

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

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## Other Assistance

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').

## **Disability Assistance**

Disability Assistance may be claimed by any MP for additional expenditure incurred in the performance of their parliamentary functions which is reasonably attributable to a disability of an MP, a staff member, a job applicant or constituents visiting the office or surgery.

You can claim for the costs of any 'reasonable adjustments' required by the Equality Act 2010 including staff costs, IT and other specialist equipment, necessary adjustments to your office or accommodation. Claims for disability assistance can only be made to support the performance of their parliamentary functions outside the parliamentary estate.

When you make a claim for disability assistance, you must include a clear statement of the nature of the disability in question and the assistance required. It will not always be necessary for MPs or staff to undergo an assessment of their disability in order to determine what reasonable adjustments are required, though it may be required in some circumstances.

If an MP or staff member has a temporary or minor injury which does not constitute a disability, it may be more suitable for them to claim for any required additional assistance from the contingency fund.

This budget is not capped. However, we recommend that you contact us for prior approval for any claims made for disability assistance, especially if there are large costs involved. All applications will be assessed on a case by case basis.

We do not publish any details concerning the Disability budgets. Instead, we publish the aggregate total claimed by all MPs each financial year.

## **The Contingency Fund**

Contingency funding allows a degree of flexibility on funding to deal with the wide variety of exceptional and unpredictable circumstances that MPs may encounter, representing very different constituencies across the UK.

You may apply to IPSA for a contingency payment, under the following circumstances:

- a. where you have incurred a cost, or liability for a cost, which is not covered by the Scheme, but which you consider to be in support of your parliamentary functions;
- b. where your spending under a particular budget has exceeded or may exceed the budget limit for the year and you consider this to be the result of exceptional circumstances.

Where possible, you should make an application for contingency before you incur the cost. You must complete the application form for contingency payments which is on IPSA's website.

We assess every contingency application on a case by case basis. For transparency, we publish all contingency applications (successful or not). The panel will take the following points into consideration when making its judgement:

- a. whether there are exceptional circumstances warranting additional support;
- b. whether the MP could reasonably have been expected to take any action to avoid the circumstances which gave rise to the expenditure or liability; and
- c. whether the MP's parliamentary functions will be significantly impaired by refusal of the claim

## **Pre-approved contingency**

We have pre-approved certain costs to come from the Contingency budget. These include:

- removal costs for a constituency office or accommodation; and
- Welsh translation costs for MPs representing Welsh constituencies