

**Minutes of the IPSA Board Meeting – 16 November 2010**

**Present:** Sir Ian Kennedy (Chair)                      Andrew McDonald (Chief Executive)  
Scott Baker    Philip Lloyd (Director of Finance)  
Jackie Ballard     John Sills (Director of Policy)  
Ken Olisa     Anne Power (Director of Communications)  
Isobel Sharp     Alex Jary (Operations)  
   Belinda Brown (Performance and Governance)  
   Martyn Taylor (Secretariat)  
   Kiran Virdee (Secretariat)

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**1. Welcome**

1.1. The Chair welcomed Board Members.

**2. Minutes and matters arising**

Paper: Minutes; Board update

- 2.1. The Board approved the minutes of the 19 October Board meeting, subject to some minor amendments. The Board requested a check-list of the status of actions to be taken to be considered alongside the minutes at future meetings.
- 2.2. The Board considered the Board update. The Board agreed an amendment to the key performance indicators. The Board requested a cover sheet to accompany the key performance indicators in future, to ensure that any significant points are brought to their attention.
- 2.3. The Board noted that the Vote of Account will be laid in the House of Commons on 23 November.

**3. Chief Executive's Report**

Paper: IPSA/161110/1

- 3.1. The Board considered a report by the Chief Executive.

- 3.2. The Chief Executive advised the Board that the formal Undertaking relating to the breach of data security in July 2010 had been published on the Information Commissioner's website.
- 3.3. The Chief Executive further advised the Board that:
- an announcement on the timetable for publication and IPSA's approach to publishing MPs' expenses claims would be made this week;
  - the first round of publication would commence in the week beginning 29 November.

#### **4. MPs' pay and pensions**

Paper: IPSA/161110/2

- 4.1. Jackie Ballard made a declaration of interest as a beneficiary of the Parliamentary Pension Scheme.
- 4.2. The Board considered the options presented in the paper. The Board noted that provisions enabling IPSA to take on responsibility for MPs' pay and pensions have yet to be commenced. The Board requested that they are kept up-to-date with developments.
- 4.3. The Board agreed:
- that MPs' pay and pensions should be considered together, but that this may not be possible in the short term; consequently
  - that consideration should be given to conducting first a short review to respond to issues in the shorter term, followed by a more comprehensive review on remuneration, taking the time required to do so;
  - that exploratory conversations now be conducted;
  - that a meeting with the Senior Salaries Review Board should be set up; and
  - that IPSA subsequently will conduct reviews on MPs' pay and pensions only once per Parliament.

#### **5. Resettlement grant – interim position**

Paper: IPSA/161110/3

- 5.1. The Board considered a paper on whether or not to make provisions for resettlement payments in the case of a General Election being held before the review of MPs' total remuneration has been completed. The Board recognised that there was a risk that certain people could be disadvantaged under the current rules.
- 5.2. The Board agreed:

- that the issue of interim resettlement payments should be included as part of the annual review in the Consultation on the MPs' Expenses Scheme;
- that further consideration should be given to the various circumstances in which, in advance of the final decisions on remuneration, a resettlement payment may be required; and
- that the provision of resettlement payments will be considered fully when conducting the comprehensive review on MPs' pay and pensions.

## **6. Organisational design workshop**

- 6.1. As background to discussion, Andrew McDonald provided an oral presentation on the strategic choices that underpin decisions on the Scheme of rules and its administration (the organisation review).
- 6.2. Belinda Brown advised the Board on the aims and criteria used to conduct the organisational review.
- 6.3. In discussion, the Board welcomed the review and made the following points:
  - proposals should demonstrate cost savings;
  - the review should include an analysis of the public mood;
  - high standards of assurance and delivery expected by the public and users should be maintained
- 6.4. The Board requested that the executive team further explore options and present these at the next meeting.

## **7. Payment card – sanctions**

Paper: IPSA/161110/4

- 7.1. Alex Jary introduced a paper on payment card sanctions. The Board agreed the need for sanctions, and stressed that the approach should be clear and simple.
- 7.2. The Board agreed that:
  - One formal warning should be given for non-reconciliation of statements before the payment card limit is reduced;
  - gross misuse of the payment card should result in a reduction in the card's limit; and
  - IPSA may, at its discretion, consider exceptional circumstances.
- 7.3. The Board requested that:
  - the Compliance Officer is made aware of the criteria for the application of payment card sanctions;

- further consideration is given to the impact of publication and to part-repayment;
- a simplified proposal for sanctions is sent to the Chair for final sign-off.

## **8. Engagement plan for the Review of the Scheme**

Paper: IPSA/161110/6

8.1. The Board considered a paper on engaging with interested parties during the Review of the Scheme. The Board agreed to attend a series of workshops with users and to visit a number of MPs in their constituency offices.

8.2. The Board also requested that:

- IPSA engage with a range of interested groups when conducting the Annual Review ; and
- Further consideration be given to the arrangements for the workshops and the topics to be discussed.

## **9. Interim business plan**

Paper: IPSA/161110/7

9.1. Belinda Brown presented IPSA's Interim Business Plan for the period October 2010 to March 2011.

9.2. The Board requested some minor amendments before final approval by the Chair.

## **10. Finance report**

Paper: IPSA/161110/8

10.1. Philip Lloyd presented IPSA's financial report. The Board noted IPSA's financial position for the period to the end of October 2010 and the forecast to the end of the year.

10.2. The Board requested a simplified format for subsequent meetings.

## **11. Any other business**

11.1. The Board agreed to test a new format for Board papers.

The meeting was closed.