

Contingency applications for Staffing Expenditure budgets

For the 2014-15 financial year, we will continue our existing policy in relation to contingency budget uplifts. We will not be able to approve contingency applications for staffing budget uplifts to fund increased staff numbers to deal with increased casework taken on by MPs.

We have this year increased all MPs' staffing budgets by 1% to reflect the wider public sector pay policy. This is on top of the 20-25% increase for staffing budgets in 2012-13. In the current economic climate, we consider this already substantial budget to be at the limit of what we, as a publicly funded body, are able to provide to MPs.

We will continue to consider, on a case-by-case basis, contingency applications for additional funding where this is not based on increased casework. We will also allow contingency applications to maintain staffing commitments agreed in 2012-13 and 2013-14. You can find the process and criteria for contingency funding under Chapter 10 of the Scheme. The contingency application form on our [website](#) sets out all the required information.

MPs' staff pay policy and pay bands

Public sector pay policy for 2014-15 continues to be that pay increases will be capped at an average of 1%. When setting the pay for their staff, MPs should continue to have regard to the terms of this policy. We do not expect to receive any requests for salary uplifts for MPs' staff that exceed an average of 1%, except where there is evidence that the staff in question have taken on significant extra responsibilities.

We have also increased the pay band maxima by 1% for staff on IPSA contracts, to give MPs room to provide pay rises in line with public sector pay policy to those staff at or near the top of their pay band. The revised pay bands for 2014-15 are attached for your reference. These will also be made available on our website in the new financial year.

We are currently developing new flexible job descriptions for MPs' staff. These will be ready for use by the end of April. Amongst other things, they will provide more choice of job titles. The new job titles will be compatible with the existing pay ranges.

Payments at year end

As in previous years, we will not be able to process any claim reimbursement payments for three working days over year end. Our last run of payments will be Thursday 27 March and we will recommence making payments on Wednesday 2 April. This is standard accounting practice and is necessary to allow payments to clear in bank statements in the appropriate budget period. It also ensures the relevant information is accurately reflected in the IPSA Annual Accounts as at 31 March. We apologise for any inconvenience this may cause and we will recommence processing payments as quickly as possible from 2 April onwards. Direct rental payments will not be affected at all.

Payroll cut-off dates for 2014-15

We have now finalised the payroll cut-off dates for 2014-15 – these are attached for your reference and are also available on our [website](#). We will not be able to process any relevant paperwork if it is received after the specified cut-off dates. Please note that we will have an earlier payroll cut-off date in April 2014 due to Easter - the final data cut-off will be 11 April and the timesheet submission cut-off will be 17 April. We will also have an earlier cut-off date for December 2014 due to Christmas.

Projection of staff costs calculator 2014-15

We have updated our [website](#) with a staff salary costs calculator for 2014-15. This revised calculator takes into account the new level of National Insurance contributions and the increased Staffing Expenditure budget limit. You can use this calculator when projecting costs for a full financial year using annual salary figures, to assist with managing your budget.

Upgrade of the online expenses system - reminder

A reminder that the online expenses system will be upgraded on 1 April. We will also be making system changes to reflect the new Scheme rules. While this work is being carried out, the online expenses system will not be available from Friday 28 March to Monday 31 March inclusive. It will be available again on Tuesday 1 April. We apologise for any inconvenience this may cause. Please remember that, as set out in the year end guidance, you will have until 30 May 2014 to submit 2013-14 claims.

IPSA CONTACT DETAILS

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

MPs' STAFF SALARY RANGES: 2014-15

LONDON AREA (£ per year)

POST	MINIMUM SALARY 2014-15	MAXIMUM SALARY 2014-15
Office Manager	30,000	40,804
Senior Caseworker	23,000	31,623
Caseworker	19,000	28,563
Senior Parliamentary Assistant	33,000	42,844
Parliamentary Assistant	23,000	33,663
Senior Secretary	21,000	30,603
Junior Secretary	17,000	24,482

NATIONAL (EXCLUDING LONDON AREA) (£ per year)

POST	MINIMUM SALARY 2014-15	MAXIMUM SALARY 2014-15
Office Manager	26,000	37,744
Senior Caseworker	19,000	28,563
Caseworker	16,000	25,503
Senior Parliamentary Assistant	30,000	39,784
Parliamentary Assistant	20,000	30,603
Senior Secretary	18,000	27,543
Junior Secretary	15,000	22,442

For full details of the rules, please refer to Chapter 7 of the MPs' Scheme of Business Costs and Expenses, and Section 10 of the Guidance - available at www.parliamentarystandards.org.uk.