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For action

Summer collections from the IPSA drop box at Portcullis House

During the summer recess we will be reducing the number of collections from the IPSA drop box which is located in the Post Office in Portcullis House.

- We will continue with Monday to Friday collections until Friday 29 July
- During August we will collect on a Tuesday and Friday only at 9.30 am.
- From 5 September we will resume daily collections.

In order to meet some key deadlines we will be running a couple of additional collections. Please note the dates that you will need to have posted the documents in the box below:

- To meet the **payroll** cut-off of 15 August, you will need to post your documents in the drop box **before 9.30 am on Friday 12th August**
- For the July **payment card** cut-off of 9 August, you will need to post your documents in the drop box before **9.30am on Wednesday 10 August** (this is an additional collection).
- For the August **payment card** cut-off of 24 August, you will need to post your documents in the drop box before **9.30am on Thursday 25 August** (this is an additional collection).

Consultation

Our consultation on the MPs' Scheme of Business Costs and Expenses is open until 24 October, which looks at all aspects of the rules. We welcome everyone's comments on this.

You can submit your response by email (via schemeconsultation@theipsa.org.uk) or post. Please be aware that we must publish all responses received, but we are able to withhold your name if you explicitly request anonymity.

For information

Staff contract data cleanse

After the General Election we reviewed all of the staff contract information we had on record to identify any missing details in your staff members' 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.

Payroll email responses

We aim to respond to any email sent to payroll@theipsa.org.uk within five working days. However please be aware that response times may vary during peak periods. These are usually the payroll cut off of 15th and at the end of the month for payday. At these times some response times may take longer.

Phone lines closed for training

Our phone lines will be shut on Friday morning (29 July) for staff training. They will open at 1pm again.

IPSA Contact Details

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

Email: info@theipsa.org.uk

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

Website: www.parliamentarystandards.org.uk