

Contingency applications for Staffing Expenditure budgets

We have recently received a number of contingency applications for substantial increases to MPs' staffing budgets for 2013-14. A large number of these applications are on the grounds of increased casework taken on by MPs, often resulting from recent funding cuts to local public advice services. MPs will be aware that, following a comprehensive review and consultation, we increased the staffing budget by up to 25% in 2012-13. In the current economic climate, we consider this already substantial budget (£144,000 for London Area MPs and £137,200 for Non-London Area MPs) to be at the limit of what we, as a publicly funded body, are able to provide to MPs.

Therefore, we have taken the decision that, other than where previously agreed commitments remain in place (approved uplifts to take on additional staff in 2012-13), we will not be able to approve contingency applications in 2013-14 for further staffing budget uplifts to fund increased staff numbers to deal with casework.

We will continue to consider, on a case-by-case basis, applications for necessary contingency funding where an MP wishes to give pay increases to staff members which **do not exceed an average of 1%** across an MP's office, in recognition of public sector pay policy. We do not expect to receive any requests for salary uplifts for MPs' staff in excess of an average of 1%, except where there is evidence that the staff in question have taken on significant extra responsibilities.

You can find the process and criteria for contingency funding set out in Chapter 10 of the Scheme as well as in the Guidance document. The application form for contingency funding sets out all the required information and is available on our website under "IPSA for MPs – Payment Application Forms".

Deadline for 2012-13 claims

As outlined in the year end guidance we sent you in March, the deadline for submitting all 2012-13 claims is **Thursday 30th May 2013**. We must receive all electronic claims by this date, and the supporting documentation no more than 7 days later. This is a shorter deadline than in previous years to help us close our accounts on time and make sure your P11D is accurate.

If you have any problems submitting these claims, it is very important that you contact us in advance of the deadline so we can help.

Employers' and Public Liability Insurance certificate

We have renewed the Employers' Liability Insurance policy again this year and paid for it centrally. The certificate can be found on our website [here](#). We have not yet received an updated policy document from the insurer – we will place it on our website as soon as we do.

Please be assured that Public Liability Insurance is also covered by the same policy, even though it is not mentioned on the certificate.

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