



## Minute

### Minutes of a meeting of the Board of IPSA Wednesday 22 May 2013

Present	Sir Ian Kennedy, Chair Sir Neil Butterfield Liz Padmore Anne Whitaker Tony Wright  Peter Davis, Compliance Officer [item 6]  Nick Lee, Head of Board and Chief Executive Office	Mark Anderson, Head of Communications Belinda Brown, Head of Performance and Assurance Philip Lloyd, Director of Finance and Corporate Services John Sills, Director of Policy and Communications  Briony Carew, Assistant Policy Manager [items 1- 5] Tony Hodges, Communications Officer [items 1 – 5]
Apologies	Andrew McDonald, Chief Executive  Tony Lord, Head of Policy	
Status	Approved for publication at the meeting of the Board of 24 July 2013.	
Publication	For publication no later than 17 September 2013.	

## 1. Welcome

1.1. The Chair welcomed the Board to the meeting.

### Declarations of interests

1.2. Liz Padmore reported that:

- she had been appointed to the Board of the Foundation Trust Network; and
- she did not anticipate any conflicts of interest arising from this appointment.

1.3. There were no other new declarations of interest.

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

*IPSA/130522/1A – Minutes of a meeting of the Board of IPSA, 26 February 2013;*  
*IPSA/130522/1B – Minutes of a meeting of the Board of IPSA, 27 February 2013;*  
*IPSA/130522/1C – Minutes of a meeting of the Board of IPSA, 18 March 2013;*  
*IPSA/130522/1D – Minutes of a meeting of the Board of IPSA, 21 March 2013;*  
*IPSA/130522/1E – Minutes of a meeting of the Board of IPSA, 27 March 2013;*  
*IPSA/130522/1F – Minutes of a meeting of the Remuneration Committee of IPSA, 27 March 2013;*  
*IPSA/130522/1G – Minutes of a meeting of the Board of IPSA, 22 April 2013;*  
*IPSA/130522/2 – Action list*

### Minutes of previous meetings

2.1. The Board approved the minutes of the meeting of the Board of 26 February 2013 for publication.

**Nick Lee to arrange for the publication of the minutes of the meeting of the Board of 26 February 2013.**

2.2. The Board approved the minutes of the meeting of the Board of 27 February 2013 for publication.

**Nick Lee to arrange for the publication of the minutes of the meeting of the Board of 27 February 2013.**

2.3. The Board approved the minutes of the meeting of the Board of 18 March 2013 for publication.

**Nick Lee to arrange for the publication of the minutes of the meeting of the Board of 18 March 2013.**

2.4. The Board approved the minutes of the meeting of the Board of 21 March 2013 for publication.

**Nick Lee to arrange for the publication of the minutes of the meeting of the Board of 21 March 2013.**

2.5. The Board approved the minutes of the meeting of the Board of 27 March 2013 for publication.

**Nick Lee to arrange for the publication of the minutes of the meeting of the Board of 27 March 2013.**

2.6. The Board approved the minutes of the meeting of the Remuneration Committee of 27 March 2013.

2.7. The Board agreed to review the minutes of the meeting of the Board of 22 April 2013 at its meeting on 18 June 2013.

**Action list and matters arising**

2.8. The Head of Board and Chief Executive office reported that:

- the minutes of the meeting of 23 January 2013 would be added to the website once an ongoing upgrade had been completed; and
- arrangements to convene a group of 2010 MPs under the auspices of the Speaker so as to discuss issues relating to MPs' pay and pensions were yet to be finalised.

2.9. The Board agreed to consider establishing an informal group of MPs who entered Parliament in 2010 so as better to understand their views on MPs' remuneration.

**Nick Lee to liaise with Board members so as to establish an informal group of new MPs to discuss issues relating to MPs' remuneration.**

2.10. The Board noted that:

- work was under way so as review IPSA's policy on the management of debt; and
- proposals on the management of debt would be brought forward for consideration at the meeting of the Board on 26 June 2013.

### **3. Pay and pensions: Note of meeting of 16 May 2013**

*IPSA/130522/3 – Minutes of a meeting of the Board, 16 May 2013*

3.1. The Board agreed to consider the draft note of the meeting of 16 May 2013 at its meeting on 4 June 2013.

### **4. Pay and pensions: Handling and engagement**

4.1. The Board noted that:

- the timing of the launch of the consultation on MPs' remuneration would need careful consideration, not least given the need to avoid its coinciding with other announcements;
- it would be helpful to aim for as early a publication date as practicable so as to ensure IPSA was able to announce a final decision (having consulted) in autumn 2013; and
- nevertheless, it would be important for the Board to have sufficient time to consider and approve the draft consultation paper in advance of its publication.

4.2. The Board agreed that:

- the consultation paper should be published in July 2013, before the House rose for the summer recess;
- the consultation would run until October 2013, on the basis that it could reach a final decision in November 2013.

## 5. Pay for MPs' staff: Revalorisation of pay bands

### *IPSA/130522/4 – Salary ranges for MPs' staff*

5.1. The Director of Policy and Communications introduced a paper setting out proposals for changes to the pay band maxima for MPs' staff in 2013/14. He reported, in particular, that:

- a relatively small minority of MPs' staff were paid at the maximum for their pay band and, as a consequence, were unable to receive the 1% increase in pay recommended for employees across the public sector in 2013/14;
- this was the case both for some staff on IPSA contracts and paybands and individuals employed by MPs under contracts entered into before May 2010; and
- he was not proposing any change to the lower end of pay bands so as to avoid imposing pay increases on MPs, who are the employers of their staff.

5.2. The Board noted that work was under way to review the job descriptions (and related pay bands) for all MPs' staff. As part of this exercise, consideration would be given to the relationship between these pay bands and the London living wage.

5.3. The Board agreed:

- to increase the maxima of pay bands for MPs' staff on IPSA contracts so as to allow MPs to choose, if they so wished, to offer such staff at the top of pay bands a 1% increase in pay in 2013/14; and
- to increase, likewise, the maxima of pay bands for MPs' staff employed on contracts entered into before May 2010 so as to allow MPs to choose, if they so wished, to offer such staff at the top of pay bands a 1% increase in pay in 2013/14.

**6. Report of the Compliance Officer**

*IPSA/130522/5 + annexes A and B – Compliance Officer's report*

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

## **7. Finance Report**

7.1. The Director of Finance and Corporate Services reported that:

- work was under way to prepare IPSA's year-end accounts for 2012/13;
- a report would be provided at the meeting of the Board on 26 June 2013 on IPSA's financial performance in April and May 2013.

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

## **8. Chief Executive's report**

*IPSA/130522/7 + annexes A – C - Chief Executive's report*

8.1. The Board noted that:

- work was already under way to address the findings of the staff engagement survey and some progress had already been made;
- following the decision of the Information Tribunal, IPSA had sought leave to appeal the decision; and
- Stewart Jackson MP had until 28 May 2013 to acknowledge the proceedings issued by IPSA against him in the High Court.

## **9. Any other business**

9.1. There was no other business.

*Meeting closed.*