



26 November 2020

Last week we launched our Annual Survey of MPs and Staff for 2020. We are keen to hear what we have done well and where we can improve our support to provide the best possible service. If you want to have your say, you can take the survey [here](#).

This bulletin contains new information on the following:

- MPs' Pay Consultation
- November Payroll
- Annual Publication
- IPSA Online Change - Fees Charges and Deposit Loans dashboard report
- Property Renewals
- Payment Card Limits

Important information you should still be aware of includes:

- Consultation on Automatic MPs' Staff Pay Increases
- Learning and Development
- Contacting us

With best wishes

The IPSA Team

MPs' Pay Consultation

Our consultation on MPs' pay closed on 6 November. Many in Parliament, the media and members of the public have been in touch this week to give us their views.

We will be making a final decision on our review in due course. We are aware of the current economic and wider circumstances and will carefully consider these, alongside the consultation responses, the Chancellor's announcement on wider public sector pay made yesterday, the out-turn numbers of various indicators and any other relevant information, before settling on the most appropriate approach for 2021-22 and the remainder of this Parliament.

Earlier this week, we [tweeted](#), and would like to clarify that we have not awarded a 4.1% pay rise that has been mis-reported in the media as already in place. A decision has not yet been made and MPs' pay remains unchanged.

November Payroll

This month we are testing contingency measures for salary payments. This means that some staff will be paid tomorrow, Friday 27 November, instead of the usual salary payment date of the last working day of the month, Monday 30 November.

Annual Publication

The publication of MPs' business costs for the full year of 2019-20 is scheduled for 21 January 2021. IPSA will be emailing all MPs later today with details of what will be published. Please check it and contact us if you have any questions.

IPSA Online Change - Fees Charges and Deposit Loans dashboard report

We have made changes to the report on your IPSA Online dashboard **Fees Charges and Deposit Loans**. This has been configured to display any outstanding deposit loans that are owed back to IPSA. Deposit loans are due back to IPSA 30 days after vacating a property. The deposit loan will display on this report once you have vacated a property.

You can find guidance on how to use the dashboard [here](#).

Property Renewals

As we approach one year since the last General Election, it may almost be time

for you to renew your agreements for your constituency office or rented accommodation. If you need to make changes to your IPSA-registered property, such as a tenancy renewal or a rent increase, you will need to let us know by submitting a **Property Amendment Form** on IPSA Online. This will avoid any disruptions to your direct rental payments.

You can find guidance on how to complete this form [here](#).

Please ensure you provide any relevant documentation by attaching them to the form. This may include:

- A copy of your new agreement signed by all parties
- Supporting documentation for any changes

If your lease was registered as ongoing, you will still need to let us know you are remaining in the property ahead of the anniversary date.

Please note, we aim to process all property forms within 10 working days of receiving all the required information.

Once submitted, you may review the progress of your form on your **MPD Property Progress Tracker**. You will receive a notification from us when we have processed your form or if action is required.

Payment Card Limits

If you use a payment card, please be reminded that the limit for a single transaction is £2,000 and the monthly transaction limit is £4,000.

You may wish to raise this limit under specific circumstances, such as for large bill payments or equipment purchases. If you have a specific requirement for an increased limit, either temporarily or permanently, please contact the MP Support team via the [call booking service](#) or email at info@theipsa.org.uk. This should be requested by MPs only by emailing from their parliamentary email address.

For further information about the use of payment cards, please see our [Payment Card Policy](#).

Consultation on Automatic MPs' Staff Pay Increases

We are currently running a consultation on proposed new arrangements for MPs' staff pay. The proposal is that IPSA would apply, by default, a pay increase for all staff in line with any increase that is applied to the staffing budget in a given year. This would remove the need for MPs to request changes in salary for individual staff members each year.

MPs would still retain control over their budgets and their staff members' salaries. The proposal is that MPs would have the ability to opt out of the automatic arrangements, for example, where a pay increase may not be appropriate in a particular case.

Further details about the consultation can be found [here](#). If you would like to respond to the consultation, please use the online survey [here](#). Alternatively, please send your response to consultation@theipsa.org.uk. The consultation will close on 10 January 2021.

Learning and Development

Staffing Budget Report

If you would like to know more about the Staffing Budget Report, please join one of our new monthly Staffing Budget Report webinars. A member of the Payroll team will talk through the report including:

- How to run and view the Staffing Budget Report
- How to understand the Staffing Budget Report
- How to make amendments to the Staffing Budget Report
- How year-end forms are incorporated
- How to view expenses made against the Staffing budget

This webinar will take place on the first Tuesday of each month. The next will take place on **Tuesday 1 December at 10.30am**. To sign up for any of these webinars, [click here](#).

This session will not cover the COVID staffing budget. For queries related to the COVID staffing budget, please see our [Coronavirus FAQs](#) or [book a call](#) with a member of the Payroll team.

Property

An IPSA Account Manager will talk through the requirements for paying rent for MPs' offices and accommodation, including submitting forms and, importantly, the required supporting documentation so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties, make changes and arrange rent payments as quickly as we can.

There will be an opportunity to ask questions at the end of the one-and-a-half hour webinar.

This webinar will take place on the second Tuesday of every month. The next will take place on **Tuesday 8 December at 10.30am**. To sign up for any of these webinars, [click here](#).

IPSA Online Training

IPSA Online training takes place every Tuesday and Thursday at 2pm using a virtual platform.

[Click here to sign up.](#)

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.