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House of Commons regional roadshow – your questions on the General Election answered

Last Thursday, we went to Manchester for a regional roadshow with the House of Commons, meeting constituency staff. We spoke about our plans for the election period – explaining how we can help support MPs and their staff and what the rules are. It was useful to get feedback and we hope to see more staff at the next event in Exeter on 8th July. A couple of the questions we were asked included:

Q Although MPs aren't allowed access to their Westminster office during the dissolution period, can they enter their constituency office?

A Yes, MPs are allowed to use their constituency offices for Parliamentary business only.

Q Can claims be made during the dissolution period?

A Yes, IPSA will be running as normal so you will still be able to submit claims and we'll still be making payments. Of course, you can only claim for costs incurred wholly, exclusively and necessarily in the course of your Parliamentary duties.

We are keen to answer as many of your election questions as we can, so please get in touch.

Travel by MPs' staff

When claiming for travel, it is very important that you use the correct journey type. 'Staff Home Office to Constituency' and 'Staff Home Office to London' are descriptions only to be used for a staff member who routinely works from their registered home office and is travelling in to the MP's office. Please note that staff members who routinely work in the MP's office cannot claim for travel to and from home, because a commute is not claimable. If the staff member is travelling from their home in the constituency to the Westminster office, or from their home in London to the constituency office, you should use the journey type 'Between London and constituency'.

If you are unsure if your journey is claimable, or which journey type you should use, please give us a call.

Flexible Job Description Tool

On 10th June we launched the flexible Job Description Tool, which gives you more flexibility in selecting a job title and responsibilities for members of your team.

[The flexible Job Description Tool is now live on the IPSA website.](#)

This was developed following feedback that the previous job descriptions did not fully reflect the duties performed in MPs' offices. The previous job description templates have now been removed from the website.

We have consulted widely and have received positive feedback so far. If you have any further comments, please send them to HR@parliamentarystandards.org.uk.

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

From 30th June, the information Line will be open daily from 10am to 5pm: no longer only in the afternoons.

Email: info@parliamentarystandards.org.uk

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Website: www.parliamentarystandards.org.uk