

EXECUTIVE COMMITTEE DECISIONS, 28 APRIL 2018

Those present: Ian Ailles (Director General) (Chair)
David Natzler (Clerk of the House)
Myfanwy Barrett (Director of Finance)
John Bengner (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 to the Executive Committee
Tom Goldsmith, Head of the Governance Office
Sarah Petit, Assistant Secretary to the Executive Committee
Amanda Colledge, Head of Financial Planning
Jane Hough, Strategy, Planning and Performance Manager
Dermot Woods, Deputy Corporate Risk Management Facilitator

Quarterly Performance Review

1. Financial monitoring

The Committee:

- noted the forecast outturn position on resource and capital;
- noted the position on contingency;
- noted the technical accounting adjustments that will impact the accounts;
- noted the Supplementary Estimate for 2016/17 has now been approved;
- noted that following the recent DG challenge meetings it had been agreed to reduce the 2016/17 budget for CCT by £1.45m and for catering by £0.2m.

The Committee agreed to review budget forecasting across the House Service.

2. Projects and programmes

The Committee noted the position in relation to projects and programmes.

3. Performance

The Committee noted the update on key performance indicators and business plan milestones; and agreed to consider the process for defining, owning and tracking milestones in future years.

4. Risk

The Committee noted the position on critical business risks; the Executive Committee level risk register; the Departmental Unified Risk Report; and the Business Resilience Update.