

MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON 17 FEBRUARY 2017

Present:

Ian Ailles, Director General of the House of Commons (Chair)
Myfanwy Barrett, Finance Director, and Director General, Corporate Services
David Natzler, Clerk of the House and Head of the House Service

Apologies: None

In attendance:

Marianne Cwynarski, Secretary to the Commission
Sarah Petit, Secretary to the Executive Committee
James Mirza-Davies, Assistant Secretary to the Executive Committee

1. House of Commons Commission

1.1 The Committee discussed papers to be put forward to the Commission on 27 February.

2. Efficiencies Programme

2.1 The Committee considered a paper on the next steps for the Efficiencies Programme.

2.2 **The Committee agreed that House of Commons Teams would be asked to both model efficiencies for their own area and to identify and contribute to cross-cutting opportunities, bearing in mind the need to identify a further £10.5m collectively.** Whilst this would not necessarily be distributed evenly across the organisation, everyone would need to do their bit to achieve the target by March 2019.

2.3 At the end of this exercise, the Committee would:

- Consider all the ideas and opportunities put forward by teams by the end of April and agree which should be prioritised for action/implementation;
- Make its own proposals for areas to explore; and
- Consider suggestions from teams for re-investment and decide which ones should be taken forward to the Finance Committee/Commission for consideration.

ADDENDUM

In February 2017, the Committee also agreed by correspondence a paper on **Senior Commons Staff Performance Management**:

The Committee agreed to ratify the following recommendations from the Remuneration Committee, that:

- Reward arrangements for SCS staff should be fair, equitable, simple and aligned to strategy, and that performance should be differentiated;

- There should be clearer guidance for bonus nominations for 2016/17 so that they are more easily comparable, better targeted and awarded to fewer people (10-15%). Bonus nominations would not be shared with individuals before submission;
- People in the SCS should use the IPR performance management process from 1 April 2017, amended as needed to reflect their role as leaders;
- New bonus arrangements should be developed as part of the SCS IPR arrangements to award performance beyond delivery of job;
- Bonuses for 2017/18 should be more closely aligned with House-wide strategy/values.

Sarah Petit

Secretary to the Executive Committee