

Introduction

IPSA takes your security and that of your staff and family seriously and will fund the cost of measures necessary to enable you to conduct your parliamentary activities in safety. This guidance tells you how to access that funding.

Your security remains your responsibility and you should read the advice provided by the Police included.

Any queries regarding funding or the application process should be raised with IPSA. Concerns regarding your security or specific measures should be addressed directly with the Police.

‘Standard’ package

IPSA will fund the cost of measures you choose to install that are included in the security options package provided by the National Police Chiefs’ Council (“NPCC”), based on advice from the National Counter Terrorism Security Office (“NaCTSO”), you should:

- refer to the *Self-assessment Security Checklist* (included as Annex A of the NPCC guidance);
- have premises assessed by an approved security assessor as advised in the NPCC guidance;
- only request works you feel are necessary, appropriate and proportionate and that have been recommended in the assessment;
- obtain two independent quotes ; and
- ensure that work commissioned meets the minimum security standards recommended in the *Self-assessment Security Checklist*.

We have included two copies of the *Self-assessment Security Checklists* with the NPCC guidance to enable you to obtain two assessments and quotes.

Where you meet with these requirements:

- IPSA will fund the cost from its Security Assistance Fund.
- You will not be required to meet the cost of measures included in the ‘Standard’ package from your normal office costs or accommodation budgets.
- IPSA will fund the cost up to the approved quote – costs incurred in excess of the approved limit will be your responsibility.
- You should follow the claim submission process set out below.

It is expected that measures will last until the end of the Parliament within which the measures were installed. IPSA may, in line with its Dissolution arrangements, restrict security spending during a specified period before a General Election.

If you or your staff require a **lone-worker device**, you should approach your preferred supplier (a list is included in the NPCC self-assessment checklist) direct. We will fund the cost of purchasing or hiring any equipment along with any regular subscription or contract costs.

‘Enhanced’ security

If you have received a specific threat or have been the victim of a crime you should report the incident to your local police immediately. If you judge the standard package to be inadequate, contact your local Police Commander.

The local Police Commander has been briefed on the national process for dealing with MPs’ security and will assess the information provided together with any other relevant intelligence and where appropriate carry out a security review.

You should obtain two quotes for the work required.

Submit the full assessment report, summary and quotes to IPSA, together with the application for funding prior to commissioning the work.

IPSA’s security funding panel will then assess the application and ensure that all the required information has been provided and that the quotes are valid before approving funding.

Making claims

1. You should obtain two quotes.
 - a. **For ‘standard’ security:** Ask the security assessor to review the security of your premises using the NPCC *Self-assessment checklist*. The checklist should be completed by the assessor by indicating which measures are recommended and a quote should be obtained for those works.
 - b. **For ‘enhanced’ security:** Ask your security provider to provide a quote for the measures included on the Police assessment summary provided by the reviewing agent.
2. Complete IPSA’s *Security application* , indicating which supplier you wish to engage and the measures you wish to install and the total cost you are requesting for funding (including VAT).
3. Submit the following documentation to IPSA:
 - a. **For ‘standard’ security:**
 - i. *IPSA’s Security application*;
 - ii. Both NPCC *Self-assessment checklists*; and
 - iii. Both quotes.
 - b. **For ‘enhanced’ security:**
 - i. *IPSA’s Security application*;
 - ii. Full and summary of the Police security assessment report; and

iii. Both quotes.

Send your application to: IPSA, 4th Floor, 30 Millbank, LONDON SW1P 4DU or email to: Info@theipsa.org.uk (Include in the subject line: 'Security Application')

4. If you have an urgent application in response to a specific threat please call the MP Support Team.
5. When we have received the completed application and supporting documentation we will, within ten working days, confirm the approved cost limit and make the security assistance fund available to you¹ through the online expenses system.

In assessing the application, IPSA may consult senior experts where the recommendations appear above normal expectations.

NOTE: you should not commission any works prior to confirmation of approval of funding as IPSA reserves the right not to approve an application.

6. You can submit a reimbursement claim for the funds or use your payment card if accepted by the supplier. You should submit the invoices or receipts as evidence in support of the claim.
7. For lone worker devices, once you have selected your preferred supplier, please email us with the details and then submit claims as normal for all costs selecting 'Miscellaneous Expenses – Security Assistance'.
8. IPSA will publish annually the total cost paid from the Security Assistance Fund. IPSA will not publish the names of MPs paid from the Fund or the security measures provided.
9. Any security measures you claim from your normal office costs or accommodation budgets will continue to be published as they are now. We **strongly advise** therefore that you take care not to include information on the claim that may compromise your security or that of your staff.

¹ We are currently developing this facility and will let you know when this available. In the meantime, when we confirm the approved cost limit you will need to complete a registration form on the online expense system as you do now.

Security funding application overview

Read the personal security guidance from NaCTSO and CPNI



If you have further security concerns read the guidance from NPCC

Standard Package

- Using the *Self-assessment Checklist* from NPCC guidance obtain two assessments together with quote for works
- Complete the IPSA *Security Funding Application* form
- Submit to IPSA:
 - Application Form
 - Both completed self-assessment checklists and quotes

Lone worker device

- Select your preferred supplier
- Contact them direct to arrange service
- Inform IPSA of choice
- Submit claim for costs

Enhanced measures

- Contact your local Police Commander
- Use the police security assessment to obtain two quotes for works
- Complete the IPSA *Security Funding Application*
- Submit to IPSA:
 - Application form
 - Both quotes for work
 - Full police security assessment

IPSA will assess your application and notify you of the total funding approved within 10 working days



The security assistance fund will be available for you to reclaim the cost of the approved application. You can claim reimbursement or use your payment card