

**Minutes of the IPSA Board Meeting – 15 December 2010**

<b>Present:</b>	Sir Ian Kennedy (Chair)	Andrew McDonald (Chief Executive)(Items 4 and 5)
	Scott Baker (Items 4 and 5)	Philip Lloyd (Interim Director of Finance)
	Jackie Ballard	John Sills (Director of Policy)
	Ken Olisa	Anne Power (Director of Communications)
	Isobel Sharp	Scott Woolveridge (Director of Operations)
		Bob Evans (Director of Finance)
		Tony Lord (Head of Policy)
		Belinda Brown (Performance and Governance)
		Kiran Virdee (Secretariat)

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**1. Welcome**

- 1.1. The Chair welcomed Board Members.

**2. Minutes and matters arising**

Paper: Minutes; Ongoing Actions;

- 2.1. The Board approved the minutes of the 16 November Board meeting, subject to an amendment. The Board noted the ongoing action list.
- 2.2. The Board requested a simpler process for organising additional meetings.

**3. What does success look like?**

Paper: IPSA/161110/5

- 3.1. Belinda Brown introduced a paper on success criteria as a basis for developing the 2011/12 Business Plan and in the context of the organisational review. This paper was discussed together with the next item.
- 3.2. The Board approved the direction set by the paper.

#### **4. Business Models**

Paper: IPSA/161110/6

- 4.1. The Board considered a paper by Belinda Brown and Philip Lloyd setting out possible business models for IPSA.
- 4.2. Following discussion the Board agreed that, in advance of the January meeting:
  - the executive team should identify and cost possible adjustments to current service delivery aimed at securing continuing efficiencies;
  - the executive team should explore an alternative model for delivering services in more detail, including costings and timescales; and
  - ensure that an articulated plan of action is outlined as the first step.

#### **5. Chief Executive's Report**

Paper: IPSA/151210/1; Board Update

- 5.1. The Board considered a report by the Chief Executive.
- 5.2. The Board requested that IPSA consider publication of details relating to restrictions on payment cards.
- 5.3. The Board welcomed the contingency panel update. The Board requested that the contingency panel ensure that its criteria reflect the exceptional nature of such funding.
- 5.4. The Board considered the KPIs for November and requested that the covering page reflect RAG status of each.

#### **6. Exhausted Budgets**

Paper: IPSA/151210/2

- 6.1. Tony Lord presented a paper on IPSA's approach to MPs reaching their allocated budgets before the end of the financial year.
- 6.2. The Board agreed that budgetary limits should remain, but applications for contingency funds from MPs would be considered on a case-by-case basis.
- 6.3. The Board agreed that applications from MPs likely to reach their staffing budget before the close of the financial year for contingency funding should continue to be considered and, for those situations for which applications to the contingency panel have not been made, that staff members on payroll continue to be paid with the costs offset against next year's staffing budget.

## **7. VAT Increase**

Paper: IPSA/151210/4

- 7.1. Tony Lord introduced a paper on IPSA's response to the forthcoming VAT increase. The Board agreed that the increase in VAT would be taken into account when the Board considers the budget limits for the next financial year.
- 7.2. The Board rejected the notion that allowances should be increased before the end of the Financial Year.
- 7.3. The Board noted the new format of this Board paper and requested a separate item reviewing the format of papers at a future meeting.

## **8. Consultation Paper**

Paper: IPSA/151210/3

- 8.1. John Sills presented the latest version of the consultation paper for the Board to consider.
- 8.2. The Board requested:
  - a number of amendments to the questions proposed;
  - the addition of a brief statement on IPSA's role as a regulator and service provider; and
  - an additional discussion in due course of the overarching approach to communications.
- 8.3. The Board noted that an updated version of the consultation paper would be circulated to the Board for final comments by close of play on 21<sup>st</sup> December.

## **9. Finance Report**

Paper: IPSA/151210/7

- 9.1. Philip Lloyd presented IPSA's financial report. The Board noted IPSA's financial position for the period to the end of November 2010 and the forecast to the end of the year.
- 9.2. The Board further noted the announcement on the outcome of the report by the Comptroller and Auditor General on the 2009-10 House of Commons Members Resource Accounts.
- 9.3. The Board requested a short paper drawing together all available figures relating to the costs incurred by the House in administering the previous system of allowances.

## **10. Any other business**

10.1. The Committee thanked Philip Lloyd for his invaluable contribution towards establishing IPSA's financial systems since the beginning of IPSA. The Committee welcomed Bob Evans, IPSA's new Director of Finance and Corporate Services.

The meeting was closed.