

05 April 2016

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(1) New edition of the Scheme

We recently published the new edition of the [MPs' Scheme of Business Costs and Expenses](#) ('the Scheme'). This is the eighth Edition of the Scheme and it came into effect from 1 April 2016 for the duration of the 2016-17 financial year.

Copies of the new edition of the Scheme are available for collection at the Vote Office or on our website: www.parliamentarystandards.org.uk.

You can view a summary of the latest edition [here](#).

We will be conducting a full review of the Scheme this summer, with a public consultation also being carried out. Any changes arising from the consultation will come into effect on 1 April 2017.

(2) Year – End guidance

We previously issued guidance on managing your finances at the end of the financial year. In summary:

As usual, you have 90 days to submit all claims at the end of 2015-16.

- As always, any claims submitted after the 90-day period will not be paid.
- You will have two weeks to resubmit claims if we return them to you asking for additional information.

But:

- You must submit all claims by **15 April 2016** for the sums to be deducted from your 2015-16 budgets. This date is also the payroll cut-off date.
- All eligible claims submitted after 15 April 2016, and within the 90-day period, will still be paid, but deducted from your 2016-17 budgets.

If you have any claims for costs incurred before the 15 April but for which you have not or will not receive the invoice before the 15 April deadline, then please [complete the year - end goods and services recording form](#) on the IPSA website to ensure these costs come out of the 2015-16 budget.

If you wish to submit claims on the expenses system for this financial year (2016-17), please do so as normal and just ensure that the transaction date is from or after 1 April. These will then automatically be deducted from your 16-17 budgets.

(3) New staff costs calculator

We have produced a [new annual and monthly staff costs calculator](#) to help you forecast spending from your staffing budget.

In previous years we published separate calculator spreadsheets for monthly and annual costs. However, for 2016-17 we have created a single spreadsheet calculator with two tabs: one for monthly and the other for annual figures.

It is important that you use this new tool if you wish to forecast spending from the staffing budget for 2016-17, as the new tool takes into account potential changes to staffing costs (e.g. National Insurance contribution changes) in this new financial year.

(4) Staff salary ranges for 2016-17

We have announced and published revised salary ranges for MPs' staff for 2016-17. You can find the information [here](#). As mentioned in a previous bulletin, we have increased the Staffing Expenditure budget by 1% for 2016-17, in line with the pay policy for the wider public sector.

If MPs wish to increase the pay of their staff by more than the public sector policy of 1%, then that is a matter for them. We note that public sector average earnings have increased by 1.3% (in the year to October 2015) and that some MPs may wish to offer an equivalent increase in pay to their staff. Most MPs should be able to cover this within the standard Staffing Expenditure budget for 2016-17.

For those few MPs who wish to offer staff members pay increases of up to 1.3% but who are already at or near the top of their Staffing Expenditure budgets, we will consider these on a case-by-case basis through our contingency funding process.

When setting the pay for their staff, MPs should be mindful of the wider economic climate. As such, we would not expect to receive requests for salary increases for MPs' staff that are above 1.3%, except where the staff in question have taken on significant extra responsibilities or a change in role.

(5) Westminster drop-in sessions

We will be holding more drop-in sessions for MPs and staff to meet face-to-face with IPSA staff.

These are a good opportunity to meet with us and ask any questions you may have about IPSA systems, processes, and rules. See below for dates, times, and locations of these sessions.

13-Apr-16	Drop in session	Room W2 Westminster Hall, 3.00 – 4.00 PM
20-Apr-16	Drop in session	Room W3 Westminster Hall, 3.00 – 4.00 PM
20-Apr-16	Security drop in - PCH	PCH stall, 11.00-3.30PM
27-Apr-16	Drop in session	Room W4 Westminster Hall, 3.00 – 4.00 PM
04-May-16	Drop in session	Room W2 Westminster Hall, 3.00 – 4.00 PM
11-May-16	Drop in session	Room W2 Westminster Hall, 3.00 – 4.00 PM
25-May-16	Drop in session	Room W2 Westminster Hall, 3.00 – 4.00 PM

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