

TO: IPSA Board
CC:
FROM: Andrew McDonald
TEL:

SUBJECT: Chief Executive's report

DATE: 23/03/10

This paper complements the last weekly update sent to the Board on Thursday, 11 March.

Policy and publication of scheme

1. The primary focus is on finalising the scheme and report. Policy decisions continue to be fed into the design processes for the various strands of the programme. This is enabling work to progress 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. Following the Board meeting a detailed time-table will be circulated covering the programme of activities over the next few days, including the various printer deadlines.

Implementation Programme

3. Brief updates on the various strands, as follows

People

We are seeking to recruit an interim Compliance Officer to be in place by 7 May. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

IPSA Estate

The work on Portland House is nearing completion. It has remained on time and on budget. Staff are due to move in next Monday, 29 March. The previous problems with BT has been resolved.

Systems and Processes & IT

HR and payroll designs are being finalised and will be signed off shortly.

The expenses system workshops have resulted in a successful initial configuration, a demonstration of which was given to the IPSA and the Programme teams last week. A convenient date to demonstrate the system to Board members are being explored.

The majority of the hardware has now been ordered and equipment is being delivered and installed at the hosting centre so that testing can begin.

Business change

[REDACTED]

Detailed training plans for MPs, MOs' staff and IPSA staff have been developed.

An updated travel card specification has been released on the Office of Government Commerce framework.

[REDACTED]

The IPSA advice and guidance function is being refined further, with new core scripts and workflows. This strand is working closely with the IP suppliers to ensure they fully relate to each other.

The staff handbook is being developed further to include sections on whistle blowing and performance management.

Transition

Work is in hand to ensure a secure transfer of data from the House to the IPSA payroll system. Members of Parliament are being kept informed about the administrative aspects of the transition.

4. A paper has been tabled for the Board meeting on the time table for Go Live.

Budget

5. Work is continuing on the Budget and, in particular, the operational and cost implications of the detail of the scheme. A paper has been tabled for discussion at the meeting.

Launch preparations

6. A paper on the launch has been tabled for the Board meeting for discussion. The intention is for the budget to be published next Monday on the same day as the launch.

Andrew McDonald