

Staff Benefits Guidance

F1. Eye Tests and Glasses (Scheme 7.4g)

MPs' Staff using Visual Display Units (VDU) in the performance of their parliamentary functions can claim for the cost of an eye examination and glasses, in accordance with the Health and Safety Display Screen Equipment Regulations 1992. Employees must first seek authorisation from their employer (MP) before making any purchases and will be reimbursed in accordance with the scheme.

If you need further advice on how much you are able to claim, please contact Members HR on 0207 219 2080 or at membershr@parliament.uk

F2. Cycle to Work (Scheme 7.4e)

This scheme hasn't been launched yet but it will be later during 2017-18. Further information will be provided once this goes live.

F3. Season Ticket Loan

MPs' Staff can apply for an interest free season ticket loan, which must be used to purchase an annual season ticket at a cost equal to or greater than the loan advanced.

The following terms and conditions apply:

- The loan must be recovered by salary deduction, maximum of 12 months
- A loan will not be advanced while any part of a previous season ticket loan remains
- The ticket must be for bona fide travel to and from work
- IPSA reserves the right to request proof of purchase
- MPs' Staff must have completed probation

The form [here](#) must be completed by the staff member and authorised by the MP, it should then be emailed to payroll@theipsa.org.uk

F4. Bicycle Loan

MP's and their staff can apply for an interest free bicycle loan, which must be used to purchase a bicycle at a cost of equal to or greater than the loan advanced.

The following terms and conditions apply:

- The loan must be recovered by salary deduction, maximum of 12 months
- A loan will not be advanced while any part of a previous bicycle loan remains
- The bicycle must be for bona fide travel to and from work/station
- IPSA reserves the right to request proof of purchase
- MPs' Staff must have completed probation

The MPs' Staff form [here](#) must be completed by both the staff member and the MPs form [here](#) should be emailed to payroll@theipsa.org.uk

F5. Childcare Voucher Scheme (Scheme 7.4e)

A salary sacrifice childcare voucher scheme is available for MPs and their staff through Edenred, the provider. To view their website please click [here](#)

To apply for the scheme, staff members must complete this form {insert link} and email it to payroll@theipsa.org.uk

To amend the childcare voucher value or to stop it completely, staff members must complete this form {insert link} and email it to payroll@theipsa.org.uk

Changes to Tax-Free Childcare announced in the Budget on 8th March 2017 will begin from April 2017. These changes may impact MPs and their staff eligibility for Childcare Vouchers.

Here is a key summary:

1. The current salary sacrifice scheme will run alongside the Tax-Free Childcare, but individuals cannot be in both schemes at the same time.
2. The current salary sacrifice scheme will be closed to new entrants from April 2018.
3. By joining, or staying in the current sacrifice scheme, individuals can keep their options open, so they have the choice nearer the time. By April 2018, the ability to choose will end if an individual is not already in the current salary sacrifice scheme.
4. Anyone who joins the Childcare Voucher scheme before April 2018 can keep receiving the vouchers indefinitely beyond this date, in with the rules of the scheme.

F6. Give As You Earn (GAYE)

Give as Your Earn is a flexible way to enable staff members to donate to over 160,000 registered UK charities or to a local cause of choice, nationally or internationally through the Charities Aid Foundation (CAF).

If a staff member wishes to join this scheme, they must complete the form on our website which can be found [here](#) and the form should then be emailed to payroll@theipsa.org.uk