



10 December 2020

You still have time to respond to our Annual Survey of MPs and Staff for 2020, which will close in just over a week on Friday 18 December. 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:

- December Payroll Cut-off
- Newsletters
- Staffing Budget - Health and Welfare
- Understanding Your Needs - MP and Office Staff Volunteer Request
- IPSA Online Changes - November 2020

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

December Payroll Cut-Off

The payroll cut-off date for December is **Monday 14 December**.

This means that all payroll changes should be submitted by this date. This includes:

- New starter forms and documentation
- Staff leaver forms and documentation
- Any other payroll changes such as salary increases
- Overtime/timesheets submitted and approved

If you are an MP with a payroll proxy who has submitted payroll forms on IPSA Online on your behalf, please make sure to log on and check your Task Manager for these. You will need to approve these by the payroll cut-off date for them to take effect by the December pay day.

If you have any queries related to payroll changes for this month, please email payroll@theipsa.org.uk or [book a call](#) with a Payroll Officer.

Newsletters

We have received a number of queries about which written communications

with constituents IPSA will fund. [The Scheme](#) states (paragraph 6.5c) that costs relating to newsletters are not claimable. We define a newsletter as a publication that provides an update on multiple issues or events and/or focuses on an MP's own activities over a period of time.

IPSA will fund other types of written communication with constituents. These could include letters about single issues including health information about coronavirus, materials that sign-post to other sources of advice, surveys, information about how to contact an MP or information about MPs' surgeries.

If you are unsure about a claim you should contact the MP Support team, via the [call booking service](#) or email at info@theipsa.org.uk.

Staffing Budget - Health and Welfare

An extra amount of £4,000 was added to the staffing budget of each MP at the start of this financial year to provide additional support for training, wellbeing, health and welfare costs of their staff. This amount is not ring-fenced, but we encourage MPs to use it in this way to support staff.

For further information about how you can use this funding, visit our [Staffing Budget guidance](#). We hope you find this helpful and that this will explain how the additional funds can be used to support wellbeing and development for MPs' staff.

Understanding Your Needs - MP and Office Staff Volunteer Request

As part of our improvement plans, we are keen to get a better understanding of your needs so that we can improve the service we provide and your experience working with IPSA.

We would like to speak to a selection of MPs and office staff to find out more about how you communicate with IPSA and how you manage your business costs. The sessions will be individual and held remotely, lasting up to 60 minutes. During the session, we will ask you for feedback on how you contact IPSA, how we can improve our service and how we can improve IPSA Online to help you better manage your business costs.

If you could spare some time over the next few weeks, please email communications@theipsa.org.uk.

IPSA Online Changes - November 2020

Each month we will let you know about changes we are making to IPSA Online to improve processes and usability.

The changes made in November were:

- **Registered addresses for cleaning costs:** a change has been made to enable you to select an accommodation registered address for cleaning services against the Accommodation budget. IPSA will pay for professional cleaning costs incurred as a requirement of a lease if the following circumstances apply:
 - The professional cleaning costs are incurred as a specific condition of the lease,

- The cleaning costs are incurred due to the MP leaving the property and terminating the lease,
- The MP incurred the cost on or after 1 April 2019,
- There is a sufficient amount in an MP's accommodation budget to cover the cost
- Full details can be found [here](#).
- **Removal Expense and Contingency:** a change has been made to allow removal costs to be claimed against the CONAP – Contingency applied for costs (Capped) budget.
- **Fees Charges and Deposit Loans:** 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 or your lease has expired and not been renewed.

We will shortly be launching improvements to the dashboards and expenditure reporting. The dashboard bar charts will provide more information through a drill-down feature, there will be a new all-in-one expense reports to include expenses and direct payments and a new report that will show payments made to IPSA.

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 5 January 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 12 January 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.