

5 July 2016

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MPs' taxable expenditure (P11D)

We will send you your P11D for 2015-16 taxable expenditure later this week. Please keep the document safe as you will need it to complete your 2015-16 tax return.

We will email the P11D to your main contact email address, unless you have specified emails relating to financial matters should be sent to another account. Where relevant we will also send a P11D to your staff.

If you have any questions on the figures or on P11Ds generally, please contact your IPSA Account Manager.

Annual Account of Expenditure

When we announced our reforms to MPs' pay and pensions in December 2013, we also proposed that MPs should be invited to provide a short account of their spending each year, when annual expenditure information is published. This would be in order to help the public's understanding of what taxpayers' money is being used for.

This financial year we will be publishing the annual data in November. This will be to allow it to be presented on IPSA's new website, which is currently under development. A first cut of the data will be sent to MPs in the week commencing 18 July. At the same time we will provide some screenshots for the new website, showing how the annual account would fit into that.

We would find it very helpful if some MPs were willing, in the coming months, to help us develop the format for those annual accounts by drafting a prototype report, using the annual data sent in July as a basis for the narrative. If anyone is interested in working with us on this over the summer, please let us know by emailing info@theipsa.org.uk. We will get in touch to provide some guidelines on length and subject matter.

Further information on the website and the annual account of expenditure will be circulated in September.

Insurance

It has been agreed that all MPs will be covered by a House of Commons funded Employment Practices Liability (EPL) insurance policy. This change is being implemented following recommendations made by an independent review of services provided to MPs by the House of Commons and those funded through IPSA. MPs will therefore no longer need to source their own EPL insurance or fund it from the Business Costs and Expenses Scheme.

If you have signed up for EPL insurance provided by JELF, the policy expires on 8th August 2016 and the new cover with the House will begin on the 9th August 2016. If you have sourced your own EPL insurance cover please speak with your IPSA Account Manager who will be able to advise you on the position regarding your current policy arrangements.

If you have any queries about how this change may affect you or on the transition arrangements, please contact Andy Martin who manages the House's insurance provision on 020 7219 5732.

Consultation drop-in at the House

We will be at the House of Commons Room W2 tomorrow 15.00 – 16.00, for our [usual drop-ins](#). We will also be on hand to talk to you and answer any questions you may have about the current [consultation](#) on the MPs' Scheme of Business Costs and Expenses. The following drop in on 20 July at the same time, will also have representatives from IPSA's policy team on hand to talk about the consultation.

Staff Contract Data

After the General Election we reviewed all the staff contract information we had on record to identify any missing details in your staff's contracts. For example; holiday entitlement or notice periods.

This is to inform you that we will shortly be contacting those MPs where we have identified any missing details to request the relevant information to allow us to update our records.

Staffing Payroll Costs Paid in 2016–17 relating to 2015-16

If you completed an accrual form for any staffing costs relating to 2015-16, we have moved these costs to be taken out of your 15-16 budget if you had sufficient money to do so.

We have also moved any timesheet costs relating to earlier financial years back to the 2015 -16 staffing budget, even though these were paid into April 2016 salaries.

Unfortunately, these costs are still showing in your 16-17 staffing budget report. We are investigating how to change this, but in the meantime if you run your summary of expenditure report in the expenses system, any adjustments to your budget will be reflected.

IPSA Contact Details

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

Email: info@theipsa.org.uk

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