

IPSA Implementation Programme

Fourth meeting of the IPSA Implementation Programme Board – Minutes

09:00-11:00, 19 November 2009

102 Petty France, London

Present

Andrew McDonald (IPSA interim Chief Executive)
Vijay Rangarajan (Constitution Director, MoJ)
Marco Pierleoni (DG Finance and Commercial, MoJ)
Geraldine Terry (NED)
Keith Coleman (NED)
Pam Bland (MoJ Communications Directorate)
Duncan Campbell (HR adviser)
Matthew Hamlyn (HoC IPSA Team)
Arwa'a Abdulla (MOJ HQ IT Director) - Attending
Paul Kett (Programme Director)
Simon James (Programme Team)
Simon Edwards (Programme Team)

Simon Moore (Programme Team, for item 2) - Attending
Ruth Sloan (Programme Team, for item 3) - Attending

Matthew Osborne (Programme Team and Minutes)

The Programme Board meeting was chaired by Andrew McDonald, Programme SRO.

1. Previous Actions

- 1.1 The three active actions on the action log were closed. It was noted that action PB03-03 will form part of the 'to be' process development.

2. Proposed IT Solution

- 2.1 The Board were satisfied with the overall direction of the IT procurement strategy but raised concerns about whether the business requirements were sufficiently advanced to move to procurement.
- 2.2 It was requested that the assessment of the suitability of the Agresso system be considered and documented in more specific detail.

Action: A more detailed assessment of the suitability of the Agresso system will be conducted and documented.[03/12/09].

- 2.3 Information security was discussed and it was agreed that this function must be a priority when procuring an IT solution. The IPSA will deal with a range of sensitive information and personal data and it was essential this information was managed to a high standard.

Action It should be ensured that information security is a priority when procuring an IT solution. [03/12/09]

- 2.4 The Board agreed that a variegated approach is required to the 'non-complex' systems discussed. These also need to be more detailed, with decisions made on what stage of the programme they will be implemented and any risks that they carry highlighted.

Action: Greater detail to be determined and documented in relation to the 'non-complex' systems. This detail should include timescales for when they will be introduced and any risks associated with them.

- 2.5 It is critical that the business processes are closely linked to the IT project and it was agreed that work should be undertaken to ensure this. It was also suggested that the term 'case management' was confusing and that this should be changed to 'complaint management'.

Action: The Programme Director to provide assurance that the business processes and IT requirements were properly linked. [10/12/09]

3. Organisational Design / People Project update

- 3.1 Further work is required on clarifying IPSA's processes and defining the functions, particularly in relation to the extent of the provision of advice and guidance. The Implementation Programme and the House Change Programme were approaching a consensus on which functions will transfer to IPSA.

- 3.2 The approach to staffing IPSA was outlined, and in particular the options for those Operations Directorate staff affected. A preference exercise for affected staff would begin on 4 December 2009.

- 3.3 It was noted there was a need for clarity on what will be required in terms of staffing for IPSA on its establishment, and then when it was running as business as usual.

Action: For the organisational design team to design two organisational charts for the IPSA. One which sets out the IPSA's staffing requirements for when it first begins operations, and the second which sets out the requirements for the IPSA in its steady state. [02/12/09]

- 3.4 Given the different skills required in the establishment phase of IPSA the appointment of interim directors to the senior team was desirable. It would be equally though to get early clarity of the business as usual structures.

Action: A reference to information assurance should be added to the people vision. [26/11/09]

- 3.5 The costs of a new IPSA were discussed, and it was agreed that the cost of the current system and the proposed system should be documented and discussed in the context of the business case.

Action: The business case should include information on:

- a) the current Ops Directorate costs;
- b) the estimated cost of IPSA implementation;

- c) the estimated costs of IPSA in its steady state. [Simon James 09/12/09]

4. Implications of the CSPL Report and an update on the new chair of the IPSA

- 4.1 The Board was updated on the new announcement of the Chair-designate, Professor Sir Ian Kennedy. Sir Ian had been considering IPSA's vision and would await the appointment of the remaining IPSA Board Members before making decisions of substance. He would be spending the next few weeks meeting a number of stakeholders and observing the appointments process for Board members.
- 4.2 It was noted that the appointment of the remaining members would provoke further media interest and that the Programme Team were prepared for this.
- 4.3 Turning to the CSPL report a brief summary of the main recommendations was provided by the Programme Director.
- 4.4 The CSPL report raised a number of questions that were not decisions for IPSA, but could have an affect on the IPSA in the short or long term, in relation to changing the functions of the IPSA. Whether legislation was passed in the short term to achieve these changes, it was noted that adapting the form of the IPSA during the implementation period would risk slowing the already challenging timetable. It was therefore felt there was no reason the changes could not be made, the key question would be timing of commencement.
- 4.5 An agreement on whether the IPSA would have a Commissioner for Parliamentary Investigations as currently envisaged was deemed to be particularly crucial given the need for an appointments process. It was felt the aims of the CSPL report in this area could be met by not commencing section 8 of the PS Act.
- 4.6 It was noted that Sir Thomas Legg's Report was expected before the end of the year and would inevitably thrust expenses back under the public spotlight.

5. Highlight report

- 5.1 The IPSA Finance team is currently working closely with The Stationery Office and the House, in order for the Speaker to lay the request for resources (New Estimate) before the House of Commons on or around the 24/11/09.
- 5.2 It was noted that the estimate is likely to attract media attention but it was an essential financial process. Clear communications would be needed to explain the purpose and detail of the estimate.
- 5.3 An overview of the highlight report was given.
- 5.4 It was noted that a preferred home for the IPSA had been identified, subject to commercial negotiation achieving a deal which represented good value for money. Once agreed the location would be communicated to affected staff.

6. Forward Look

- 6.1 The forward look was noted, and a further item on business processes and IT added.

7. Any Other Business

- 7.1 Owing to time constraints the 'Highlight Report' was cut short. This will be placed higher on the agenda at the next meeting