

P45s from the House of Commons

We are aware that the House of Commons has sent P45s to those staff members who were in receipt of 'payments after leaving' in the House of Commons June payroll. Please note that this has no effect on the contracts we hold for these employees, and neither yourselves nor the staff member concerned needs to take any further action, either with ourselves or with HMRC. If you do have any concerns, please contact the House of Commons directly.

Notification of Exception

As previously advised in these Bulletins, for those members of staff who were employed before 7 May, who you wish to be exceptions from the Scheme, you will need to fill out a 'notification of exception' form (available on our website), and return to us. However please note that, where these payments mean that you will exceed your staffing budget, you will still need to make a claim from the contingency fund, submitting appropriate evidence, for example numbers of staff, job descriptions, salary levels etc.

Travelcards

Those MPs who have incurred expenses using their travelcards will shortly be receiving a hard copy of their statement to their home addresses. An electronic copy of the statement will also be sent to nominated proxies, or, where an MP has no proxy, the MP themselves. Please note that you do not need to pay this statement, however the 'in progress' travel card expense claim form on the online system will need to be completed and submitted in the usual way.

Salary Payments for Committee Chairs

We have a standing agreement with the Journal Office which informs us when a Member becomes eligible for uplifts on their salary. We have been advised that salary uplifts for committee chairmanships commence from "the day on which a Member becomes Chairman" (according to a resolution of the House on 30/10/03), and that the Speaker has determined that the point at

which a Member formally assumes this office is when the other members of the Committee are appointed by the House. As we have been advised that these appointments have only just been made, we will be making the uplift payments and back pay for June in the July payroll.

We will continue to look to the Journal Office to advise us of the dates from which such payments should be made.

Children's travel

In recognition of the demands on family life caused by the need to maintain two residences, the Expenses Scheme allows MPs to claim for journeys of dependent children under the age of 16, and older in certain circumstances. The Scheme permits:

- all MPs who have a child under the age of 16 to claim for up to 30 single journeys for the child between the MP's London Area residence and their constituency residence per year;
- MPs who are the *sole carer* for a dependent child aged up to the age of 21 to claim up to 30 single journeys a year for the dependent child between the MP's London Area residence and their constituency residence if that child is in full-time education; and
- MPs who are the primary carer for any family member in receipt of one the below benefits may claim up to 30 single journeys a year for the family member between the MP's London Area residence and their constituency residence.
 1. Attendance Allowance.
 2. Disability Living Allowance at the middle or highest rate for personal care.
 3. Constant Attendance Allowance at or above the maximum rate with an Industrial Injuries Disablement Benefit, or basic (full day) rate with a War Disablement Pension.

All of the general conditions (with the exception of railcards) which apply for MPs apply also to travel by their family members.

Where the MP shares caring responsibilities for a dependent child up to the age of five years with a spouse or partner, or shares caring responsibilities for a family member in receipt of one of the relevant benefits, the MP may also claim for journeys by their spouse or partner. Such claims are limited to 30 single journeys per person between the MP's London Area residence and the constituency residence in each calendar year.

Update on Information Services

As announced last week, we are now providing one-to-one help for those logging on and using the online system for the first time. These short sessions can be arranged to take place at our documentation centre at 1 Parliament Street or at an MP's office in Westminster. To book, please phone our information line on 020 7811 6400.

Consultations

The three consultations we launched on 16 June ended yesterday (7 July). The consultations considered:

1. *Amendments to the MPs' Expenses Scheme Rules*
2. *IPSA's Publication Proposals*
3. *The Compliance Officer*

IPSA will now be analysing the content of the submissions to the consultations and will announce the outcome shortly.

Training for MPs' staff

To date, 375 members of staff have booked onto IPSA's training sessions, which run until early July.

Staff can book onto one of the sessions below by calling the IPSA training helpline on 020 3334 3377 or by emailing training@parliamentarystandards.org.uk. The training helpline is open daily from 09:00 to 17:00. If you leave an 'out of hours' message, it would be very helpful if you could provide the following information: staff member's name, name of MP, staff contact telephone number, staff email address.

The schedule for the remaining staff training sessions is as follows:

Friday 9 July - London

One session at 13.15

Thursday 22 July – London

One session at 13.15

Friday 23 July – London

One session at 13.15

Update on operational progress.

We thought you may be interested to see IPSA's performance in processing expenses claims. To date we have:

- paid every MP their salary – including those who have not provided their bank details - and paid every staff member working for an MP who has provided all the necessary details
- paid 101 MPs loans with a collective value of £184,000
- paid 187 MPs advances with a collective value of £715,000
- processed 3,067 expense claims from 266 MPs with a collective value of £449,000
- held induction sessions with 638 MPs.
- held training sessions around the country for 375 MPs' staff

Payment of Expenses and Salaries

IPSA's online expenses and finance systems have been set up to enable approved expenses to be paid into MPs' bank accounts **throughout** the month. This means that there is no monthly or weekly cut-off date. Please note, however, that the monthly cut-off date for IPSA's **salary** payroll is the 15th, or if this falls on a non-working day, the last working day before that. For example, if you would like a staff member to be paid at the end of this month, we will need to receive the appropriate details by 15 July.

IPSA Bulletins, Guidance and Frequently Asked Questions in the Members' Centre

Paper copies of these Bulletins, our latest Scheme guidance document and our frequently asked questions are now available in the Members' Centre in Portcullis House. Alternatively these can be found on our website.

Contacting IPSA

Phone: IPSA Information Line: 020 7811 6400
(Opening hours 8.00am to 6.00pm, Monday to Friday)

Email: info@parliamentarystandards.org.uk

Post: IPSA, 7th floor, Portland House, Bressenden Place, London, SW1E 5BH

Website: www.parliamentarystandards.org.uk