

**Minutes of the Executive Committee meeting
held on Thursday 3 December 2015**

Those present: Ian Ailles (Director General) (Chair)
David Natzler (Clerk of the House)
Myfanwy Barrett (Director of Finance)
John Bengier (Clerk Assistant and DG, Chamber & Committee Services)
John Borley CB (DG Facilities)
Rob Greig (Director of the Parliamentary Digital Service)
Penny Young (Librarian and DG, Department of Information Services)
Andrew Walker (DG HR & Change)

In attendance: Marianne Cwynarski, Secretary
Sarah Petit, Assistant Secretary
Paul Dillon-Robinson (for item 2)
Maxine Albert (for item 4)
Amanda Colledge (for item 6)

1. Matters arising from previous meetings

1.1 Individual Committee members confirmed that all actions from previous meetings due to be completed by 3 December had been completed. In particular:

- **David Natzler** provided an update on work to streamline governance structures in the Parliamentary Security Directorate.
- **Andrew Walker** advised that the whistleblowing policy had been revised and would be communicated to staff in two ways: a communication linked to the staff handbook update; and a joint communications campaign with safeguarding.
- **Myfanwy Barrett** noted that the revised capability and capacity review scoping note would be considered by the Joint Investment Board the following day and that she was liaising with the National Audit Office.

1.2 The Committee reflected on the outcomes of the away day, further discussed their future programme and working practices and **agreed** to:

- Consider facilitation on 8 January (**Action: Chair/Committee Secretariat**);
- Hold their monthly informal lunches in cafeterias, rotating around the estate, in order to be more visible to staff (**Action: Committee Secretariat**); and
- Invite the Audio Visual SRO to attend a future meeting (**Action: Committee Secretariat**).

2. Compliance Culture Review

2.1 Paul Dillon-Robinson presented the report, emphasising that the key to ensuring compliance is that staff understand *why* they are doing something.

2.2 The Committee discussed the report and **agreed** to:

- Establish a clearly-defined list of mandatory activity.

- Review the systems barriers, and in the meantime adopt a principle of self-declaration.
- Encourage staff to comply by setting a clear direction from the top, adopting a strong narrative of why the activity is importance, and introducing biannual “compliance days”.
- Prepare an action plan along these lines for consideration on 8 January, in order to present it to the Audit Committee on 27 January. (**Action: the Chair**)

3. Senior Pay Governance Review

- 3.1 Andrew Walker presented the paper. The review of senior pay governance by Susan Haird had been commissioned because it was considered that the current system was no longer fit for purpose.
- 3.2 The Committed discussed the report and **agreed** to submit it to the Commission, subject to a number of clarifications. (**Action: Andrew Walker / David Natzler**)

4. Safeguarding

- 4.1 **Maxine Albert** presented the report, which Parliament had commissioned from Barnardo’s. The report made a number of recommendations to bring both Houses of Parliament in line with best practice, and would require bicameral implementation. Barnardo’s had been impressed with the work being undertaken in Visitors Service and Education Centre and with the Respect policy.
- 4.2 The Committee discussed and commended the report and **agreed to:**
- Incorporate some further recommendations from the Outreach team;
 - Establish a senior management safeguarding board responsible for overseeing all safeguarding issues on a pan-Parliamentary basis, headed by the Serjeant at Arms as a joint chair with a nominated person from the House of Lords;
 - Task the board with drawing up an action plan to implement the recommendations, and with keeping House Service processes up-to-date with legislative and other relevant developments; and
 - Publish the main body of the Barnardo’s report before Christmas, subject to the views of the Commission and the House Committee.

Action: Andrew Walker/Penny Young

5. Financial Monitoring Report and Medium Term Financial Plan

- 5.1 **Amanda Colledge** presented the 2015/16 forecast financial position for the House of Commons Administration Estimate and the Members Estates, updating the Committee on the level of underspend and on the Supplementary Estimate position.
- 5.2 The Committee discussed the paper and noted the forecast outturn position on resource and capital and the position on contingency in 2015/16; the proposed increase in the Members Estimate to ensure adequate coverage on the pension interest budget in the event that proposed changes to the accounting arrangements

for the pension liability do not go ahead in the current year; and that none of the proposed Supplementary Estimate adjustments results in a request for additional cash from Treasury.

5.3 The Committee **agreed** to:

- Propose to the Finance Committee that they recommend that the Commission seeks a Supplementary Estimate to a) increase the Administration Estimate by £12.2m to provide the necessary financial cover for the balance of the pension transfer which will be accounted for in 2015/16; and b) ensure the necessary non-voted Estimate cover, which relates to the Commission reserve, is in place to account for the capital/resource split and final forecast outturn on the projects funded by the reserve; and

5.4 Myfanwy Barrett presented the final Estimate for 2016-17, and Medium Term Financial Plan for 2016-17 to 2019-20, and a proposal for an efficiencies programme. The Committee noted that the budget for 2016/17 included a contingency of just over £3m.

5.5 The Committee **agreed** to:

- Fund additional staffing in DFIN and DHRC to support H AIS recovery from the 2016/17 contingency; and
- Consider a revised proposal on the efficiencies programme at a future meeting, following further consultation of individual ExCo members. (**Action: Myfanwy Barrett.**)

6. Performance and Risk Report/Updates from Board members

6.1 **Rob Greig** updated the Committee on telephony staffing and staff communications sent in response to phishing attacks.

6.2 **John Bengier** advised that performance in relation to security clearances had improved since the data was produced, with over 80% of UK applications processed within five working days in November.

6.3 **Myfanwy Barrett** advised she had agreed with Andrew Makower a business case to recruit additional procurement staff to meet the need for greater capacity.

6.4 The Committee discussed the workload of the Petitions Committee.

6.5 **David Natzler** reported that the Hansard reporting suite is now stable.

6.6 The Committee commended the work of staff across the organisation who had provided services to support the debate on ISIL in Syria and the late sitting of the House.

7. Any other business

- 7.1 **Andrew Walker** updated the Committee on the position in relation to vaping in the House of Commons.
- 7.2 **Andrew Walker** asked Executive Committee members to encourage staff who would be good international representatives to apply for the CSC Leaders programme.

Committee Secretary
11 December 2015