

**Minutes of the Executive Committee meeting  
held on Thursday 21 January 2016**

**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  
Amanda Colledge  
Rachel Harrison  
Jane Hough

**1. Financial Monitoring Report**

1.1 **Amanda Colledge** introduced the current 2015/16 forecast financial position for the House of Commons Administration Estimate and Members Estimate.

1.2 **Myfanwy Barrett** informed the Committee of initial feedback from the capacity and capability review.

1.3 The Committee discussed impairment costs and the Finance Director agreed to look at the uncertainties around Portcullis House valuations (**Action: Myfanwy Barrett**).

1.4 **Myfanwy Barrett** highlighted the need to improve budget forecasting across the House Service and that more training courses had been made available to address this. She had corresponded formally with **Penny Young** to address the particular issues in DIS. The Committee **agreed** that a target should be set for take-up of budget holder training. (**Action: Myfanwy Barrett**).

1.5 **Rob Greig** highlighted that the contract for providing Broadband Access Services for Members was coming to an end and that better performance and value for money might be secured by allowing Members to source this service themselves.

1.6 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 additional risks identified in month; and
- noted that the Supplementary Estimates proposed in the October 2015 Financial Monitoring Report for both Administration and Members have now been approved by the Commission.

## 2. Performance

2.1 **Jane Hough** introduced the paper.

### *KPIs*

2.2 **Myfanwy Barrett** noted the improved performance in relation to payment of invoice payments. In order to move performance it further, she was working with Department to ensure they put adequate capacity in place to deal with authorisations during recess periods (**Action: Myfanwy Barrett**).

### *Business plan*

2.3 **Andrew Walker** provided an update on time recording, which had been scored against the original milestone, before the decision had been taken to re-procure the required software. In light of the discussion, the Committee agreed that the time recording milestone should be re-baselined (**Action: Andrew Walker/Jane Hough**).

2.4 **Andrew Walker** provided an update on talent management. DHRC had hoped to run a pilot in this financial year, but had delayed the start date of the talent manager because of business need elsewhere, meaning the pilot was behind by 2.5 months. The Committee discussed whether the length of the pilot might be reduced, and **agreed** that the timetable for delivery of the talent management pilot should be clarified by 31 March 2016, for inclusion in next year's business plan (**Action: Andrew Walker**).

2.5 **John Benger** noted that the scoring of performance on bill testing was based on the scale of the task rather than any lack of confidence in delivery.

2.6 **Andrew Walker** updated the Committee on the IPR completion rates. The vast majority of staff had set objectives under the new system. Significant changes to the process should be avoided so as not to disrupt progress. A target date of May for setting objectives for the next year have been set as per the discussions of the previous week's meeting on compliance. The Committee welcomed the recent improvement in completion rates and **agreed** to communicate this progress to staff (**Action: Committee Secretary**).

## 3. Risk

3.1 **Rachel Harrison** introduced the paper, noting it included a heat map of business critical risks for the first time.

3.2 The Committee discussed the risk of gaps in appointment and changes to the Executive Committee composition impacting on the achievement of the House Service's objectives and **agreed** to remove this risk but to review the risk in relation to staff morale, in recognition of the ongoing uncertainty (**Action: Andrew Walker/Rachel Harrison**).

- 3.3 The Committee discussed the different assessments of the level of risk relating to health and safety between the two Houses and **agreed** to follow this up with the House of Lords (**Action: John Borley/Andrew Walker**).
- 3.4 The Committee discussed the risk in relation to Richmond House and **agreed** for the risk to be added to the Executive Committee risk register, with John Borley as Committee lead.
- 3.5 The Committee discussed its approach to risk management and **agreed**:
- To assess all risks with a pre-March 2016 target mitigation date (risks 4, 5, 8, 10, 12), and highlight to the Executive Committee any need for additional action by the end of February 2016 (**Action: Rachel Harrison**).
  - That the issue of risk ownership should be considered as part of the Director General's Review (**Action: the Chair**).
  - To hold an annual half-day meeting to consider risk (**Action: Committee Secretary**).
  - To consider how to include reputational risk in the next Quarterly Performance Review (**Action: Rachel Harrison**).

#### **4. Programmes and projects**

- 4.1 **Jane Hough** introduced this paper, which provided an update on the status of programmes and projects.
- 4.2 **John Borley** noted that the Northern Estates Programme was scored on the basis of the original expectation regarding the future of 7MB, and would be re-baselined in light of subsequent developments.
- 4.3 **Rob Greig** updated the Committee on action underway to progress the data.parliament programme.

#### **5. Any other business**

- 5.1 **Rob Greig** gave an update on the overflow helpdesk service provided by Little Fish, which had started to operate on 18 January, enabling PDS to meet its target to answer all calls in 20 seconds for the first time.
- 5.2 **Penny Young** undertook to provide an update in relation to the school visits cancelled after the Paris shootings at a future meeting. (**Action: Penny Young**)
- 5.3 **Myfanwy Barrett** informed the Committee that Second Reading of the House of Commons Bill was due to take place the following day.
- 5.4 **John Benger** informed the Committee that one new case had been lodged under the Respect policy in the last quarter, which had been resolved at the informal stage.

5.5 **David Natzler** informed the Committee that the motion providing Short Money for 2016/17 had not yet been laid. This could potentially affect the laying of the House of Commons Estimate, although it was noted that the Vote on Account provided for the first five months of the financial year.

Committee Secretary  
2 February 2016