



## Minute

### Minutes of a meeting of the Board of IPSA Thursday 19 June 2012

Present	Sir Ian Kennedy (chair) Sir Scott Baker Jackie Ballard Ken Olisa Isobel Sharp  Andrew McDonald, Chief Executive Belinda Brown, Head of Performance and Assurance [items 1 – 3] Bob Evans, Director of Finance Anne Power, Director of Communications [items 1 – 3] John Sills, Director of Policy [item 4]	Mark Anderson, Communications Manager [items 1 – 3] Briony Carew, Assistant Policy Manager [item 4] Tony Lord, Head of Policy [item 4] Lucy Pickering, Acting Policy Manager [item 4]  Nick Lee, Head of Board and Chief Executive Office Andrew Singleton, Assistant Private Secretary [items 4 – 8]
Apologies	None.	
Status	Approved for publication at the meeting of the Board on 17 July 2012.	
Publication	Approved for publication.	

## 1. Welcome

- 1.1. The Chair welcomed the Board to the meeting.
- 1.2. There were no new declarations of interests.

## 2. Minutes of previous meetings and matters arising

*IPSA/190612/1A – Minutes of a meeting of the Board of 15 May 2012; IPSA/190612/1B – Minutes of a meeting of the Board of 22 May 2012; IPSA/190612/1C – Minutes of a meeting of the Board of 28 May 2012; IPSA/190612/1D – Minutes of a meeting of the Board of 7 June 2012; IPSA/190612/1E – Action list*

- 2.1. The Board approved, with minor amendments, the minutes of the meeting of the meeting of the Board of 15 May 2012 for publication.
- 2.2. The Board approved, with minor amendments, the minutes of the meeting of the meeting of the Board of 22 May 2012.
- 2.3. The Board approved, with minor amendments, the minutes of the meeting of the meeting of the Board of 28 May 2012.
- 2.4. The Board approved, with minor amendments, the minutes of the meeting of the meeting of the Board of 7 June 2012.

**Nick Lee to circulate an amended draft of the minutes of the meeting of the Board of 7 June 2012 (by 26 June 2012).**

**Nick Lee to arrange for publication of the amended minutes of the meeting of the Board of 15 May 2012 (by 17 July 2012).**

- 2.5. There were no further matters arising.

**3. Speaker's Committee for the IPSA: Report on progress**

Estimate 2012/13

3.1. The Chief Executive reported that:

- following the meeting attended by the Director of Finance and Corporate Services the previous week, there had been a further meeting of the Speaker's Committee for the IPSA (SCIPSA) the previous day and that IPSA's Estimate had, at that meeting, been approved; and
- in approving the Estimate he also expected the SCIPSA to make a number of specific points for IPSA to consider in formulating the Estimate for 2013/14.

3.2. The Board expressed its thanks to the Head of Performance and Assurance, Director of Finance and Chief Executive for their work in securing the approval of IPSA's Estimate for 2012/13.

#### **4. Pay and pensions: Trends and options for reform**

- 4.1. The Board welcomed a presentation from DLA Piper and Hymans Robertson, setting out the trends with respect to public- and private-sector pay and pensions.
- 4.2. The Board agreed to schedule a further discussion of its work on MPs' pay and pensions, informed by the presentation it had received and further advice, and allowing time for discussion of the principles and priorities that would underpin its work.

**Nick Lee to schedule a further Board briefing on, and discussion of, the principles and priorities that would underpin its work on MPs' pay and pensions (by 17 July 2012).**

#### **5. Review of Board's forward agenda**

*IPSA/190612/3 – Review of Board's forward agenda*

- 5.1. The Board agreed to carry over the review of its forward agenda to its meeting on 17 July 2012.

#### **6. Finance report**

*IPSA/190612/5 – Finance Report*

- 6.1. The Director of Finance and Corporate Services reported that, while MPs' expenditure was slightly below that which had been forecast, it was still too early to determine trends in expenditure.
- 6.2. The Board noted the Finance Report.

#### **7. Compliance Officer's report**

*IPSA/190612/6 – Compliance Officer's report*

- 7.1. The Board noted the report of the Compliance Officer.

## 8. Chief Executive's report

*IPSA/190612/7 – Chief Executive's report; IPSA/190612/8 + annexes – Board Update*

### Operational performance

8.1. The Chief Executive reported that:

- the poorer-than-expected performance with respect to the validation of MPs' claims in April now meant that the attainment of the KPI for validation for the year highly unlikely;
- since these issues had arisen, a number of steps had been taken to avoid them arising again in the future; and
- a review of the validation KPI was, in any case, now under way and he would bring forward further proposals at the meeting of the Board on July 2012.

8.2. The Board agreed changes to the KPIs with respect to levels of assurance and errors identified on review, reflecting changes in IPSA's validation processes.

### Mortgage interest

8.3. The Chief Executive reported that:

- there were a number of MPs who now owed IPSA a portion of the capital gain on a property subject to the transitional mortgage interest subsidy; and
- a further paper, confirming the arrangements for the end of the subsidy and – if it were necessary – the recovery of the taxpayer's share of any capital gain if repayments were not forthcoming, would be considered at the meeting of the Board on 17 July 2012.

**John Sills to provide a paper confirming the arrangements for the end of the transitional mortgage interest subsidy and for the recovery of capital gains (17 July 2012).**

### Accommodation

8.4. The Chief Executive reported that:

- a firm offer with respect to IPSA's accommodation had now been received; and

- this offer would now be considered, taking into account IPSA's savings targets and the possibility of receiving other, more generous, offers, before reaching a final decision; and
- it might be necessary to move quickly, acting on imperfect information, to secure a deal.

Pay and pensions - timetable

- 8.5. The Board agreed to review the options and practical implications of changing the timetable of IPSA's work on MPs' pay and pensions.

**Tony Lord to provide a paper setting out the options with respect to changing the timetable of IPSA's work on MPs' pay and pensions (by 22 June 2012).**

Administration strategy

- 8.6. The Chief Executive agreed to consider a proposed change to the administration strategy.

**Andrew McDonald to review the administration strategy in the light of the Board's comments (by 17 July 2012).**

**9. Any other business**

- 9.1. There was no other business.

*Meeting closed.*