

IPSA Implementation Programme

Second meeting of the IPSA Implementation Programme Board - Minutes
14.00 – 16.00, Tuesday 15 September 2009
Room 1.26 Steel House, 11 Tothill Street, London

Present

Vijay Rangarajan (Programme SRO)
Andrew McDonald (IPSA interim chief executive)
Marco Pierleoni (Finance)
Louise Woodford (Change)
Geraldine Terry (NED)
Annabelle Chalker (Comms)
Paul Kett (Programme Director)
Simon James (Programme Team)
James Gerard (Programme Team)
Ruth Sloan (Programme Team)
Ben Bridge (Constitutional Law)
Matthew Hamlyn (HofC IPSA team)
Jamie Rubbi-Clarke (Minutes)

Apologies

Duncan Campbell (HR)
Mark Buckmaster (Programme Team)

The second programme board was chaired by Vijay Rangarajan, Programme SRO. At the conclusion of the meeting the role of Programme SRO was taken over by the recently appointed IPSA interim chief executive, Andrew McDonald.

1 Welcome and Introductions

- 1.1 The Programme SRO in the chair welcomed the IPSA interim chief executive, Andrew McDonald, and introduced him to the Programme Board. Andrew was appointed to the post on 14 September 2009 and would take over SRO responsibility for the IPSA Implementation Programme at the conclusion of this programme board meeting
- 1.2 Apologies were noted from Duncan Campbell and Karl Bannister. Ben Bridge was welcomed in Karl's place.

2 Recent Updates and Highlight Report

- 2.1 The minutes from the PB01 were approved.
- 2.2 The Programme Director updated the Board on the developments within each of the three workstreams since the last Programme Board. He mentioned the appointments process in particular, as two milestones had been achieved, with the appointment of the interim chief executive, and placement of adverts for the IPSA chair and members.

3 Programme Objectives and Governance

3.1 Following comments at PB01 on being clearer on the scope of the Programme and the tasks within it, the revised vision was introduced, which gave separate visions for the programme, and IPSA itself, along with clarification on the responsibility for strategic objectives. There were several comments on drafting.

ACTION: The programme board advised the programme team to develop the IPSA vision more fully, rather than waiting for appointments of the chair and members, taking into account comments as at 3.3.

3.2 There was a discussion on the tolerances paper, and the roles of the interim chief executive and the Speaker.

ACTION: The Board asked for clarity in the approvals process for each task to be built into the Programme Plan as it was developed in detail.

3.3 A discussion followed on financial accountability and the transfer of responsibility as Accounting Officer to the interim chief executive.

ACTION: Clarification of when and how AO responsibility could transfer

4 Plans, Contingency and Risks

4.1 The Board discussed the Programme Plan, Key Risks, Contingency Plans, and a document on implications of an early General Election.

5 Risks

5.1 There was a discussion of risks, with several actions as below:

ACTION: Risks on communication events had been underestimated, and their probabilities should be reviewed.

ACTION: A Risk Workshop should be held.

ACTION: At future Programme Board meetings risks should be presented on an exception report basis.

5.2 It was noted that ownership of some risks may need to be escalated to the Board.

5.3 The considerable and impending work needed to prepare a transitional order was highlighted.

6 Elections Contingency Planning Paper

6.1 The Board discussed the possibility of a range of different election dates, with autumn dates recognised as low risk, but a very high impact event. The Board confirmed the Programme should continue to plan on the basis of a May 2010 election.

6.2 Particular attention was given to contingency around autumn dates, with a contingency option suggested of the House agreeing a very basic allowance scheme, to last for a defined period, which could be then transferred to the IPSA (using Section 13).

6.3 It was noted that if contingency plans for an autumn election were to be put in place, the amount of resource required would cause the programme to slip off plan. *ACTION: Further work to understand a contingency option for an autumn election and related resource impacts.*

6.4 Early Spring election dates were also considered, but it was agreed the risk was more manageable were it to occur.

7 Organisational Design and Estates

7.1 It was recognised that good work had been done to learn more about the current approach of the Operations Directorate, but that more attention should now be given to developing possible business models without the current constraints. It was suggested the programme look at a wide range of models, e.g. Scottish Parliament, and across the private sector.

ACTION: An organisation design 'to be' workshop to be held, with further development of a wide range of possible business models.

7.2 The Board noted the paper on Estates.

8 Budgets and Financials

8.1 The Programme Team introduced the Budget papers, and explained the three-stranded approach, with budgets developed for IPSA Implementation, IPSA Year Zero, and IPSA Year One.

8.2 It was noted that work had taken place on the current costs of the Operations Directorate, and that whilst costs were not directly comparable due to the structural differences, it would be used to inform the programme and the Board as required.

9 Communications Strategy

9.1 The Board noted the papers on a communications strategy and on a publication policy for both the IPSA, and the implementation programme.

ACTION: A proposed publication policy to be brought to the next Programme Board.

10 Forward Look

10.1 Dates of future meetings would be communicated in due course

11 AoB

11.1 The Programme Team apologised for the volume of paperwork, and noted that future meetings would require a more concise set of papers.

11.2 Upon taking SRO responsibility, the new SRO Andrew McDonald, thanked the programme team and Board, and noted the overall quality of the documentation.