



Minute

Minutes of a meeting of the Board of IPSA Wednesday 27 February 2013

Present	Sir Ian Kennedy, Chair	Mark Anderson, Head of
	Sir Neil Butterfield	Communications
	Liz Padmore	Belinda Brown, Head of
	Anne Whitaker	Performance and Change
	Tony Wright	Philip Mabe, acting Director of
		Finance and Corporate
	Andrew McDonald, Chief Executive	Services
		John Sills, Director of Policy and
	Peter Davis, Compliance Officer	Communications
	[item 5]	
	Nick Lee, Head of Board and Chief	Louise Edwards, Policy Manager
	Executive Office	[items 1 – 3]
		Lucy Pickering, Assistant Policy
		Manager [items 1 – 3]

Apologies None

Status As approved by the Board of IPSA on 22 May 2013.

Publication Final for publication.

1. Welcome

1.1. The Chair welcomed the Board to its meeting.

Declarations of interests

1.2. There were no new declarations of interests.

2. Minutes of previous meetings, action list and matters arising

IPSA/130227/1 – Minutes of a meeting of the Board, 23 January 2013; IPSA/130227/2 – Action list

Minutes of a meeting of the Board, 23 January 2013

2.1. The Board approved the minutes of the meeting of the Board of 23 January 2013 for publication.

Nick Lee to arrange for the publication of the minutes of the meeting of the Board of 23 January 2013.

Action list

2.2. The Board noted that:

- work was under way to arrange for members of IPSA's Board to shadow MPs;
- revised guidance on expenses claims and claims with respect of time spent on IPSA business had been circulated, in advance of the Board's considering both policies later in the year;
- with respect to adjustments to MPs' staffing budgets so as to take account of earlier overspends, IPSA had written to those concerned and arrangements would be made to follow this up; and
- while, due to limited resources, it had not been possible to update the IPSA website to include the most recent minutes of Board meetings, work would be done to address this to ensure that the website was and remained up-to-date;

Nick Lee to make arrangements to ensure that the most recent sets of Board minutes are available on the public IPSA website.

Nick Lee to make arrangements for the Board to consider its policy on claims for expenses and for time spent on IPSA business.

2.3. There were no other matters arising.

3. Review of MPs' accommodation

IPSA/130227/3 – Review of MPs' accommodation: Initial discussion

3.1. The Policy Manager introduced a paper setting out the proposed scope of the forthcoming review of MPs' residential and office accommodation. She reported, in particular, that, in the light of the Board's discussion, draft terms of reference for the review(s) would be presented for approval at the meeting of the Board in March 2013.

3.2. The Board noted, in particular, that:

- the proposed budget took account of the possible cost of legal advice, the estimate of which was based on previous experience; and
- the proposed plan of work could be delivered within existing resources, although this might change if the resources available were to change.

3.3. The Board agreed that:

- questions of office and residential accommodation should be considered and reviewed separately;
- IPSA's approach to its review of residential accommodation should consider (from first principles) the different options available to meet MPs' accommodation needs in Westminster or in their constituency;
- the terms of reference of the review should reflect IPSA's wish to enable MPs to do their jobs while not excluding or unfairly disadvantaging those with families or disabilities;
- consideration would need to be given as to what impact, if any, particular policies or approaches might have on patterns of claims; and
- with respect to office accommodation, it would be important early on to address risks that might be said to arise where MPs chose to rent office accommodation from, or connected to, political parties.

Louise Edwards to bring forward (for the meeting of the Board in March 2013) draft terms of reference for separate reviews of the rules governing MPs' residential and office accommodation.

4. Estimate 2013/14

IPSA/130227/4 – Estimate 2013/14 + annexes A and B

4.1. The Acting Director of Finance and Corporate Services introduced a paper setting out IPSA's draft Estimate for 2013/14. He noted, in particular that:

- while the draft Estimate presented to the Board indicated a 4% year-on-year saving with respect to Resource DEL, it would be possible to deliver a 5% saving through minor adjustments to subhead A while retaining some headroom for possible unanticipated expenditure within that subhead; and
- savings had been calculated on a like-for-like basis, taking account of additional (one-off) costs within subhead B (IPSA's own operations) – reflecting, for example, work arising from the Information Commissioner's ruling on the publication of receipts.

4.2. The Board noted that the draft Estimate reflected possible additional IT costs arising from additional work that might be required with respect of the publication of receipts.

4.3. The Board agreed:

- that any projects put forward as 'one-off' (and therefore not taken account of when like-for-like savings were calculated) would be distinct pieces of work, separate from any activities that might be considered business as usual;
- to approve the list of projects proposed as part of the Estimate, subject to a number of minor adjustments; and
- not to pursue the additional 1% saving sought by HM Treasury in the light of the significant savings that IPSA had already made and would continue to make over the course of the comprehensive spending review.

Philip Mabe to make arrangements for revisions to the Estimate for approval at the meeting of the Board in March 2013.

5. Finance Report

IPSA/130227/6 + annex A – Finance Report

5.1. The acting Director of Finance and Corporate Services reported that IPSA remained on track to come in under budget with respect to its own expenditure in 2013/14.

5.2. The Board agreed to record its thanks to the Financial Controller for her work with respect to IPSA's accounts.

5.3. The Board agreed to note the report of the acting Director of Finance and Corporate Services.

6. Report of the Compliance Officer

IPSA/130227/5 + annexes A and B – Report to IPSA Board by the Compliance Officer

6.1. The Compliance Officer introduced a paper setting out his work over the preceding month.

6.2. The Board agreed to note the report of the Compliance Officer.

7. Chief Executive's report

IPSA/130227/7 + annexes A – C – Chief Executive's report; IPSA/130227/8 – Board Information Update

7.1. The Chief Executive introduced a report on his work over the preceding month. He reported, in particular, that:

- IPSA would not meet its key performance indicator (KPI) relating to public confidence following recent polling. This reflected a number of recent developments beyond IPSA's control;
- PA Consulting were carrying out a study to establish in more detail possible approaches to the publication of receipts, and the cost of doing so, if it proved necessary for IPSA to do so;
- he would be attending a hearing of the Administration Committee on 25 March at which he would be answering questions related to IPSA's plans for the next general election; and
- in one case, where an MP had not made the repayments of capital gains required under the terms of the transitional mortgage interest subsidy, work was under way to bring forward legal action to recover the balance owed.

7.2. The Board noted that work was under way to bring forward proposals for a smaller, more manageable number of KPIs for inclusion in the next edition of IPSA's corporate plan.

8. Any other business

Remuneration Committee

IPSA/130227/X1 – Minutes of a meeting of the Remuneration Committee, 23 January 2013

- 8.1. The Board agreed to approve the minutes of the meeting of the Remuneration Committee which took place on 23 January 2013.