

# IPSA

## Bulletin: News and Updates from IPSA



16 December 2021

This has been another year full of challenges for Members of Parliament and their hard working staff, ending with one of the biggest challenges of all with the Omicron variant of Covid-19. At IPSA our aim is to help you deliver the best possible service to your constituents and I want to assure you that IPSA's staff will be there to help if you need them. I hope that you all are able to spend some quiet time with your loved ones over the recess period, and I'd like to wish all those who are celebrating a Merry Christmas and a Happy New Year from everyone at IPSA.

Ian Todd

CEO

We will be closed from 24 December for the holiday period and will open again on 29 December.

We will also be closed 3 January.

This week's bulletin contains information on:

- [Annual Survey of MPs and Staff 2021 - One Week to go!](#)
- [Staffing Funding for the Remainder of 2021-22](#)
- [Annual Publication](#)
- [Recalls to Parliament over Recess](#)

Information you should still be aware of includes:

- [IPSA Checklist](#)
- [Regional Teams](#)
- [Training and Development](#)
- [Contact us](#)

---

## Annual Survey of MPs and Staff 2021

Our annual survey of MPs and Staff is now open.

We would really appreciate if you could spend around 10 minutes of your time to share your experience of working with IPSA over the past 12 months; what we've got right, what's important to you and what else we could do to improve. We listen and learn and we'll get real value from your time.

Please tell us about your experiences by clicking on the button below. The survey will close at **5pm on Thursday 23 December**.

[Take the survey](#)

---

## Staffing Funding for the Remainder of 2021-22

As previously announced, we have confirmed (with the support of SCIPSA) that the 2022-23 staffing budget will be increased to cover the cost of an additional full-time caseworker role – effectively making the 'Covid staffing uplift'

permanent. Some offices have told us that they will potentially have to end staff contracts, and then rehire staff in April, because of the gap between now and when the increased staffing budget comes into effect.

We want to help offices avoid having to end contracts where possible, where it would be preferable to retain staff through the next financial year. If you are in this situation, please contact your [Payroll Officer](#) in the first instance, and they will be able to advise on your budget position and some possible options.

If needed, we will also consider one-off requests for contingency funding to cover a staff member's salary and on-costs where the following apply:

- A staff member's contract is due to end before the end of this financial year
- There is a need for their role to continue into the next financial year
- Payroll projections confirm there is not enough funding left in the combined staffing budget and Covid staffing uplift to cover their costs through 31 March
- Retaining the role is not likely to result in an overspend in the following financial year.

The [Members' HR team](#) is also happy to provide advice on staffing matters.

---

## Annual Publication

On Thursday 9 December we sent an email to all MPs regarding annual publication for 2020-21. If you have not received this email, [please let us know](#).

On 20 January, we will be publishing the aggregate data for your business and staffing costs, claims, and salary for the 2020-21 financial year.

Check this information carefully and contact us by email at [info@theipsa.org.uk](mailto:info@theipsa.org.uk) if you have any questions as soon as possible, and by Monday 10 January 2022 at the latest.

---

If you have overspent one or more of your budgets and wish to address this before publication, you can repay the amount by BACS. If we have received your payment in full by Friday 7 January 2022, we will add this repayment to our data, so your remaining budget will be displayed as zero when we publish.

You should allow several days after you send the repayment for it to be received by IPSA. Please contact your account managers if you have any questions about the figures or the options for repayment. Repayments will only be processed by IPSA on the return of a completed [repayment form](#).

Please note that we will be closed from 24 December for the holiday period and will open again on 29 December.

---

## Recalls to Parliament over Recess

Section 10.16 of [The Scheme](#) sets out the rules for the recall of Parliament.

*In the event of a recall of Parliament during recess, IPSA will pay claims for any reasonable travel by MPs and their spouses, partners or dependants to Westminster or their London Area residence. This includes international travel back to the UK and, if necessary, return travel to the foreign location, from which they were recalled. MPs will be expected to claim for standard class or equivalent fares unless they have no alternative, or there is a more cost effective option available.*

