



31 March 2021

Tomorrow is the start of the new financial year for 2021-22. Our new Scheme of MPs' Staffing and Business Costs will take effect. A copy of the new Scheme, which includes budgets and staff pay ranges in the annexes, as well as guidance on changes for 2021-22, can be found on our website [here](#).

Our [Coronavirus FAQs](#) have been updated on our website, removing some questions and answers that no longer apply. Those that have been removed relate largely to questions about deadlines and issues where you may not be able to obtain documents or supporting evidence. If you have any questions about our response to the pandemic, please refer to these FAQs in the first instance.

This bulletin contains new information on the following:

- Corporate Plan 2021-24
 - IPSA Online Maintenance
 - Financial Budget Dashboards
 - Year-end 2020-21
 - Expiring Barclaycards
-

Important information you should still be aware of includes:

- Commuting Costs
- Staffing Budget Updates
- Training and Development
- Contacting us

With best wishes

The IPSA Team

Corporate Plan 2021-24

Today we have published our Corporate Plan for the remainder of the current Parliament. This sets out how we are changing our approach to how we regulate and administer MPs' business costs, pay and pensions.

We have created a three year strategy that will transform IPSA to become an innovative, intuitive and lean regulator, providing an exemplary service that enables MPs to focus on what really matters. To achieve our strategic objectives, the plan sets out four priorities

1. Improve Customer Service

Drive wide ranging improvements to the way we support MPs through improved processes, service delivery and engagement.

2. Simplify our Policy

Deliver a flexible, intuitive, simple scheme responsiveness to MPs' needs with guardrails for wise spending.

3. Deliver Financial Value

Deliver value for money for the taxpayer through efficient and effective support

for MPs

4. Grow our People

Develop a customer centric culture that empowers our people to ensure rigour, add value and make IPSA a great place to be.

This strategy will guide all of our work until 2024 but each year we will develop detailed business plans setting out specific actions against these priorities.

You can read our full Corporate plan for 2021-24 [here](#).

IPSA Online Maintenance

Due to maintenance by our service provider, IPSA online may be unavailable for up to 15 minutes between these times:

- **Wednesday 31 March 22:00 - 04:00**

We apologise for any inconvenience this may cause. Please submit IPSA Online tasks ahead of these times to avoid work getting lost.

Financial Budget Dashboards

From tomorrow, 1 April 2021, we move from the 2020-21 financial year to the new 2021-22 financial year.

IPSA Online will automatically switch your financial budget dashboard to the new year.

From tomorrow, follow the steps below to access your 2020-21 dashboard.

1. Log onto **IPSA Online**
 2. Click '**Menu**' at the top-left of the page
 3. From the menu, click '**Information Pages**'
 4. Select '**2020-21 MP Dashboard**'
-

Year-end 2020-21

Tonight at 23:59 is the deadline to submit any claims to be paid from your 2020-21 budgets.

If you can't submit all claims for 2020-21 by tonight, complete a year-end form and submit it to info@theipsa.org.uk no later than **15 April 2021**.

All MPs should check their financial position for this financial year and, if necessary, complete a year-end form to make sure spending is allocated to the correct financial year.

Please refer to the guidance we provided [here](#), which includes FAQs, helpful tips, and the year-end form. The correct submission of documentation is your responsibility and it is therefore vital all MPs and staff understand the deadlines and what you need to submit to IPSA. If you need to complete a year-end form, please submit it, along with the necessary supporting evidence on IPSA Online, to info@theipsa.org.uk by 23:59 on Thursday 15 April 2021.

Your March payment card lines will be uploaded by Wednesday 7 April and you will have until 30 April to reconcile them. You can find instructions on how to reconcile your payment card on our [website](#) or [speak to your Account Manager](#) if you need support.

Our Head of Operations is hosting webinars to run through how to complete the

year end process and drop-in sessions for you to ask questions. Visit our [Training and Development](#) page for more information and to register.

Expiring Barclaycards

Barclaycard have advised that all new payment cards will automatically be delivered to the business address they have on record for you approximately one month before your current card expires.

