

**Minutes of the Management Board meeting
held on Thursday 16 January 2014 at 3.30pm**

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)
Dame Janet Gaymer DBE (non-executive member)

Apologies: Andrew Walker (Director General of HR and Change)
Barbara Scott (non-executive member)

In attendance: Tom Goldsmith (Board Secretary)
Ben Williams (Assistant Secretary)
Paul Martin CBE (Parliamentary Security Director) (item 3 only)

1. Actions Arising

1.1 **Tom Goldsmith** updated the Board on the outstanding actions from previous meetings.

- Action 2: Information on the competency framework would be provided at the Board quarterly performance review meeting.
- Action 4: A plan of business resilience exercises was being discussed at the February meeting of the Business Resilience Group.
- Action 7: Work developing training to support the implementation of the Respect Policy was ongoing.

1.2 The **Chair** updated the Board on his discussion with the Parliamentary Security Director (PSD) about resource for work on challenge culture. The PSD had requested an additional A2 resource for 18 months to deliver work in four areas: Members' safety off the Estate; personnel security; challenge culture and liaison with security and intelligence agencies. **Myfanwy Barrett** said that any request for additional resources should be supported by a robust justification that set out what was not already being undertaken and why these pressures could not be absorbed by existing resources.

2. Oral Updates

2.1 **Myfanwy Barrett** updated the Board on the creation of a unified procurement team. The project was progressing on schedule, the Lords staff were relocating to Tothill Street on Monday and all CSD staff had agreed to their transfer to the Lords which would take place on 21 January. The new,

category-based, structure was ready for consultation with staff and the Unions. The new head of service would be appointed first to allow that person to be involved in all other appointments. The new service was due to go live on 1 April. This process had required a significant amount of HR work due to the transfer of staff between the two Houses.

- 2.2 **John Borley** reported that the Independent Options Appraisal team for Restoration and Renewal had been appointed and had started work.
- 2.3 **David Natzler** reported that significant senior management efforts had been put into resolving staffing issues in Central Lobby. He would be accompanying the Deputy Speaker to the Commonwealth Speakers Conference in New Zealand.
- 2.4 **Joan Miller** reported on the introduction of Office 365. The Lords administration had been successfully transferred over the weekend, but the transfer of the first batch of Commons staff had been less successful. This had primarily been due to a failure to launch the MDM software which had meant that mobile devices had not re-attached to the network. The **Chair** stressed the importance of these problems not re-occurring during the transfer of Members to O365. **Joan Miller** said PICT would be collecting feedback to ensure those lessons were learned.
- 2.5 **John Pullinger** reported that there continued to be some delays in agreeing lines of the media. While overall the situation had improved he re-emphasised the importance of teams prioritising responses to requests from the media team. A new form was being produced to help teams respond to requests. The **Chair** noted that a briefing would be provided for teams who had to deal frequently with media inquiries.
- 2.6 **Janet Gaymer** reported on the previous day's Audit Committee meetings. The Commons Audit Committee discussed: the Head of Internal Audit's preliminary opinion; agreed that the Head of Internal Audit would write to Heads of Departments about the completion of agreed audit actions; agreed that the external members would meet **Andrew Walker** to discuss the sickness absence action plan; discussed **Myfanwy Barrett's** paper on forecasting; noted the NAO audit plan; agreed the internal audit plan and agreed the approach for developing next year's audit plan. The Joint Audit Committee discussed restoration and renewal and the Security Arrangements Agreement and agreed to consider the unified procurement structure and the governance of PICT at its next meeting.
- 2.7 The **Chair** informed the Board of the timetable for recruiting the Director of People Development.

3. **Security Arrangements Renewal Programme**

3.1 The Board considered the paper; in discussion the following points were made:

- The next stage needed to focus on the agreed objectives and look for further opportunities to implement efficiencies identified by the zero-based review. The final aim should be to achieve a flexible and scalable service.
- The negotiations would be highly complex and would need to be properly resourced.
- There had been a meeting of senior staff from Parliament and the Metropolitan Police which had emphasised the importance of the strategic partnership between the two organisations.
- The recommendation from the Programme Board had been shared with, and approved by, a number of Member bodies and would shortly be put to the Commission and Lords House Committee.
- The Finance and Services Committee had asked the Programme Board to give further consideration to another solution.
- The new arrangements should improve the problems with queues at peak hours. However it was only a partial solution: even with entrances operating at their theoretical maximum capacity the current level of demand meant that there would have been visitors waiting longer than the maximum target time. The physical configuration of the search areas also impacted on throughput; work was in hand to address this.
- Parliament would need to specify its security requirement for 2015-20 in detail, which could prove challenging due to a lack of certainty about future activity levels.
- The re-negotiated contract should have a less cumbersome change control process.

3.2 The Board endorsed the recommended option put forward by the SARP Board and noted that further work would be done to explore the suggestion made by the Finance and Services Committee.

4. Investors in People

4.1 Discussion on this item was deferred.

5 AOB

- 5.1 John Pullinger said that the planned initial commercial filming in the Palace would not make a substantial profit but would put the House in a better and more knowledgeable position to generate income from future commercial filming.

[adjourned at 16:40pm]

Tom Goldsmith
Secretary

Robert Rogers
Chairman