

## **Employers' Liability and Public Liability Insurance**

The policy providing Employers' and Public Liability Insurance for all MPs has been renewed. We have paid for this centrally, so it will not be charged to your budgets. You should not arrange separate cover. The new certificate can be found on our website [here](#) and should be printed and displayed at all places where you employ people covered by the policy. Please note, there is no separate certificate for Public Liability Insurance, although this is covered by the same policy.

## **Staff budget reporting sessions**

All the previously advertised staff budget report sessions are now fully booked, however we are running additional sessions at our offices on the following dates:

- 9 May at 2pm
- 16 May at 2pm
- 21 May at 11am

If you wish to book a place on one of these dates please email [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk).

## **Staff travel journey types**

We have been asked to provide some clarification on what journey type should be selected when a staff member is travelling:

- London MP to/from Westminster – to be used when a member of staff who works for a London Area MP travels between the constituency office and Westminster office
- Non London MP to/from London – to be used when a member of staff who works for a non-London Area MP travels between the constituency office and Westminster office
- Within constituency travel – to be used when a member of staff travels within the constituency (or within 20 miles of the constituency) on parliamentary business
- Extended travel – to be used only if a member of staff is travelling elsewhere in the UK for the purposes of training. This journey type should also be used for claiming an intern's travel between home and the office
- European travel – not applicable to staff

Please note, a commute between a member of staff's home and their normal place of work is not claimable for salaried staff, only for unpaid interns.

## **Mobile phone claims**

You will notice that we no longer have a specific category for mobile phones on the expenses system. This is because we have merged all claims for telephone use and rental claimed from the Office Costs budget into one category: Constituency Office Telephone Usage/Rental.

## Newspaper claims

We have added a new category for claiming newspapers, magazines or journals necessary for your parliamentary duties. Please note that this category can only be used for purchases made from 1 April onwards. If you claim for purchases before this date, please use the 'Other' category as before.

## Flexible job descriptions

The new flexible job descriptions for staff will be developed and introduced in the Autumn. Please contact our Payroll Team if you have any further questions on [payroll@parliamentarystandards.org.uk](mailto:payroll@parliamentarystandards.org.uk) or 020 7811 6400, option 2.

**Phone:** IPSA Information Line: 020 7811 6400 (Opening hours 1pm-5pm, Monday to Friday)

**Email:** [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk)

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