

Minutes of a meeting of IPSA's Board

Wednesday 22 July 2015

Present: Sir Ian Kennedy, Chairman
Sir Neil Butterfield
Liz Padmore
Anne Whitaker
Professor Tony Wright

In attendance: Marcial Boo, Chief Executive
John Sills, Director of Regulation
Judith Toland, Director of Operations and Change
Naomi Stauber, Head of Board and Chief Executive Office
Matthew Lumby, Head of Communications

Apologies: Alan Little, Head of Finance

Status: Submitted for approval at the meeting of the Board on 17 September 2015

Publication: As approved.

1. Welcome and Declarations of Interest

- 1.1 The Chairman opened the meeting and welcomed those attending.
- 1.2 The Chairman noted that apologies had been received from IPSA's Head of Finance, Alan Little.
- 1.3 The Chairman invited Board and staff members to declare any interests not previously recorded. No interests were declared.

2. Minutes of previous meetings and matters arising

Minutes

- 2.1 The Minutes of the meeting held on 8 July 2015 were tabled. The Board was requested to review the Minutes and notify the Head of Board and Chief Executive Office of any comments or queries within one week of the meeting.

Actions arising from the previous meeting

- 2.2 The Board noted the actions that had been completed since the last meeting.

3. Chief Executive's Report

- 3.1 The Chief Executive introduced a paper setting out the organisation's activities since he last reported to the Board in June. He noted, in particular, that IPSA had published its determination on MPs' pay on 16 July. The Head of Communications was invited to provide his assessment of the announcement in respect of the media coverage and both the public and political reaction.
- 3.2 The Board noted that the General Election had been helpful in highlighting areas where IPSA's processes and systems could be improved to increase efficiency and accuracy. In some areas of the organisation, particularly operations, staff are having to spend time correcting errors which, largely, result from the historical design of IPSA's systems. There is also too much reliance on the manual entry and manipulation of data for the same reason and, as a result, human errors occasionally occur. IPSA's 2017 improvement programme will seek to eliminate these problems, both through the redesign of our systems and training for IPSA's staff.
- 3.3 The Board noted that a trial of MPs' annual reporting will take place in the Autumn. This will be a natural progression from IPSA's recent focus on MPs' pay – moving from what MPs' earn and receive from the taxpayer, to how they spend taxpayers' money.
- 3.4 The Board reviewed IPSA's financial position and management accounts for June 2015 and requested that a meeting between members of the Board and the Head of Finance be organised over the coming weeks, to discuss the figures in more detail.

3.5 The Board noted IPSA's financial position and management accounts for June 2015, IPSA's performance in June 2015, and the list of the Chief Executive's and Chairman's meetings with MPs and officials since the last report.

4. The Board's Programme of Work in September 2015

4.1 The Board noted the agenda for its next meeting on 17 September, and that the Head of Board and Chief Executive Office would work with the Executive to prepare a work programme for the remainder of the financial year, for the Board's review and approval.

5. Any other business

5.1 The Chairman enquired if there was any other business for report by the Board or the Executive. No further business was raised.

Meeting closed.