

27 October 2015

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**For action**

**Survey**

Don't forget our annual user survey is live and we want to know your views. By giving us your feedback you can help us to improve our services and support to you in the future. The survey takes ten minutes to complete and you can access it online via this link:

<https://www.snapsurveys.com/wh/s.asp?k=144524879085>

**Reconciliation of payment card**

A reminder that the deadline for reconciliation of your payment card is due by tomorrow (28 October 2015). You will have received notification of your statement at the beginning of the month and have thirty days to reconcile from when you receive your statement. If you do have any questions about this then give us a call.

Also, please **look out for your monthly financial statement** that will be emailed and sent out to you in the next few days. If you have any queries about this or if they do not match your own understanding of the figures and would like to discuss this, then please get in touch.

**IPSA contract window**

This week, we are writing to those MPs who have staff on a non-IPSA contract regarding the opportunity to transfer any staff not on an IPSA contract onto one. This only applies to a small proportion of staff on a pre-2010 contract. **Please make sure that you read this letter and understand what action you need to take.**

You can contact IPSA HR on 020 7811 6400 if you require any assistance regarding the terms and conditions of the contract.

We are planning on arranging a drop in session at the House of Commons to give those MPs who are affected by this the opportunity to discuss any questions. We will provide further details of this in a future bulletin.

### **For information**

#### **Staff budget reports**

The staff budget report on the online expenses system is now working and all information relating to your staffing budget is available to view. We are sorry that this has not been working correctly over the past few weeks. Thank you for your patience and cooperation whilst we have worked to get this sorted.

If you have any questions regarding this then please get in touch or email [payroll@parliamentarystandards.org.uk](mailto:payroll@parliamentarystandards.org.uk)

#### **MPs' staff group**

We sent out an email last week regarding our MPs' staff user group that we are setting up to run throughout the Parliament. The purpose of the group will be to provide detailed feedback on any new IPSA services, changes to policy or improvements to our systems.

The group will meet up every few months and will be valuable in helping to shape the future support that IPSA provides MPs and their staff.

If you would be interested in joining this group then please email your details to [communications@parliamentarystandards.org.uk](mailto:communications@parliamentarystandards.org.uk)

#### **IPSA Contact Details**

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

**Email:** [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk)

**Post:** IPSA, 4<sup>th</sup> floor, 30 Millbank, London, SW1P 4DU

**Website:** [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk)