hours. [Sign up here.](#)

PAYMENT CARD RECONCILIATION

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.

Tuesday 28 July at 11am for one hour. [Sign up here.](#)

Tuesday 25 August at 11am for one hour. [Sign up here.](#)

Please do not post any documents or cheques to our office. If you need to send documents to us, please email them to info@theipsa.org.uk or payroll@theipsa.org.uk as appropriate. We accept scanned documents and forms on IPSA Online.

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.