

**TO:** IPSA Board  
**CC:** See end  
**FROM:** Andrew McDonald  
**TEL:**  
**SUBJECT:** Chief Executive's Report

**DATE:** 29 April 2010

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**Issue**

1. Delivery status update on the IPSA Implementation Programme.

**Timing**

2. To be considered at the Board meeting of 29 April.

**Recommendation**

3. That you note progress being made to achieve IPSA operational readiness by 7 May.

**Background**

4. This paper provides a summary status update on progress being made by the IPSA Implementation Programme to achieve Operational Readiness by 7th May. The paper builds upon the update provided to the 15<sup>th</sup> April IPSA Board.

**Readiness Assessment**

5. There are 6 core projects underpinning programme delivery: (i) Policy; (ii) People; (iii) Estates; (iv) Systems and Processes; (v) Transition; (vi) Business Change. Each of these

will be discussed in turn. The following classification has been applied when providing a confidence rating:

- (a) **GREEN** – on track for delivery; no significant concerns
- (b) **AMBER** – recoverable slippage; delivery risk being mitigated
- (c) **RED** – significant risk to achieving 07/05/10 requirements

Not surprisingly the areas that have greatest delivery risk and concern are those with greatest level of 3<sup>rd</sup> party dependency – i.e. cannot be fully controlled.

**It should be noted that the Implementation Programme remains on track to deliver all key milestones by 7 May, but the timetable remains ambitious and we now have no room for slippage.**

#### 6. Policy Project: **GREEN**

- ✓ Guidance to underpin the Expense Scheme is well underway and targeted for completion by 30/04/10. The Guidance will be made available on [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk) by May 5<sup>th</sup>.
- ✓ Consultation on the Publication approach to be followed by IPSA is well in-hand and will be progressed with the required stakeholders post election.
- ✓ Solid progress being made on Compliance Officer investigative processes and protocols. This will similarly entail consultation with nominated stakeholders post-election.
- ✓ IPSA is in process of finalising model employment contract(s) and role descriptions for new staff of MPs.

#### 7. People Project: **GREEN**

- ✓ External Recruitment is largely progressing to plan with provisions being made to ensure all key posts filled in time to be operational for May 7th.

✓

✓

## 8. Estates Project: GREEN

- ✓ Portland House occupied to schedule on 29/03/10 with final snagging to be addressed by end April and handed over to IPSA Facilities Manager.
- ✓ The facilities at Steel House will be handed over to the MOJ on May 15<sup>th</sup>. The Business Suite premises being used within MOJ HQ are on target to be relinquished by the programme team on June 30<sup>th</sup>.

## 9. Transition Project<sup>1</sup>: GREEN

- ✓ Payroll testing is well advanced using a suitably representative Live data set. Testing will continue to the point of the first payment run on May 28<sup>th</sup>.
- ✓ Provisions are in hand to capture required information from new MPs immediately post election.
- ✓ *Operational Working Agreements* to underpin the post-launch collaboration on administrative matters between IPSA and the House are drafted and awaiting final agreement.

## 10. Systems and Processes: AMBER

- ✓ Configuration of Corporate Services ICT systems (i.e. Finance, Payroll and HR) were completed to schedule and are now in the User Acceptance Testing stage.
- ✓ On-line expenses system delivered to schedule on 19/04/10 and is now in User Acceptance Testing. We remain on track for completion but we now have no room for slippage should we turn up unexpected problems.
- ✓ Infrastructure and application penetration testing on track for week commencing 26/04/10.
- ✓ Systems security accreditation and information assurance checks well in hand and on-track for May 5<sup>th</sup>.
- ✓ ICT requirements for publication of expenses on-line are now under evaluation.

## 11. Business Change: AMBER

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<sup>1</sup> Transition Project scope is limited to ensuring (i) a smooth transfer of responsibility for administering pay and expenses operational activity from the House to IPSA; (ii) that IPSA has the House data it requires to become operational; (iii) that there are clear Operational Working Agreements between IPSA and the House post launch.

- ✓ Change Approach and Training Courses for IPSA staff complete and core operational handbook complete.
- ✓ Approach to inducting MPs onto new scheme agreed and materials prepared.
- ✓ Dress- rehearsal of New Members Reception event scheduled for 26/04/10
- ✓ Plans for training of MP Staff in Expenses at Work ICT system in process of being finalised.

12. The following controls are in place on the Implementation Programme and are effective:

- ✓ Structured governance and independent assurance.
- ✓ Programme Planning – end to end plan with milestones and key dependencies actively tracked.
- ✓ Risk Management – weekly reviews of risks across all projects and active challenge to ensure mitigation being progressed.
- ✓ Weekly progress reporting to ensure transparency