

Minutes of the Executive Committee meeting held on Thursday 14 April 2016 at 3.30pm

Those present: Ian Ailles (Director General) (Chair)
David Natzler (Clerk of the House)
Myfanwy Barrett (Director of Finance)
John Bengler (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
Charlotte Simmonds (item 2)
Jane Hough (item 4)
Mark Hutton, Annette Toft and Alix Langley (item 6)

1. Matters arising from previous meetings

1.1 Matters arising had been circulated in writing.

2. Enterprise Programme Management Office (EPMO)

2.1 **Charlotte Simmonds** presented the paper, which proposed the establishment of a bicameral EPMO and a detailed action plan for its resourcing and delivery.

2.2 The Committee discussed the level of resourcing, and agreed that the head of the EPMO should have a high degree of autonomous authority, but that the rest of the office should have a flatter structure than that proposed in the paper. Posts would be appointed on an interim basis initially.

2.3 The Committee supported the proposal and agreed to:

(1) The establishment of a central bicameral EPMO supporting the Joint Investment Board, and uniting and supplementing the existing Portfolio and Assurance Offices; and tasked with addressing the action plan shown in Annex A and seeking to achieve level 2 of the Government's P3M3 maturity model presented in Annex B by the end of 2016/17.

(2) Review progress of the EPMO at the end of 2016/17 and determine the optimal level of maturity for corporate programme and project management. (Action: Chair / Committee Secretariat.)

3. Relocation Contingencies Programme

3.1 **David Leakey**, Programme SRO, and **John Greenaway**, Programme Director, presented the paper, which outlined developments and progress on relocation contingencies, and next steps.

3.2 The Committee agreed to:

- (1) Note developments and progress on relocation contingencies, as set out in the paper.**
- (2) Endorse the Next Steps approach to the short and long term solutions, as set out in the paper.**
- (3) Offer the programme team additional support to clarify House of Commons requirements for relocation.**

4. Compliance culture: follow-up work

- 4.1 **Jane Hough** presented the paper, which outlined proposals for taking forward the actions identified by the internal audit review. She highlighted the need for a central holding point for information, such as the staff handbook.
- 4.2 The Committee agreed to reduce the proposed core list of rules from 37 to ten, by highlighting the really critical rules, especially those applicable to all staff. It was suggested that the core list should include sickness and accident reporting, and diversity. It was also suggested that individual Committee members should review the rules identified in their areas, to ensure they are up-to-date.
- 4.3 The Committee discussed sanctions for non-compliance. It was not considered necessary to create new sanctions, as relevant sanctions were already in place. In relation to non-compliance the performance review process, managers should follow the standard disciplinary process.

4.4 The Committee:

- (1) Endorsed the compliance principles outlined in the paper;**
- (2) In relation to the proposed 'core list' of 37 rules, agreed that each Committee member should confirm that those rules in their area remain rules, and nominate rules for inclusion in a "top ten" (Action: all);**
- (3) Agreed that, following this, a "top ten" list of rules would be circulated, for agreement by ExCo. (Action: Jane Hough)**
- (4) Agreed that further work should be undertaken to review rules more widely; clarify responsibilities; and combine staff information on compliance into one place. (Action: the Chair)**

5. Financial Remit for the planning round for 2017-18 to 2021-21

- 5.1 **Myfanwy Barrett** introduced the paper, which would be considered by the Finance Committee the following week.

5.2 The Committee **agreed its advice to the Finance Committee on the financial remit for the Administration Resource Estimate, subject to an amendment to strengthen paragraph 17.**

6. Director General's Review

6.1 The Committee considered outstanding issues relating to the Director General's Review and:

- **Agreed the final report of the DGR, subject to minor amendments;**
- **Agreed the paper for the Commission, subject to minor amendments;**
- **Endorsed the proposed central implementation team;**
- **Agreed to nominate lead persons in each team to assist with implementation by 20 April; (Action: current heads of departments)**
- **Agreed to present the DGR report at the Senior Leaders Event on 26 April;**
- **Agreed the central communications plan;**
- **Committed to having an HR and Communications plan for their team by 21 April; (Action: current heads of departments)**
- **Agreed to consider a final version of the strategy poster by correspondence. (Action: all)**

6.2 **David Natzler** recorded his thanks to everyone involved in the review.

7. Updates from Board Members and any other business

7.1 **John Borley** informed the Committee that, following discussion of the proposals for the Strategic Estates Portfolio at the Lords Management Board, a workshop was being arranged to take the arrangements forward.

7.2 **Myfanwy Barrett** provided an update on the recent meeting of the Audit Committee.

7.3 The Committee **agreed to discuss the internal audit report on overnight accommodation at a future meeting. (Action: Committee secretariat.)**