If you have a card that is due to expire soon, please first ensure your address is registered to the correct address. To check this, please contact Barclaycard on 0800 008 008. You can then either ask Barclaycard to send the new card directly to this address, or you can email IPSA at info@theipsa.org.uk to request this in your behalf. Please note, the request will need to come from the MP, as the cardholder, rather than the registered proxy.

You can also [book a call](#) with an Account Manager if you have any questions.

Important information you should still be aware of...

Commuting Costs

In January we announced that we would allow MPs returning to Parliament to claim for commuting costs between their London home and Westminster in order to avoid public transport during the height of the pandemic.

When the House returns from Easter Recess on 13 April, MPs will no longer be able to claim for commuting costs between their London home and

Westminster. This is in line with changes made by the House of Commons for their staff and the rules in the Scheme.

Staffing Budget Updates

MP Staff Pay Ranges for 2021-22

MP Staff pay ranges for 2021-22 can be found on our website [here](#).

A small number of pay range minimums are increasing in 2021-22. Staff members whose current salaries fall below those new minimums will receive an increase if needed to ensure they remain within the range. This relates to the **Administrative 1 (non-London area) range**, where the minimum is increasing to match the new UK 'real Living Wage' (as set by the Living Wage Foundation); and to the **Employed Intern (London area/non-London area) range**, where the minimum is increasing to match the new National Minimum Wage for 21-22 year olds which will come into effect in April 2021.

Automated Payment of Salary Increases

As we announced on 25 February, we will automatically adjust MPs' staff salaries. For the next financial year, 2021-22, the IPSA Board has agreed a figure of 1% which will be paid to all MPs' staff unless their employing MP has opted out. If you are an MP, an opt out should only be requested if you are awarding no pay increase. **You do not have to take any action for the 1% pay increase to be implemented.**

For some staff whose salaries fall below the updated pay ranges, the automatically applied 1% increase will bring them into the updated pay range. For those staff where this is not the case, we will apply a further increase so that their salaries meet the revised minimum of their pay range. Pay increases

will take place in the May payroll and will be backdated to 1 April 2021. If an MPs' staff member leaves their employment in April 2021, their pay increase will still be processed in May and they will receive the payment after they have left.

MPs are still able to award a further increase above the 1% if they wish and if affordable within the overall budget. In this case, when submitting a contractual changes form, please state clearly what the overall change in salary should be using the description field (for example, an additional 1% on top of the automatic 1%, or state the final salary amount). This will help to ensure that any additional changes are processed correctly. All contractual changes must be approved by the MP as the employer. Any further increases made will be processed in May and backdated to when they were requested for.

COVID-19 Staffing Budget Supplement for 2021-22

We have extended the COVID related Staffing Budget supplement into the 2021-22 financial year. An additional **£24,970** will be available for MP staffing budgets outside of the London area and **£27,680** for London area MPs, until the end of March 2022.

We appreciate that each MP's office is different and the discretion on how to deploy this staffing resource is a matter for you to decide locally. But the additional budget could fund, as examples:

- Recruitment of an additional full-time member of staff (or retention of a current fixed term appointment) until the end of 2021;
 - Two full time appointments from April to July; or
 - One part-time appointment working 3.5 days per week for the full financial year
 - Overtime payments or contract extensions for your existing staff
-

Please use the COVID-19 supplement with caution when deciding whether to hire a new permanent staff member or making a fixed-term contract permanent, as opposed to hiring a new fixed-term staff member. You should consider the implications that a new permanent staff member would have on your Staffing budget in the future. We strongly advise you use the example set out above.

Training and Development

We currently have a programme of training sessions on a range of subjects. These explain our rules, demonstrate processes and answer other questions you may have. Our current programme of sessions includes:

- Year-end 2020-21
- Budget Management: Claims, Debt and Spend
- Reconciling your Payment Card
- Staffing Budget Report
- Property Registration, Management and Amendment
- IPSA Online Training

[Click here for more details and to register](#)

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.

