

TO: IPSA Board

DATE: 9 March 2010

CC:

FROM: Andrew McDonald

TEL:

SUBJECT: Chief Executive's report

This paper complements the last weekly update sent to the Board on Thursday, 4 March.

Policy

1. The primary focus is on securing final decisions for the scheme. Policy decisions are being fed into the design processes for the various strands of the programme. This is enabling work to commence on inputting rules into IPSA's IT system, so that it can be customised to meet IPSA's specific needs in time for arriving staff to be trained prior to the election.
2. Alongside this work, we are refining the analysis which the Board received on the consultation responses, so that IPSA can formally report on the consultation at the same time as publishing the expenses scheme. This will also include an Equality Impact Assessment.
3. We are moving to higher gear in preparation of the launch. The Board has received a paper on the launch plan and an agenda item and papers about which have been tabled for the Board meeting.

Implementation Programme

4. Updates on the various strands, as follows

People



Recruitment interviewing for external appointments begins this week. Workshops took place last week for interviewers to ensure that they are fully briefed and working to high standards.

IPSA Estate

Work on the Portland House offices is on target and on budget. Staff are on schedule to move in on Maundy Thursday, 1 April. Agendas permitting, we may hold an event to welcome staff to the building on Wednesday, 31 March.

Systems and Processes & IT

We are working with training consultants to develop the training products, training courses and manuals to deliver IPSA induction, and training on the expenses scheme systems and processes and IT system.

Every member of IPSA team will go through the training starting in April. The purpose is for people to be multi-skilled and be able to undertake a range of roles. Training for the whole organisation will start on 6 April and be complete by 6 May.

MPs and MPs' staff -

We will in the next few days issue a tender for MPs travel cards, and for childcare vouchers.

Work has started on an IPSA handbook for all staff which will cover all operational and corporate procedures and protocols. We have also started developing scripts and procedures for the IPSA advice and assistance helpline.

The new IPSA website is due to go live this week. The name of the website will be: www.parliamentarystandards.org.uk.

The IT contract with Calyx UK Ltd. has been signed. Work on the IT system is progressing well. IPSA and Implementation Programme staff held had two very productive days of design workshops with Calyx.

Budget

5. Work is continuing on the Budget with the Speaker's Committee hearing now likely to be held on Wednesday 31 March. An agenda item and papers have been tabled for the Board meeting.

Consultation and media

6. Consultation responses were published on Friday.

Andrew McDonald