

Bulletin 24 October 2019

Tomorrow we will start rolling out new guidance within IPSA Online. The guidance will assist you to complete tasks using step-by-step guides. You can access the guidance on the 'Guide Me!' or 'Tip' buttons. There will also be flashing buttons to remind you to complete essential tasks. Over the coming weeks, further guidance will be added. If you have feedback regarding the new guidance, please email IPSAOnlinefeedback@theipsa.org.uk. We are also working to make improvements to the staffing budget report to make it easier to use, further details will be circulated in due course.

This week we started to write to MPs and proxies to confirm current proxy arrangements and offer guidance on how to make changes, following feedback from the MP Staff User Group and other channels. We will be sending emails to all MPs and proxies in the coming weeks.

We moved offices in March this year, please ensure that all documents are posted to our new address:

IPSA
2nd Floor
85 Strand
London
WC2R 0DW

The IPSA team continue to be present in the Portcullis House Members' Centre on Wednesdays between 11am and 4pm while the House is sitting. Feel free to visit us with any queries you have.

This bulletin contains information on the following:

- Annual Publication Data Updated
- IPSA Online Direct Payments Report
- IPSA Online Webinars and Training
- Independent Complaints and Grievance Scheme
- UK Parliament Week

Annual Publication

The next scheduled publication of MPs' business costs and expenses will be on **21 November 2019**. This will include data that is only published annually, including details of the costs of staffing for each MP, and the aggregate spending on security and disability across all MPs.

This morning we emailed all MPs with updated details of what will be published, following the first set of data sent in the first week of October. Please ensure you check this data. Repayments must be received by **7 November**. If you have any questions or think a correction is needed, please let us know via email at info@theipsa.org.uk by **7 November**.

This publication will also include expenses data for all claims processed using the old expenses system from March to July 2019.

MP Commentary

Once again, MPs will have an opportunity to include some comments of their own about their expenditure. This will be displayed alongside your aggregated data on IPSA's website. The purpose of this commentary is to add context to MPs' spending.

This is entirely voluntary. The deadline for submission is 7 November and should be submitted to us via email at info@theipsa.org.uk.

Direct Payments Report on IPSA Online

You can find details of direct payments you have made using the 'MPD Direct Payments by MP' report.

This includes details of direct payments with Banner, XMA, Trainline and any other of your direct suppliers. Additionally this will include any payments made directly such as accommodation and constituency office rental payments.

To find the report, when logged into IPSA Online:

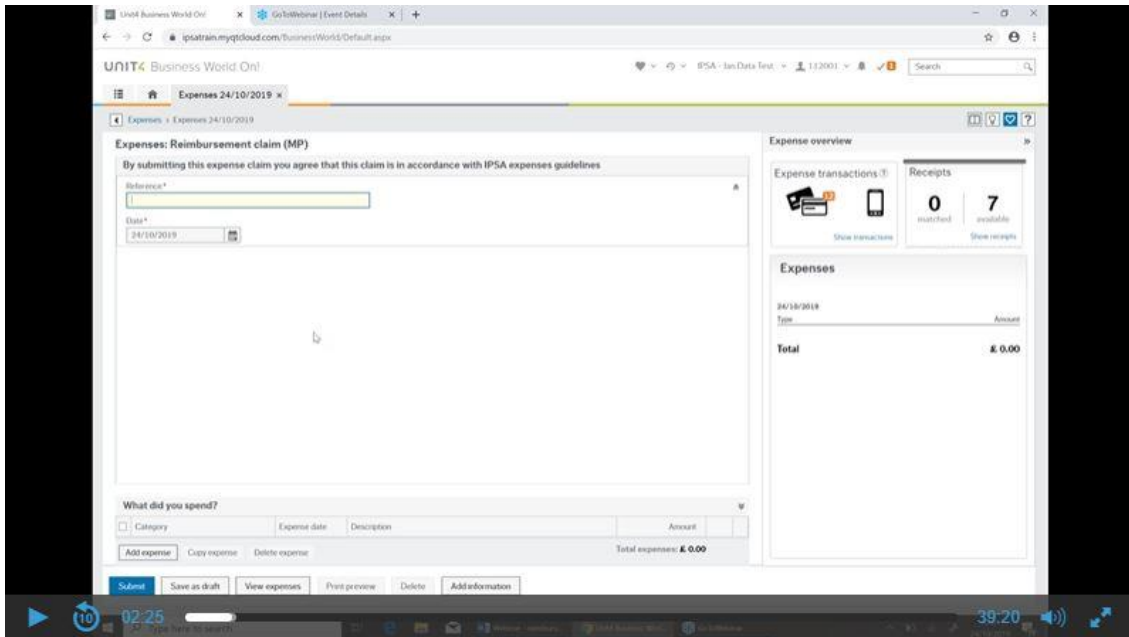
- Click the top left 'Menu' tab
- Navigate to the 'Reports' tab
- Select 'MP Reports'
- Select 'MPD Direct Payments by MP'

Please be aware that this report is only available to MPs and expenses proxies.

IPSA Online Webinars

This morning we held the second in a series of five webinars, which provided guidance on how to submit a reimbursement claim on IPSA Online.

Click the screen below to watch the reimbursement claim webinar.



Each webinar will include a presentation from an MP Support Account Manager and an opportunity for you to ask questions.

Click the links below to register for all or some of the webinars and let us know of any topics that you would like us to cover in the future. If you are not able to attend, the webinars will be recorded and circulated afterwards.

Wednesday 6 November at 10am: Payment Cards- [register here](#)

Wednesday 20 November at 10am: Leases- [register here](#)

Wednesday 4 December at 10am: Proxies- [register here](#)

We continue to run classroom training sessions for IPSA Online in our office on the Strand. These sessions are 1 hr 15 minutes long and are a good opportunity to learn more about IPSA Online.

[Click here to register for training](#)

Independent Complaints and Grievance Scheme

As of 21 October 2019, the Independent Complaints and Grievance Scheme (ICGS) is open to any member of the parliamentary community, present or former, who wishes to raise concerns, seek advice or make a complaint about bullying, harassment or sexual harassment, that has occurred at any point.

This follows the publication of Dame Laura Cox's [independent report](#) into the bullying and harassment of House of Commons staff in which she recommended that House employees with complaints involving historical allegations could access the new ICGS.

Further information about how to access the scheme, and how it will work for non-recent cases, can be found on the [parliament website](#).

UK Parliament Week

[UK Parliament Week](#) will take place between 2-8 November 2019 and IPSA will be hosting a talk on Thursday 7 November between 3-5pm.

The presentation will cover:

- Why IPSA was created
- IPSA's main functions
- How we regulate and support MPs
- A look back over the past 10 years
- Questions and answers

For further details [click here](#).

If you have any queries about the information in this bulletin, please contact us
on 020 7811 6400.

Remember to press 1 for MP Support Services or 2 for Payroll.