

## MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON 1 JUNE 2017

### Present:

Ian Ailles, Director General 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

### In attendance:

Marianne Cwynarski, Secretary to the Commission  
Sarah Petit, Secretary to the Executive Committee  
James Mirza-Davies, Assistant Secretary to the Executive Committee  
Rob Greig, Director of the Parliamentary Digital Service  
Martin Trott, Director of Efficiencies and Joint Working (for item 1)  
Eric Hepburn, Director of Security for Parliament (for item 2)  
Christina O'Kelly, Director of Project Safe (for item 2)  
Al Thomas, Head of Members' Security Support Service (for item 2)  
Andrew Barrett, Senior Project Manager, Parliamentary Digital Service (for item 4)

### 1. Efficiencies Programme

*Martin Trott, Director of Efficiencies and Joint Working, was in attendance for this item.*

- 1.1 The Committee discussed the efficiencies programme, noted that the programme had already found £5m of efficiencies and noted the next steps for the programme until the summer recess.
- 1.2 The programme between now and the summer recess is as follows –
  - Remaining discussions will take place with Teams on their proposals during early June
  - A workshop on cross-cutting efficiencies involving all teams is on 7 June
  - Team proposals will be prepared for scrutiny during June
  - Efficiencies Steering Group will meet and be updated on 20 June
  - Discussion about the proposals from Teams at the challenge meetings in June/July
  - Produce schedule of Team and cross-cutting proposals with estimated contributions to the target by mid-July
  - Report to management boards of both Houses with an update – late July (where Heads of Teams had undertaken to carry out minor efficiencies within their own teams, these would not require approval from the Commons Board but would be listed for noting).

### 2. Project Safe

*Eric Hepburn, Director of Security for Parliament, Christina O'Kelly, Director of Project SAFE, and Al Thomas, Head of Members' Security Support Service were in attendance for this item.*

- 2.1 The Committee noted and agreed that further reviews of the structure of the SAFE Office should take place in September 2017 and in March 2018. The Committee asked the team to continue to monitor and assess the service delivered by the Parliamentary

Liaison and Investigations Team (PLAIT). **(Action: Director of Security for Parliament/Head of Members' Security Support Service).**

### **3. Services provided by the House of Commons and by IPSA**

3.1 The Committee noted the work that was undertaken in the previous Parliament (the Richardson review) to identify gaps and duplication between the services provided by the House Service and by IPSA. The Committee agreed to consider any changes for implementation in the next Parliament based on the findings of the 2016 Review of provision of services to Members by IPSA and the House of Commons, and the Administration Committee 2017 Report, Election planning and services. **(Action: Committee Secretary)**

### **4. Members' Broadband**

*Andrew Barrett, Senior Project Manager, Parliamentary Digital Service, was in attendance for this item.*

4.1 The Committee noted that:

- A new supplier will be procured from the Network Services Framework to supply FTTC (superfast broadband) and ADSL (standard broadband) to new Members through to 2022. The contract will be three years with a two year extension.
- Members on this new contract will also be provisioned with the required communication line from the same supplier, to improve the fault resolution process.
- Returning Members with FTTC/ADSL services on our existing Virgin Media contract will be migrated to the new contract in July 2017.
- New/returning Members in Hull will continue to be provisioned with a service from Kingston Communications. This is because BT/Virgin's wholesale infrastructure is not available in Hull for historic reasons.

4.2 The Committee agreed that, as the budget for broadband was moving across to the Administration Estimate, the issue of disclosure of information about the contract should be addressed explicitly through the House's Publication Scheme. **(Action: Committee Secretary/IRIS team)**

### **5. June Commission agenda**

5.1 The Committee discussed the papers for the meeting of the Commission to be held in June.

### **6. Next steps on diversifying senior leadership**

6.1 The Committee discussed the papers for its informal meeting with the representatives of the Workplace Equality Networks on 5 June.