

**Minutes of the Management Board meeting  
held on Friday 7 February 2014 at 10.30am**

**Those present:** Sir Robert Rogers KCB (Clerk and Chief Executive) (Chair)  
Myfanwy Barrett (Director of Finance)  
John Borley CB (Director General of Facilities)  
Joan Miller (Director of PICT, external member)  
David Natzler (Clerk Assistant and Director General of  
Chamber and Committee Services)  
John Pullinger CB (Director General of Information Services)  
Andrew Walker (Director General of HR and Change)  
Barbara Scott (non-executive member)

Apologies: Dame Janet Gaymer DBE (non-executive member)

In attendance: Tom Goldsmith (Board Secretary)  
Ben Williams (Assistant Secretary)

**1. Northern Estate Accommodation Programme**

1.1 The Board considered the paper. In discussion the following points were made:

- The proposal for an Energy Centre would be explored in more detail in the business case but had the potential to reduce the energy consumption and carbon footprint of the buildings.
- PICT was talking to PED about the challenges posed by the server room in Norman Shaw North; plans for relocating this would need to be built into the programme.
- The Government was proposing reducing the size of its Estate in Whitehall which might provide an opportunity for the House to obtain decant accommodation in the vicinity of Westminster.
- The timings for the fit-out of a decant building would need to be robustly challenged by the Programme Board. The estimates in the paper were based on the experience of fitting out Tothill Street.
- The **Board agreed** that all three options should be taken forward and developed as part of the Strategic Outline Programme Case for the Northern Estate.
- The **Board agreed** that negotiation for a lease on an additional building should start but that the final decision would be taken on the basis of the Strategic Outline Programme Case.

**Committee Office/Research Service Co-location**

- Co-location was going to go ahead, the question was about timing. There was a significant advantage to realising the benefits of co-location ahead of the start of the new Parliament. The preparatory work and planning for

completing co-location, and the consequential moves, should therefore continue while a business case is produced.

- The estimated marginal cost of accelerated co-location of DCCS and DIS staff by May 2015 had now decreased as there was no longer a need, in the short term, to set-up additional accommodation between Norman Shaw North and South for decant space. However, it still needed to be confirmed whether these would be required in the longer term.
- Co-location should therefore be addressed as a variation to the 1 Canon Row refurbishment business case.
- Thought needed to be given to the requirements of the teams that would be moving from Tothill Street to 7 Millbank, many of whom would need to be able to continue working in an open plan environment.
- Co-location needed to be assessed on the basis of its total benefit, costs and impact on the whole organisation.
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- An SRO needed to be appointed with responsibility for the consequential staff moves from co-location. This could be achieved by adding responsibility for this task to the remit of the current SRO for co-location.
- The Board needed to think about how it communicated with staff that might see themselves as being negatively affected by co-location.
- *The **Board agreed** that planning and preparation for full co-location of DCCS and DIS teams and consequential moves by May 2015 should continue, outside the remit of the Northern Estate Accommodation Programme, and co-ordinated with the work underway in Canon Row. The business case for the Canon Row work would be amended and a separate business case produced for co-location.*
- **Acton: John Borley** to suggest a SRO for additional staff moves that resulted from co-location.

[adjourned at 11:20pm]

**Tom Goldsmith**  
**Secretary**

**Robert Rogers**  
**Chairman**