



25 January 2018

This bulletin contains information on:

- [Year-end Guidance](#)
- [Office Premises Survey](#)
- [Delegated Access](#)
- [House of Commons Events](#)

Year-end Guidance

We have written to you with important year-end guidance. You can also view the information [on our website by clicking here](#).

The year-end process is vital for ensuring that costs are allocated to the correct financial year. It is the MP's responsibility to ensure this is followed appropriately. Failure to do so could risk overspending on budgets. Please contact your account manager if you would like further advice or assistance on completing the year-end form.

Office Premises Survey

As mentioned in the last bulletin, this year we will be doing some research about the cost, type and quality of constituency office accommodation used by MPs and their staff. To help with this, we have launched a survey for you to tell us about your experiences. Your feedback will form an important part of this research and help inform future policy making. It should take around 5 minutes to complete the survey and you can take part [here](#).

Delegated Access

The next phase of IPSA Online, which will launch later this year, will allow nominated individuals to approve time sheets. Furthermore, we are currently testing a feature to allow delegated access to staff budget reports. We hope to be able to make the staff budget report feature available shortly.

In the meantime, only MPs can approve time sheets and view staff budget reports. If you would like advice on how to share information securely, without sharing your log-in details, please contact the Parliamentary Digital Service on 020 7219 2001 or digitalsupportdesk@parliament.uk.

House of Commons Events

The dates of House of Commons Roadshows and MP Office Workshops, which IPSA participates in, have been added to the IPSA Online homepage calendar.

Please note, the date of the next London Roadshow has changed to 23 March.

The House of Commons' [training site can be accessed here](#) if you have a Parliamentary network account.

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