

Significant changes to the proposed procedures

1. The fourth edition of the procedures was gender specific to the incumbent office holder of Compliance Officer. The document has been updated in all parts to be gender-neutral.
2. In paragraph 2, 'The Scheme' name has been updated to reflect it is now known as 'The Scheme of MPs' Staffing and Business Costs'. *[note – in the event that subsequent editions of the scheme undertake a name change, the procedures referring to 'The Scheme' is to be read to include any future name change].*
3. In Paragraph 6, the reference to using an online form has been removed as that facility is not available on the Compliance Officer website.
4. Paragraph 7 has been expanded to include the recording of oral evidence.
5. Paragraph 8 explains how where matters referred or reported to the Compliance Officer, the CO's assessment and decision making will be recorded.
6. Paragraph 11 has been amended to have an ordinary timeframe for requesting information to be 28 days, however, the CO has the discretion to alter this, in individual cases, and in such cases this will be explained in the letter to the MP or IPSA.
7. Paragraph 20 has been expanded to allow both the Member and IPSA the opportunity to attend, call and examine witnesses.
8. Paragraph 21 has been expanded to include that hearings will be recorded.
9. Paragraph 35 expands upon Paragraph 11.

Changes to the review procedures

1. Paragraph 5 sets out in greater detail the process for a review and the information which the Member has to provide. The changes do not fundamentally change the process from the fourth edition.
2. Paragraph 20 explains more about where a right to appeal exists and where there is no right to appeal.