

## How to employ a new member of staff

MPs must send the relevant documentation to IPSA by the 15th of each month, which is the cut-off date for payroll changes to be actioned. We will communicate any variations to this date well ahead of time.

You must make sure that all your staff have the correct employment status, to ensure that the correct tax and National Insurance contributions are paid. We recommend that all MPs read the [www.gov.uk/employment-status](http://www.gov.uk/employment-status) for HMRC advice on employment status.

## Managing the Staffing budget

The budgets are based on an assumption of four full time equivalent staff covering a range of functions, including office management, administrative support, casework and research.

MPs can decide exactly how they deploy the resources.

## What does the staffing budget cover?

- Staff salaries, employers' contributions to National Insurance and employers' contributions to pension schemes.
- Payments to pooled staffing resources.
- Payments for bought-in services (e.g. agency staff)
- Overtime payments.
- Payments for childcare vouchers or salary sacrifice schemes.
- Modest reward and recognition payments.
- One-off health and welfare costs e.g. eyesight tests and occupational health assessments.
- Incidental expenses for volunteers.

## **2017/18 Staffing budget:**

London Area MPs	<b>£161,550 per annum*</b>
Non-London Area MPs	<b>£150,900 per annum*</b>

\* New MPs will receive 10 months of each budget in 2017-18, to cover from June 2017 to 31 March 2018.

Please visit our website [www.theipsa.org.uk](http://www.theipsa.org.uk)

### Useful contacts:

IPSA information line – 020 7811 6400

E-mail – [info@theipsa.org.uk](mailto:info@theipsa.org.uk)

Twitter - @IPSAUK 

Members HR Advice Service – 020 7219 2080

# Employing staff

A quick guide: what you need to know and how we will support you.

This is not a comprehensive statement of the rules and has no status other than an explanatory one. Full details of the rules can be found in the current edition of The Scheme of MPs' Business Costs and Expenses ('the Scheme').

## **What is the Staffing budget for?**

IPSA provides you with a Staffing budget to meet the costs of employing staff. We also provide a payroll service, which will pay you and your staff. The Staffing budget is a capped budget which means you cannot spend over the budget limits set out overleaf.

The Staffing budget allows you to employ staff to support you in the performance of your parliamentary functions. MPs are the employer and are responsible for managing their staff. The House of Commons Members' HR Advice Service provide HR advice to MPs. IPSA provide payroll services, model contracts and job descriptions. IPSA also sets the pay range for each job.

A full list of the costs the Staffing budget can be used to meet is in chapter seven of The Scheme of MPs' Business Costs and Expenses.

IPSA will not pay for any staff identified as connected parties who are employed from 8 June 2017.

For the purposes of the Scheme, a connected party is defined as:

- a spouse, civil partner or cohabiting partner of the MP;
- parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew or niece of the MP or of a spouse, civil partner or cohabiting partner of the MP; or
- a body corporate, a firm or a trust with which the MP is connected, as defined in section 252 of the Companies Act 2006.

The Staffing budget cannot be used to pay for any party political duties.

This leaflet explains how to put staff on to the IPSA payroll.

**Please note: staff salaries, staff pensions and employer National Insurance contributions come from the Staffing budget.**

## **What does IPSA provide?**

IPSA provide model contracts and job descriptions (on the website), and these must be used for all new staff. This is to ensure that all members of staff have a proper contract and an agreed job description. We also set pay ranges for each job description and provide payroll services to MPs and their staff.

Members' HR Advice Service (run by the House of Commons) provides HR advice to MPs in their role as employers, for example on staff recruitment, redundancies and employment law. MPs can contact 020 7219 2080 or [membershr@parliament.uk](mailto:membershr@parliament.uk) for HR advice on

## **Paid staff**

For each new member of staff, you must provide us with the following:

- a signed original contract (sample contracts for permanent, fixed-term and casual appointments are provided on our website);
- employee new starter form;
- job description; and
- a P45 or HMRC Starter checklist

The documents and tools required to employ staff can be found on the 'IPSA for MPs' section of our website [www.theipsa.org.uk](http://www.theipsa.org.uk)

## **Interns**

MP may employ interns under a casual or fixed term contract. They must be paid at least the National Minimum Wage.

## **Volunteers**

MPs who engage volunteers, can claim for reasonable travel and food expenses, if they have completed and signed the model volunteer arrangement found on our website. The arrangement places no contractual obligations on the part of the MP or the volunteers.

## **Pooled research services**

Some political parties have associated organisations which offer pooled research services to their MPs. The cost of this service can be claimed from the staffing or office budget.

## **Staff pensions**

All MPs' staff are eligible to join a pension scheme provided by Legal & General. This is a non-contributory scheme, into which IPSA (on your behalf) will pay 10% of your staff's gross salary. All MPs' staff on permanent, fixed term and casual contracts will be automatically enrolled.

## **Reward and recognition for staff**

MPs must not use any of the budgets to award bonus payment to staff. Up to £1000 per annum, reward and recognition payments are permitted, for exceptional work carried by staff. Reward and recognition payments to staff will be published in accordance with our publication policy.

Employees who are connected parties are not eligible to receive reward and recognition payments.