



20 December 2016

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Annual Survey of MPs and their staff

The Annual Survey of MPs and their staff **will close on 23 December**. This provides an opportunity for MPs, their proxies, and staff members to provide IPSA with anonymous feedback and comments on our systems, processes, and the support we provide.

[You can complete the survey by clicking here.](#)

Compliance Officer for IPSA appointed

Andy McDonald has been appointed as the new Compliance Officer for IPSA, effective from 8 January 2017. Andy replaces outgoing Compliance Officer Peter Davis who has held that office since December 2011. [Click here to find out more.](#)

Payments over the Christmas period

Please make note of the following information regarding payments over Christmas:

- **Expense claim payments** –The last reimbursement claims to be processed for payment this month will be on 22 December 2016. Any claims processed after this date will be paid in January 2017.
- **Pay day will be the last working day of the month, 30 December 2016.**

Reallocation of Payroll Officers

Due to staff changes, there has been a slight re-allocation of Payroll Officers which affects a small number of MPs.

- **Bronwen – Direct Line – 020 7811 6446**

MP's surname between S and Thom

- **Elvita – Direct Line – 020 7811 6457**

MP's surname between Thor - Z

All other Payroll Officer allocations remain the same as before.

Phone lines over the Christmas and New Year period

The IPSA information line for MPs and their staff will close for Christmas on Friday 23 December at 12.30pm. Phones will reopen on Wednesday 28 December at 10am.

Phone lines will be closed from 5pm on Friday 30 December and reopen on Tuesday 3 January 2017 at 10am.

IPSA Contact Details

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

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