

## 18 April 2018

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## **Compliance Officer**

IPSA's Compliance Officer, Andy McDonald, will be leaving his post in the next few weeks. Recruitment for a new Compliance Officer is now underway. MPs who want to discuss compliance issues can still do so, with full contact information available on this website.

## New Scheme for 2018-19

The Tenth Edition of the Scheme of MPs' Business Costs and Expenses ('the Scheme') came into effect on 1 April 2018 for the duration of the 2018-19 financial year. Budgets and staff salary ranges have been adjusted in line with inflation and to allow for annual pay increases. The new edition of the Scheme can be viewed here on our website.

## **Financial Year End**

The 2017-18 financial year has now ended. Unless an accruals form was completed, any business costs or expenses will now be paid from the 2018-19 financial year. For reference, IPSA's year-end guidance is available on our website here. Please contact us if you would like further advice or assistance about budgets.

### **IPSA Online**

Our new IPSA Online homepage has been live since December. This brings all our current systems together in one place, with secure sign-on through your Parliamentary account. The

new homepage gives direct access to the current expenses system without an RSA token or separate login, as well as a new online payslip function, which went live in 2018. All the guidance and forms currently on the IPSA website are here and you will also be able to view your costs and expenses data before they are published. You can <u>read more about IPSA</u> Online here.

IPSA's new business costs and expenses system is due to launch in full during summer 2018. A series of user testing sessions have been held with MPs and MP's staff, and there will be an opportunity for members of the MP's staff user group to learn more at their next meeting on 24 April. If any new staff would like to be involved, please contact communications@theipsa.org.uk

#### **Childcare Voucher Scheme Extended**

The government has extended the deadline for new entrants to participate in the existing childcare voucher scheme by six months until October 2018.

If you would like to take part in the current programme, please fill in our <a href="Childcare Voucher Form">Childcare Voucher Form</a> available on our website and the IPSA Online Homepage and send it to <a href="payroll@theipsa.org.uk">payroll@theipsa.org.uk</a>. Please visit <a href="www.childcarechoices.gov.uk">www.childcarechoices.gov.uk</a> if you would like assistance as to which scheme you should consider based on your personal circumstances.

#### Reservists

The Other Leave Guidance on our <u>website</u> has been updated to incorporate Reservist training and the potential impact on the staffing budget.

# **December pay consultation**

Our consultation for MPs and MPs' staff about salary payments in December is closing on 27 April 2018. A number of people have contacted us to say they would like to be paid before Christmas, rather than on the last working day of the month, as has previously been the case.

We have presented a number of options about how an earlier payment date could work, and would welcome comments from all of those with an interest. To respond to the consultation, <u>please click here</u>. You can also send in written responses to <u>consultation@theipsa.org.uk</u>.

### Phone line closure

IPSA's phone lines will be closed on Wednesday 25 April 2018 for staff training to help prepare for the launch of IPSA Online this summer.