

This Bulletin contains information on:

- [Training](#)
- [Capital Expenditure](#)
- [Moving to an ISPA contract: deadline approaching](#)

Training

We understand that some training providers are stating that the costs for their courses are claimable from IPSA. We have not made any assessment of the content of any training courses and we have not advised any providers that their courses will be claimable from us.

It is up to you, the MP, to decide whether a training course is necessary for the performance of your Parliamentary functions. The cost of training courses for you or your staff may be claimable under the Office Costs Expenditure budget (or where that is exhausted, under the Staffing Expenditure budget) but only if it is a necessary cost. You must rely on your judgement, and the rules of the Scheme, when deciding whether or not to claim for a course.

Capital Expenditure: reminder

As we explained in Bulletins on the 1st and 30th September, restrictions on capital spending in advance of the Election have now come into force.

Before committing to any new capital purchases, you should first complete a Capital Expenditure Request form to allow us to assess whether the cost will be claimable from your Office Costs Expenditure budget. Please see the table below for a rough guide to whether prior approval is required or not.

We would quickly approve any application that related either to health and safety at work or security. The process for claiming for security measures recommended by the police or security services remains unchanged. [Click here to read the relevant section of our Guidance.](#)

	<i>Prior approval required</i>	<i>No prior approval required</i>
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<i>Computer hardware</i>	PCs, laptops, mobile computing devices (iPads, tablets etc)	USB cables, mice, monitors
<i>Furniture</i>	Desks, chairs	Back supports, footrests
<i>Other equipment</i>	Printers, shredders, photocopiers, recording equipment	
<i>Telephones & mobiles</i>	Handsets	Chargers, cabling

[Click here to download the Capital Expenditure Request form.](#)

If you have any questions about IPSA's capital expenditure restrictions, please contact us.

MPs' staff currently on non-IPSA contracts: deadline approaching

As we have reminded you in previous Bulletins, MPs' staff who are still on contracts of employment dating from the previous Parliament, but who wish to transfer to an IPSA contract before the May 2015 Election will have until **14th November 2014** to do so.

The terms and conditions in contracts dating from the previous Parliament may differ from those in the IPSA contracts, on which all staff who joined since the May 2010 Election are employed. The standard IPSA contracts are [here](#).

If you are on an old contract, the decision to transfer to an IPSA contract is one that would need to be taken jointly by you and the MP you work for as your employer. If you both agree you would like to move onto an IPSA contract, the MP and the employee will need to complete and sign an IPSA model contract. You may only transfer to an IPSA contract if you meet all the terms and conditions in the contract, i.e. if you are on a salary within the IPSA pay bands.

The commencement date in clause 1 should state the date the employee started to work for the MP, but all the other details should state the current terms and conditions, e.g: job title, salary, working hours, full time hours equivalent (for part timers only) location, holiday and notice period.

The contract should be accompanied by the relevant PDF version of the job description, which will be produced by IPSA's online job descriptions tool. [Click here to start the IPSA online job descriptions tool.](#)

IPSA Contact Details

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