

**Minutes of the Executive Committee meeting  
held on Wednesday 16 March 2016 at 3.30pm**

**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  
Sarah Petit, Assistant Secretary  
Tom Goldsmith, Head of the Governance Office  
Mark Hutton and Annette Toft, DG Review team (item 1)

**1. Director General's Review (DGR)**

1.1 **The Chair** reported the outcome of the Commission meeting on 14 March. The Commission had agreed the strategy for the House of Commons Service 2016-21 and supported the general direction of travel of the DGR.

1.2 The Committee agreed that the DGR Report should be owned by the Executive Committee and form a clear delivery plan and blueprint for implementation; a means to hold the Executive Committee to account for delivery; a motivating tool for managers; an explanatory text for staff and the wider world, and a means of concluding the process begun by the Governance Committee.

1.3 The Committee considered a draft report of the Director General's Review and discussed its implementation.

1.4 **The Committee agreed to endorse the proposals made by the Director General's Review, subject to minor amendments, and to consider a final report, alongside a paper for the Commission, at their meeting of 14 April.**

**2. Retail management system**

2.1 The Committee **noted** the Internal Audit report on the retail management system and the actions taken to address the findings in DIS and the Digital Service.

2.2 **The Committee agreed to give further consideration to the lessons learnt from the project, in order to provide assurance to the Audit Committee.**

**3. Co-location programme: benefits realisation**

3.1 The Committee **noted** this Internal Audit report.

**4. Safeguarding Children and Vulnerable Adults**

4.1 The Committee **noted** the policy and policy statement, which had been drafted in line with the recommendations of the Barnado's Safeguarding Review of the Parliamentary Estate.

**5. Requests to project onto or light up the Elizabeth Clock Tower, Clock Face and Palace of Westminster**

5.1 The Committee **noted** this report from the Director General of the House of Commons, which would be considered by the Administration Committee.

**6. Any other business**

6.1 **Myfanwy Barrett** informed the Committee that the 2016/17 Estimate was still to be agreed by the House of Commons Commission.