



30 March 2017

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Unforeseen costs

In light of last week's tragic events, we want to provide you with information that will support you in your work at this difficult time.

We recognise that you may have changed your plans and needed to stay in London with little notice. Please note that any MPs and their staff (including London area MPs) affected by the events last week can claim the following:

Hotel stays

- You can claim for a hotel and use the 'late night hotel' expense code.
- Please make sure the date is clear.
- In the details field you can put wording to the effect of 'unforeseen overnight accommodation required'.
- If you were unable to find a hotel within the £150 limit please add this into the notes field and we will accept the higher costs within reason.

Taxi travel

- You can claim for any journey to your accommodation including London area homes.
- You can claim this from the travel budget as normal. The detail should read 'unforeseen taxi required'. Please note that this information will be published. Alternatively, it can be claimed from the security budget which would not be

published. If you do not have this expense type open to you yet, call us and we will open this budget for you.

- We will pay for any travel cancellation and re-arrangement fees. Please make sure the dates are clear. The detail should read 'cancellation required due to unforeseen circumstances'.

Funding for security measures

IPSA takes the security of MPs and their staff extremely seriously. IPSA will always fund the appropriate measures to make sure that MPs and their staff can carry out your jobs safely. We receive recommendations on appropriate measures and standards of security from the police, including the counter terrorism divisions. The standard package of security measures has been recommended by the police for all MPs and we will fund any additional measures required which they recommend.

If you have any queries about installation and progress of the standard package of measures, please contact Project SAFE via the Parliamentary Security Department on **020 7219 2244**

Publication and MPs' safety

In light of recent events, **we have decided that we will now no longer publish any information about the places MPs travel to or from when they claim mileage.** In addition, we plan no longer to publish MPs' landlords' names. We have never published full addresses. We will look at how we might redact the names of landlords already on our website.

IPSA does not publish, and will always redact, MPs' personal data in line with the data protection principles of the Data Protection Act. IPSA does not publish any details concerning the security expenses or arrangements of individual MPs. Instead, we release the aggregate total claimed by all MPs each financial year. For a full list of what is and isn't published [please read our publication policy here](#).

On 20 February we sent out a bulletin to all MPs and MPs' staff that included guidance on submitting mileage claims. Although our publication policy has changed, this guidance provides clarity on what information IPSA still requires from you to validate your claims. You can [view this guidance here](#).

Staffing costs

We have written to those MPs who we believe employ staff whose annual salary falls below the minimum of the new pay scales which come into force from 1 April 2017. We will automatically increase these to the new minimum. It is the responsibility of MPs, as the employer, to make sure that staff are aware of the changes.

If you have been written to and believe that any of the information on the letter is incorrect, or if you haven't received a letter and you believe you should have, please contact your payroll officer.

New system

Later this year, IPSA will launch a new integrated system that allows MPs and their offices to more effectively manage expenses, budgets and staff. It will provide MPs' offices with complete data, including access to near real time information about their budgets and claims.

To enable us to provide the best service possible to MPs and their staff and to ensure that you maximise the benefits you and your office will receive from the system, we require you to provide some new information about your staff's work schedule.

[Click here to read more about what is happening and what information we require from you](#). Please make sure you read the details on the web page and provide us with any necessary information by **Thursday 13 April 2017**.

Online expenses system unavailable – essential maintenance

Due to essential maintenance, the online expenses system will be unavailable from Friday 31 March to Monday 3 April. Apologies for any inconvenience this may cause. You will still have until **Thursday 13 April 2017** to submit claims for the 2016-17 financial year, in line with [the year-end guidance that has previously been issued](#).

Financial statements

We will not be issuing financial statements this month whilst we continue to pro-rate and allocate costs over the financial year end. If you would like to be updated on the status of your budgets then please contact your account managers.

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