

## Minutes of a meeting of IPSA's Board

Thursday 13 July 2017

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**Present:** Ruth Evans, Chairman  
Sir Robert Owen  
Liz Padmore  
Anne Whitaker  
Rt. Hon Jenny Willott

**In attendance:** Marcial Boo, Chief Executive  
Naomi Stauber, Chief of Staff  
Alastair Bridges, Director of Corporate Services  
Head of Communications  
Head of Policy and Assurance

**Apologies:** John Sills, Director of Regulation  
Vicky Fox, Director of MP Support Services

**Status:** Submitted for approval at the meeting of the Board on 27 September 2017

**Publication:** Approved for Publication.

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## **1. Welcome and Declarations of Interest**

- 1.1 The Chairman opened the meeting and welcomed those attending.
- 1.2 The Board received apologies from IPSA's Director of Regulation and Director of MP Support Services.
- 1.3 The Chairman invited the Board and members of staff to declare any interests not previously recorded. No new interests were declared.

## **2. Minutes of previous meetings and matters arising**

### Minutes

- 2.1 The minutes of the meeting of the Board held on 28 June were approved as a correct record.

### Actions arising from the previous meeting

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

## **3. Assurance Report on Pooled Services**

- 3.1 IPSA's Head of Policy and Assurance presented for the Board's review an assurance report that examined expenditure on 'pooled services' - a group of specialist organisations that provide research support for MPs, including background briefings, template correspondence and materials for use in debates. The *Scheme of MPs' Business Costs and Expenses* allows MPs to claim for pooled services from either their IPSA staffing or office costs budgets. The report had been produced during the 2016-17 financial year, for publication alongside the Annual Review of Assurance in November 2017.
- 3.2. The Board reviewed the report and raised a number of questions about the interim findings of the review. It asked for supplementary information to be provided and for the report to be redrafted, for resubmission in the autumn, prior to publication.

**ACTION:** IPSA's Head of Policy to redraft the assurance review on pooled services and resubmit the revised version to the Board in the autumn, prior to publication.

## **4. Stakeholder Engagement Plan**

- 4.1 IPSA's Head of Communications presented a plan for engaging with IPSA's stakeholders and other interested parties, to assist with its corporate aims to both

assure the public that MPs' use of taxpayers' money is well regulated and that MPs are resourced appropriately to carry out their parliamentary functions.

- 4.2 The Board noted that IPSA is in the process of developing a new corporate strategy for the next five years. In the light of that strategy, the Board will consider how IPSA can most appropriately and effectively engage with its stakeholders on a longer term, more strategic basis, in order to deliver IPSA's corporate aims. In particular, the Board will consider the extent to which IPSA should seek to engage the public in its work, to enable the organisation to provide assurance, as a regulator, that it is performing its functions appropriately and effectively on their behalf.

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

- 5.1 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 has continued its work to support and train new MPs and their staff, including through seminars on the *Scheme of MPs' Business Costs and Expenses* and one-to-one training. It has also continued to support the 67 MPs who departed parliament at the recent election. In addition, good progress continues to be made on the implementation of IPSA's comprehensive data security action plan.
- 5.2 The Board noted IPSA's performance in June 2017, and the list of the Chief Executive's and Chairman's meetings with MPs and officials since the last report.

## **6. Financial Position and Management Accounts**

- 6.1 IPSA's Director of Corporate Services reported that forecast end of year outturn for 2017-18 is currently a 6 per cent Resource DEL underspend. The full year budget reflects the changes incorporated in IPSA's revised budget following the announcement of the General Election. The General Election funds within Subhead A were to cover the costs associated with a potential turnover of 150 MPs, following the General Election. However, IPSA is forecasting underspends against MP and MPs' staff salaries and associated pension costs, reflecting the lower than budgeted for turnover of MPs.
- 6.2 The Board noted that IPSA's financial position and management accounts for June 2017 would be circulated electronically for its information.

## **7. Any other business**

- 7.1 The Chairman asked if there was any other business for report by the Board or the Executive. No further business was raised.

Meeting closed.