



19 February 2021

Today we are launching a survey to gather information for an assurance review we are carrying out into your telephone services. We will be looking into whether MPs' offices are paying a fair price and getting good value for money. Telephone services may include landline, voice over internet (VoIP), and mobile phone costs.

The responses to this survey will be valuable in informing our review and helping us to understand how best to support MPs' offices in seeking value for money.

The survey will be open for three weeks, closing on 11 March 2021.

[Click here to complete our telephone services survey](#)

This bulletin contains new information on the following:

- Publication Data
- Consultation - Cover for MP Parental Leave and MP Staff Reservist Leave
- Payroll Cut-off Dates

Important information you should still be aware of includes:

- Year-end 2020-21
- Training and Development
- Contacting us

With best wishes

The IPSA Team

Publication Data

On Thursday 11 March we will publish your business costs that IPSA processed for October and November 2020.

We have redacted your personal information in line with our [Publication Scheme](#). We recommend that you check your data before we publish and if you think we have missed anything, please contact us by Thursday 4 March 2021 at the latest to let us know. Please email info@theipsa.org.uk.

You can access your data directly by clicking [here](#). This link can also be found on our information site. If you experience any problems accessing your data, please contact info@theipsa.org.uk.

Please note that your data may include claims from before October 2020. On previous publication dates we may not have published certain claims for various reasons, but with the intention to publish at a later date. We make amendments to the data already on the website when necessary.

Consultation - Cover for Parental Leave and MP Staff Reservist Leave

On Monday we wrote to you about the launch of a new consultation on two proposed changes to the Scheme of MPs' business costs for 2021-22. We are seeking views on: providing funding for cover where MPs take a period of parental leave; and supporting the leave for MPs' staff members who are armed forces reservists.

Full details of our proposals can be found on our website, [here](#).

In order to have the proposed measures in place for the new financial year, we are seeking your views by 1 March 2021. Please send your response to us by email at consultation@theipsa.org.uk.

Payroll Cut-off Dates

Today we have published the payroll cut-off dates for the 2021-22 financial year. You can find the dates on the information website [here](#). The cut-off dates are for timesheets, new starter documents, leaver documents and salary changes. Please make a note of these dates if you are responsible for payroll within your office.

Year-end 2020-21

We have published year-end guidance to help you manage your finances across the end of financial year 2020-21. All MPs should check their financial position for this financial year and complete a year-end form to make sure spending is allocated to the correct financial year.

Please refer to the guidance we provided [here](#), which includes FAQs and helpful tips. The correct submission of documentation is your responsibility and it is therefore vital all MPs and staff understand the deadlines and what you need to submit to IPSA.

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 15 April 2021.

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:

- Year-end 2020-21
- Budget Management: Claims, Debt and Spend
- Reconciling your Payment Card
- Staffing Budget Report

- Property Registration, Management and Amendment
- IPSA Online Training

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

Contacting us

There is information available on the [IPSA website for MPs and staff](#).

Queries or documents can be submitted to IPSA teams by emailing the MP Support (info@theipsa.org.uk) or Payroll teams (payroll@theipsa.org.uk). We accept scanned documents and forms on IPSA Online. Please do not mail documents to our office.

You can arrange to speak with a member of our MP Support or Payroll teams. Our call booking service can be found [here](#).

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.