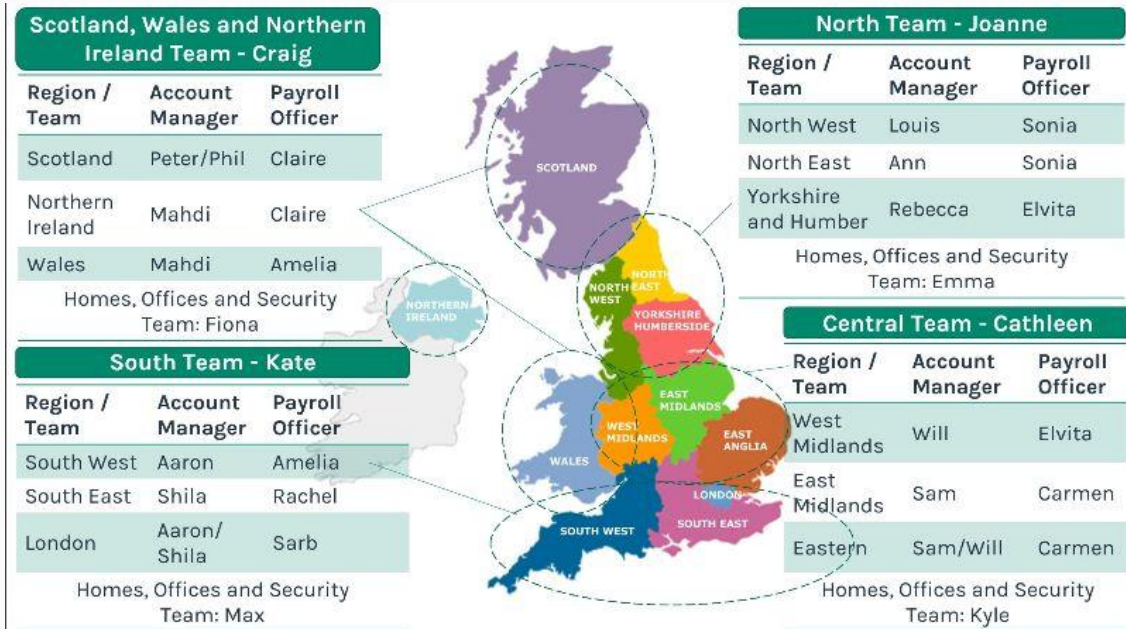
In the event that Parliament is recalled during recess, IPSA is not able to pay for international travel for staff. Costs related to staff members are at your discretion and can be claimed under normal Scheme rules from existing budgets.

---

**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. You can see a larger version of the map [here](#).



To contact your Payroll Officer or Account Manager, please visit our [call booking page](#). You can also email [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk) or [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

## The IPSA Checklist

We have created a useful checklist of tasks that should be completed on a weekly, monthly, bi-monthly and yearly basis.

You can view the list [online](#) or [download the printable version](#).

We hope this will help you keep on top of everything IPSA so that you can spend more time focussing on what really matters.

IPSA Housing Partnership Dorset & Dorset	IPSA Checklist
<p><b>Weekly</b> Every week, when it suits you</p> <ul style="list-style-type: none"><li>✓ Login to IPSA Online and Check your task manager for any issues which need your attention</li><li>✓ Make new claims as soon as possible after the cost is incurred</li><li>✓ Look out for the IPSA Bulletin on Thursdays for lots of useful information and updates to our services - <a href="#">IPSA Bulletin</a></li><li>✓ Check if the MP owes IPSA any money and repay it or query it if necessary - <a href="#">Monies owed (Item 7)</a></li><li>✓ Collate mileage and make regular claims to ensure prompt payment - <a href="#">Claiming mileage</a></li><li>✓ Resolve any returned claims in task manager to prevent any payment delays - <a href="#">Correcting Claims</a></li><li>✓ Check and file invoices and receipts to ensure they meet requirements in preparation for making claims - <a href="#">Submit your claims</a></li><li>✓ Address email alerts from IPSA Online that need your attention</li></ul> <p><b>Payroll</b></p> <ul style="list-style-type: none"><li>✓ Submit your timesheet, for the relevant week ending</li></ul>	<p><b>Monthly</b> Key dates 8<sup>th</sup> and 15<sup>th</sup> of the month</p> <ul style="list-style-type: none"><li>✓ Reconcile payment card expenditure as soon as it is uploaded at the beginning of the month and latest by 8<sup>th</sup> of the month. Tell us immediately if you think there is fraud on your payment card - <a href="#">Payment Card Reconciliation</a></li><li>✓ Check uploaded direct supplier costs and tell us about any issues - <a href="#">MPN Direct Payments by MP</a></li><li>✓ Check your budget / spend position and plan accordingly <a href="#">Managing Budgets</a></li><li>✓ Tell us about any changes to your properties, so we pay your landlord correctly - <a href="#">Managing your properties</a></li><li>✓ Contact your Account Manager to resolve any outstanding issues - <a href="#">Contact IPSA</a></li><li>✓ Credit notes, check that you have no outstanding credit notes - <a href="#">Credit Notes</a></li><li>✓ Review any claims in draft and either submit or contact IPSA to delete as necessary</li><li>✓ Check your dashboard for any outstanding payment card lines, debt or property issues - <a href="#">Using the IPSA Dashboard</a></li></ul> <p><b>Payroll</b></p> <ul style="list-style-type: none"><li>✓ Tell us about any payroll changes by 15<sup>th</sup> of the month <a href="#">Payroll cut off date</a></li><li>✓ Run a staff budget report (at the end of the month), to check the data shown and ensure that no overspend is forecast - <a href="#">Payroll Model for Budget</a></li><li>✓ Review the Covid staffing budget and notify payroll of any movement (check the Payroll Modelling Report above)</li><li>✓ Check your payroll and report any issues to payroll</li></ul>

## 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
- Reconciling your Payment Card
- Returned Claims Webinar
- Staffing Budget webinar
- Publication 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](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto: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.

---