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Repayment of Advance Loans

If you have an Advance Loan, this is a reminder that any amount outstanding by the close of Tuesday 31 March will be published in September. To ensure you repay by the deadline therefore, please note that:

- Where you intend to repay by cheque, this needs to be **received by us before the close of business (17:00hrs) on the 31 March 2015**. Please include a covering note stating that the cheque is to repay the advance loan and make the cheque payable to IPSA.
- Where you intend to repay by electronic transfer we need to have received the money in our bank account **before the end of 31 March 2015**. Please bear in mind that electronic bank transfers can take up to 3 working days. Please pay sort code 60-70-80 and account number 10012524 and use 'L1' and your name as the reference so we can identify the payment.

Business Rates Relief

It has been brought to our attention that some MPs may be eligible for small business rates relief, which could provide a significant saving on your office costs. Small business rates relief vary in their amount across the country and we would encourage you to check this out. For more details you can visit www.gov.uk/apply-for-business-rate-relief/overview or contact your local council.

If you do receive a refund for business rates that have been claimed from us, you will need to repay it to us. This repayment will be allocated against your Office Costs Expenditure budget accordingly.

Publicly Funded Websites

We would like to remind you that any website that is funded by us can only be used to support the running of your parliamentary and constituency office. It must not be used to host or promote any party political or campaign material, including:

- embedded feeds from social media that is used primarily for campaigning;
- soliciting donations or volunteers for your campaign;
- campaign logos and graphics; and
- promoting your campaign party website.

If you do wish to use your IPSA funded website for campaigning in the period prior to the election you must repay the proportion of costs relating to the period it contains this content. More information and guidance on campaign costs and making repayments can be found on our [General election website](#).

MPs' staff pay policy and pay bands

The public sector pay policy for 2015-16 continues to be that pay increases will be capped at an average of 1%. When setting the pay for their staff, MPs should continue to have regard to the terms of this policy. We do not expect to receive any requests for salary increases for MPs' staff that exceed an average of 1%, except where there is evidence that the staff in question have taken on significant extra responsibilities.

We have also increased the pay band maxima by 1% for staff on IPSA contracts, to give MPs room to provide pay rises in line with public sector pay policy to those staff at or near the top of their pay band. We have also increased the minimum of one of the pay bands ('Administration 1' for London Area) by 1% to ensure that it sits above the London Living Wage. The revised pay bands for 2015-16 are attached for your reference. These will also be made available on our website in the new financial year.

IPSA Contact Details

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