

Guidance Note to MPs: Staffing Expenditure and Employment of Staff

1. All Members' staff must be covered by employment contracts which are consistent with IPSA's model employment contracts and paid in accordance with the model job descriptions, salary ranges and this guidance note, unless IPSA is notified by 30 June 2010 of any exceptions in line with the Expenses Scheme. Exceptions can only apply to contracts of employment existing before 6 May 2010, not to new contracts after this date. Full conditions are stated in clause 8.5 of the MPs' Expenses Scheme.
2. In order for any new staff to be paid at the end of June 2010, they must be on the payroll by 15 June 2010. This means that signed contracts need to be submitted to IPSA and approved before 15 June. It is recommended that contracts should be as close as possible to the model contracts in order to expedite the administrative process.

Job descriptions and salary ranges

3. To find out the salary range for a particular member of staff you should pick the job description which fits best. You should select the appropriate salary range for the job, using the London area or national ranges below depending upon the work location of the staff member. The London area ranges will apply only to staff employed in the locations listed in Schedule 2 of the Expenses Scheme (this includes Westminster staff). There is a floor and a ceiling on the salary for each job type.

Members' staff salary ranges: London Area

Post	Salary Range (£s p.a.)
Office Manager	30,000 – 40,000
Senior Case Worker	23,000 – 31,000
Case Worker	19,000 – 28,000
Senior Parliamentary Assistant	33,000 – 42,000
Parliamentary Assistant	23,000 – 33,000
Senior Secretary	21,000 - 30,000
Junior Secretary	17,000 – 24,000

Members' staff salary ranges: National (excluding London area)

Post	Salary Range (£s p.a.)
Office Manager	26,000 – 37,000
Senior Case Worker	19,000 – 28,000
Case Worker	16,000 – 25,000
Senior Parliamentary Assistant	30,000 – 39,000
Parliamentary Assistant	20,000 – 30,000
Senior Secretary	18,000 – 27,000
Junior Secretary	15,000 – 22,000

4. Job descriptions for the following roles are provided: caseworker, senior caseworker, parliamentary assistant, senior parliamentary assistant, office manager, junior secretary and senior secretary. It is possible that none of the job descriptions will be an exact fit. You may need to 'blend' content from the model job descriptions to reflect the work that is to be undertaken.

Choosing a salary level

5. The top end of the salary range allows for experience and good performance to be rewarded, while the bottom end will be appropriate for a less experienced employee. We recommend that new staff with little relevant experience should be paid at or close to the bottom of the range. But you may want to pay a little more for a new employee with some relevant experience. In choosing a starting salary, Members must bear in mind equal pay legislation and the requirement for equal pay for work of equal value. Any differences in pay have to be capable of being objectively justified e.g. on grounds of experience and /or performance.

Bonuses

6. IPSA will not fund bonuses to staff – irrespective of whether they can be afforded from your budget.

Model contracts of employment

7. Prior to entering into a contract of employment, members are required to obtain IPSA's approval. IPSA has published model contracts of employment for three categories of employment: permanent, fixed-term and casual. Contracts must be consistent with the published model contracts. The casual staff contract should act as a model for the employment of paid interns. IPSA will only reimburse expenses to an intern if the intern has been given a contract which complies with a model contract.

Pensions

8. Members should ensure that contracts of employment issued to their staff are accompanied by the Pensions leaflet provided by the House of Commons. The Portcullis Pension Plan is a Group Stakeholder Pension Plan. An introduction to the Plan can be found on the Parliamentary intranet.

Budgeting

9. You are advised not to allocate the whole staffing budget initially. When budgeting, you should bear in mind that the staffing budget will have to pay for additional costs such as pension contributions, employer's National Insurance contributions and any overtime. The staffing budget will be reviewed annually taking account of available funding.