

10 November 2015

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For action

MPs' staff pension plans

For all MPs' staff, both Legal and General and the existing Portcullis death-in-service schemes pay benefits in the event of your death. **You need to complete both of the forms for the two schemes.**

For the Legal and General scheme, **you must nominate your beneficiary via the form** on their website and return it to them (<https://www.legalandgeneral.com/workplacebenefits/microsites/ipsa/useful-documents>). This ensures the Trustees of the scheme can consider who to make the payment to should you die before taking your retirement benefits.

You are also covered by the Portcullis death-in-service scheme, so **you must also complete their Expression of Wish Form** and return it to the Pensions Unit at the House of Commons. More information and the link to this form is here: <https://intranet.parliament.uk/finances/pensions/mps-staff-pensions/>

IPSA contracts drop-in sessions for MPs

We have written to MPs who have staff on a non-IPSA contract regarding the opportunity to transfer them onto an IPSA contract.

To help those MPs affected understand the differences in the contracts and what action they need to take, we have arranged for IPSA HR and payroll staff to be available at the House of Commons to answer any questions. The drop-in sessions will take place on:

- Thursday 19 November, 9-11am – Room O, PCH

- Wednesday 2 December, 1-3pm – Room U, PCH

Feedback from new MPs

If you are a new MP elected at the 2015 General Election, and would like to provide IPSA with some detailed feedback on the support you received from us over the couple of months immediately after the Election, then we would like to hear from you. We are currently arranging interviews to gather views on how we can improve our support, so if you would like to take part then please email communications@parliamentarystandards.org.uk

For information

Publication

On Thursday 11 November, as part of our routine publication cycle, we will publish expense claims for June and July of this year. All MPs have been sent this information to review last week.

Remembrance wreaths

Just a reminder that the MPs' Scheme of Business Costs and Expenses does not allow for any claims for wreaths or any other memorial items.

Tips when submitting expense claims

- **Online expense forms:** Please ensure you print off the barcode front sheet in landscape format, as otherwise the corresponding bar code is cut off, making it difficult to match the evidence with the claim.
- **Reimbursement claims:** When submitting a new reimbursement claim on the online system, only select 'documentation already supplied' where you have previously provided us with evidence e.g. Council tax direct debit instalment plans. You may also select this option if you are re-submitting a claim after it has been returned for further information, and you do not need to send us any further hard copy evidence.
- **Website related costs:** When submitting claims for website costs, please make sure that you provide the website URL on the claim notes or that it is noted on the invoice.

IPSA Contact Details

Phone: IPSA Information Line: 020 7811 6400 (Open daily from 10am-5pm)

Email: info@parliamentarystandards.org.uk

Post: IPSA, 4th floor, 30 Millbank, London, SW1P 4DU

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