



Parliamentary Expenses Management System (PEMS) Project

Steering Committee – Agenda

| Meeting Details | | |
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| Date: | Wednesday 12 October 2022 | |
| Time: | 3.30pm to 5.00pm | |
| Venue: | RM 3N.38 Mt Woodroffe and/or GovTEAMS video conference | |
| Attendees | <p><i>Members:</i></p> <p>Ms. Mary Wiley-Smith – Chair Mr. John Sheridan – Project Executive Mr. David de Silva – User, Ministerial and Parliamentary Services (MaPS) Mr. Michael Frost – User, Independent Parliamentary Expenses Authority (IPEA) Ms. Lucelle Veneros – Supplier, Service Delivery Office (SDO) Mr. Simon Quarrell – Independent Member, Digital Transformation Agency (DTA) Mr. Peter Rush – Independent Member, Prime Minister and Cabinet (PM&C)</p> <p><i>Observer:</i></p> <p>Mr. Ben Rillo – User, SMOS Chief of Staff</p> <p><i>Advisers:</i></p> <p>S 22 – Supplier (PEMS Branch), ICTD S 22 – A/g Director, PEMS Branch, ICTD Ms. Michelle Black – Service Delivery Office (SDO)</p> <p><i>Secretariat:</i></p> <p>Provided by Project Office</p> | |
| Agenda item | Presenter | Paper / Action |
| 1. Meeting Opening a. Apologies b. Action Items c. Minutes from previous meeting | Chair | Yes Accept Minutes and status of actions |
| 2. Training awareness and communications | David de Silva Michael Frost | Yes Agree to the updated Training and Communications Plan |
| 3. Expenditure Reporting update and next steps | Lucelle Veneros John Sheridan | Yes Discuss the status of the outstanding defect items that require further investigation Discuss the SDO analysis of the residual 90 expenditure reporting test cases Discuss the fit-gap analysis of the expenditure report for Members and Senators Agree handling strategies for the outstanding items |

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| 4. Project delivery update a. Project status report b. Risks and issues | John Sheridan | Yes Agree the project status report for Milestone 7 Discuss the project risks and issues |
| 5. Other Business a. Closing PEMS M7.2 Hypercare | Chair | No A presentation will be distributed on the morning of 12 October. |

Next Meeting: 11.00am – 12.00pm, Thursday 17 November 2022
RM 3N.38 Mt Woodroffe and/or GovTEAMS video conference

Action Items

| Item | Action | Owner | Status | Comments |
|---|--|-------|-------------|---|
| Actions from meeting of 16/06/2022 | | | | |
| A111 | Update the Terms of Reference and membership arrangements of the proposed Governance Arrangements. | PO | In progress | <p>10/10/22 – Project Team to distribute the updated ToRs to Steering Committee for out of session consideration.</p> <p>05/10/22 – Considered at the meeting of 27/9/22. Refer to Action Item A116</p> <p>19/09/22 – Terms of Reference have been updated to include the attendance of an independent advisor and a user representative from the SMOS's office.</p> <p>08/07/22 – The draft Terms of Reference (ToR) for the Change Authority have been distributed to business areas for feedback and confirmation of membership. The ToR for the Project Board and Steering will be reviewed an updated, if required to cover the roles and responsibilities to project closure.</p> |
| Actions from meeting of 14/07/2022 | | | | |
| A112 | Confirm the Executive Management Committee and the Management Board dotted line connection in the Governance Arrangements paper. | PO | In progress | |
| Actions from meeting of 11/08/2022 | | | | |
| A113 | Report Project Board's evolving discussion of Risk #29 | PO | New | 05/09/22 – risk #29 updated and presented to the Project Board on 31 August, this risk hasn't changed significantly as the deliverable isn't in question, rather the date of delivery is being reconsidered as per action A115. This risk will be updated as required based on the outcome of the discussion on A115 in the meeting. |
| A114 | Redistribute the finalised documents accepted as part of A109's and A110's closure to Members. | PO | New | 19/09/22 – governance papers are included in the document pack for the 27 Sept meeting. |
| Actions from meeting of 27/09/2022 | | | | |
| A116 | Chair to meet with Simon Quarrell to discuss the DTA's role on the Committee. | Chair | New | |

| Item | Action | Owner | Status | Comments |
|------|---|-----------------|--------|--|
| A117 | IPEA and MaPS to update the Steering Committee Terms of Reference (ToRs). | MaPS IPEA | New | |
| A118 | MaPS to brief to SMOS on possible delegations. | MaPS | New | |
| A119 | SDO to work with Mr Rillo and staff in the SMOS office to test PEMS as required. | SDO Mr Rillo | New | |
| A120 | SDO and IPEA to investigate the 15 items that require further investigation and to come back to the Committee with options, including potential workarounds to ensure that the expenditure reports are correct. | SDO IPEA | New | |
| A121 | SDO to compare the current reporting with the new PEMS Reporting to identify any differences and additional requirements | SDO | New | |
| A122 | Schedule a Steering Committee meeting in 2 weeks to discuss the progress of the Expenditures report, and the 15 work items requiring investigation. | PO | Closed | 5/10/22 – extra-ordinary meeting of the PEMS Steering Committee scheduled for 12 Oct 2022. |