

Congestion charge payments

If you're paying for your London congestion charge payment online, please make sure you are using only the official TfL website:

<http://www.tfl.gov.uk/roadusers/congestioncharging/default.aspx>.

Unofficial websites often levy an unnecessary administrative fee. If paying on the day you travelled, you should expect to pay no more than £10.00. If paying the day after, you will be charged an additional £2.00, which is not claimable from IPSA.

Opening hours over the bank holiday

IPSA will be closed over the bank holiday weekend.

As is common with much of the civil service, IPSA staff receive two privilege days through the year – one of these days will be taken on Friday 23 August. As such, IPSA's offices will be closed from close of business Thursday until Tuesday morning.

Flexible job descriptions

IPSA has received feedback from a number of MPs that they would like the IPSA job descriptions for their staff to be more flexible so that they can accurately represent staff roles and responsibilities. As such, IPSA is currently reviewing the job descriptions to see how we can provide this flexibility.

IPSA have already consulted a number of MPs, as well as members of the staff liaison group and the staff user group, to seek feedback on how this flexibility can be delivered. If you would like to see or comment on our current proposal, please email us at HR@parliamentarystandards.org.uk. We are aiming to have new job descriptions available in October, so please provide us with any comments or feedback you would like to make by 13 September 2013.

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

Email: info@parliamentarystandards.org.uk

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

Website: www.parliamentarystandards.org.uk