

Bulletin 7 November 2019

This week Parliament was dissolved ahead of the General Election on 12 December 2019. We will be providing advice and guidance throughout the dissolution and General Election periods. Further information can be found below.

We will continue to offer training on IPSA Online throughout these periods if there is sufficient demand. For those that have already signed up for webinars or classroom training and no longer wish to attend, please let us know.

Last week we launched a consultation on a number of changes to the Scheme. The changes being consulted on related to: MPs who sublet their constituency offices, and clarification to the rules on security assistance. If agreed, the proposed changes would come into effect on 1 April 2020. It will run until 31 January 2020 and further details, including how to respond, can be found [here](#).

Our phone lines will be closed tomorrow, Friday 8 November, for staff training.

This bulletin contains information on the following:

- General Election Guidance
- MPs' Staff Redundancy
- MPs' Staff Exit Survey
- Evidence Requirements
- Websites
- Repayments due to IPSA
- Annual Publication
- IPSA Online Webinars and Training

General Election Guidance

Our dissolution guidance can be found on the [General Election page on our website](#) as well as on Parliament's intranet. This will help you to understand the rules that apply during the dissolution period. It will also explain what rules and entitlements will apply in the event that an MP loses office, is newly elected, or is returned to Parliament. Our [campaigning guidance](#) is available to view on our website. It is vital that all MPs and staff, who plan on campaigning, read this.

We advise that you check our General Election page regularly for updates, FAQs, and other useful information. You can also call our information line on 020 7811 6400. A direct dial has been set up between the House of Commons and IPSA. If you are in the House of Commons you can dial 3600 to be connected to our phone lines.

If you are standing down at the next election, by now you should have received an email from IPSA providing guidance and inviting you to arrange a meeting with a member of our staff to discuss next steps and start making arrangements for winding up your parliamentary business before the Election. If you have not yet arranged a meeting, you can do so [here](#).

MPs' Staff Redundancy

If an MP loses their seat at the General Election, staff members will be eligible for a redundancy payment if they have completed a minimum of two years' continuous service with the same MP. This will be calculated on the number of completed years of continuous service, age and weekly salary. The amount depends on whether you are on an IPSA contract or not.

If you are not on an IPSA contract, your redundancy payment will be as stated

in your non IPSA contract. If redundancy is not specified in your contract, you will receive your statutory redundancy entitlement. If you are on an IPSA contract, you will be paid double your statutory entitlement. Staff on non-IPSA contracts can move to an IPSA contract. However, you must be employed on the IPSA contract for six continuous months prior to any notice of redundancy in order to be eligible for the IPSA redundancy provisions (i.e. double the statutory redundancy provisions).

To calculate your statutory redundancy entitlement, [click here for the redundancy calculator](#).

MPs' Staff Exit Survey

Gemma White QC's [report](#) on bullying and harassment of MPs' parliamentary staff recommended that every departing staff member should be asked to complete a leaver's survey, followed up by an interview where appropriate, and that these should be used by a new HR department in the House of Commons to identify themes relating to MPs' staff so they can be better supported.

In advance of any HR department being established, IPSA has made a template exit survey available for MPs to use if their staff leave their employment. Any information gathered will be for the MP, as employer, to use. IPSA will not collect, store or process any information from the exit survey.

The exit survey can be found on our website [here](#).

Evidence Guidance

We have published new evidence guidance for claims relating to expenses incurred during the dissolution period. Certain expense types require additional

evidence during this period.

A list of all expense types and the evidence required when making a claim can be found [here](#). It is also located on the [General Election page](#) on our website and on the [IPSA Online Homepage](#).

This document supersedes previous evidence guidance, sent out in July this year, during the dissolution period.

Websites

During the dissolution period, you should not use your website if it suggests you are currently an MP. Any website containing a URL which refers to you as an MP should be frozen.

Websites may remain online, but no new content should be added except the disclaimer, contact details and a link to an alternative website if you wish.

If you have claimed for costs relating to your website from IPSA, such as website development or hosting fees, you must not use the website for campaigning purposes.

Repayments due to IPSA

IPSA Online notifies you when you owe money to IPSA and explains the reason for the repayment in a credit note. This will appear as a task in the task manager section of IPSA Online. The MP or registered proxy must then action the credit note.

To action a credit note, please take the following steps:

1. Log into IPSA Online and navigate to your task manager
2. Click the task you wish to complete “Choose Payment Method (or reject)”
3. You can see how much you owe IPSA and why
4. Select how you wish to repay the money (repayment, offsetting or salary deductions), or select ‘Reject’ if you wish to dispute the repayment. To dispute the repayment you will be prompted to explain the reason why this money is not owed to IPSA.

All direct repayments to IPSA will need to be accompanied by a repayment form which can be found on our website [here](#). When you complete the form, please include the claim form number and line number the credit note refers to, if relevant. Please be aware that the credit note may refer to money owed from the 2018/19 financial year. More help on how to action credit notes can be found on p.34 of [task management user guide](#).

You should also check the ‘MPD Repayments Due’ section of your IPSA Online dashboard for any other repayments owed to IPSA. This would contain transactions such as 'Not claimed to be repaid' payment card lines (which you will not receive credit notes for), money owed from the 2018/19 expenses system or credit note lines which have been actioned but not yet repaid.

Annual Publication

The scheduled publication, of annual data and claims processed on the old expenses system from March to September 2019 has been rescheduled to take place in the week commencing 16 December 2019.

Repayments must be received by **the end of today**. If you have any questions or think a correction is needed, please let us know via email at info@theipsa.org.uk by **the end of today**.

This publication will also include expenses data for all claims processed using the old expenses system from March to September 2019. These claims are currently available on the IPSA Online Homepage. If you have any queries about this data, please contact us by **2 December**.

The deadline for submission of the MP commentary to be published alongside your annual data is **5 December** and should be submitted to us via email at info@theipsa.org.uk.

IPSA Online Webinars

This morning we held the third in a series of five webinars, which provided guidance on how to reconcile your payment card each month on IPSA Online. We will circulate a recording of the webinar in due course.

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 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](#)

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.