

Management Board

Operation of the Board

Paper by the Office of the Clerk

Summary and decisions

The Management Board is intended to fulfil a different role to that of the Board of Management: more strategic and with Board members who have executive responsibility for cross-cutting issues. This paper asks the Board to:

- agree to a format for meetings to reflect this new role (paragraph 2);
- confirm its preference for the practical organisation of meetings (paragraphs 3-6);
- note other issues linked to the creation of the new Board that are still to be addressed (paragraph 7).

Background

1. The new delegation agreed by the Commission (appendix A) confers on the Board **collectively** the duty to be "...responsible for the management of the services provided for the House of Commons by the Departments of the House...". In other words a unified rather than a federal or corporate approach to management. In order to facilitate this change, it is suggested that the format of meetings should be different to that of the Board of Management.

Format of meetings

2. It is proposed that the agenda for each regular Board meeting should follow the pattern below:
 - Report on actions from the previous meeting. This will be co-ordinated by the Office of the Chief Executive, but with Director Generals contributing.
 - Performance and risk report. This will be a short item, eventually based on the new performance management system, that will highlight areas requiring Board consideration.

- Oral reports from DGs. This will be opportunity for DGs to report briefly on current issues within their purview that are of wider significance. This should reduce the number of papers that need to be considered formally.
- Consideration of papers. While it may be useful to invite specialist staff, the onus will be on DGs to lead on an item, propose a course of action and be responsible for implementation.

Practical organisation

3. Regular meetings will continue to be held monthly in the Clerk's office on a Thursday. 22 November and 13 December were dates already agreed for meetings of the Board of Management and will be retained for the Management Board. A schedule of dates for meetings from January to July 2008 will be circulated shortly. **Does 4pm remain the most suitable time?** The Board Secretary and the Clerk's Private Secretary will continue to hold pre-meetings with Board members.
4. Minutes will provide a summary of the discussion and actions agreed, but will not generally include attributed contributions. A numbered list of actions outstanding will be maintained.
5. If the Board constitutes itself as the programme board for Tebbit implementation, this could either be managed as a standing item on the agenda or taken at additional meetings.
6. The current structure of second and third tier groups will remain in place pending a review.

Issues still to be addressed

7. The following issues concerning operation of the Board remain to be addressed:
 - External membership
 - Interface with Administration Committee and other Member bodies
 - Performance management system – proposals to be brought to the Board in January.
 - Review of second and third tier groups – proposals to be brought to the Board in December.
 - Up-date guidance on format of Board papers - asap
 - New intranet pages - asap
 - Trombinoscope – for 7 January
 - New shared area for Board papers – asap

Board Secretary
October 2007

Appendix

Instrument of Delegation made by the

House of Commons Commission

on 22 October 2007

1. In pursuance of paragraph 5(2)(a) of Schedule 1 of the House of Commons (Administration) Act 1978, the House of Commons Commission hereby revokes the Instrument of Delegation made by the Commission on 24 July 1991 (relating to the appointment of a Board of Management and the delegation of functions to the Board) and subsequent amendments made thereto, and establishes the Management Board with the membership, delegated functions and other responsibilities set out below. Part B of the Instrument of Delegation of 25 January 1979 (relating to the delegation of functions to individual Heads of Departments) is also revoked.
2. **Membership** The membership of the Management Board shall be the Clerk of the House of Commons as chief executive of the House Service (who shall be Chairman), the Director General of Committee and Chamber Services, the Director General of Facilities, the Director General of Information Services, and the Director General of Resources. The Board is authorised to appoint up to two external, non-executive advisors. In the event that there is a decision related to a delegated function that is not reached by consensus, the external advisors shall not exercise a vote.
3. **Delegated functions** The Management Board shall:
 1. be responsible for a House of Commons service in which the conditions of the service of staff shall conform with the provisions of Section 2 of the House of Commons (Administration) Act 1978;
 2. be severally responsible for the appointment of staff under section 2(1) of the of the House of Commons (Administration) Act 1978 in regard to their own department (except the appointment of staff whose appointment is for the time being delegated to the Speaker), but subject to directions given by the Clerk of the House as chief executive of the House Service;
 3. exercise on behalf of the Commission its other functions concerning staff in the House Service (except those under section 4 of the House of Commons (Administration) Act 1978);
 4. exercise on behalf of the Commission the responsibilities referred to in paragraph 5(5) of Schedule 1 of the House of Commons (Administration) Act 1978 for considering representations made in relation to matters affecting the interests, in connection with their employment, of staff in the House Service by trade unions who are recognised by the Commission in respect of such staff, and for the conduct of consultations and negotiations about such matters with those trade unions, subject always to the ultimate

right of those trade unions to make representations to the Commission in cases where the procedures established under the authority of the Commission and agreed by both sides of the House of Commons Whitley Committee, have been exhausted;

4. **Other responsibilities** The Management Board shall also:
 1. be responsible for the management of the services provided for the House of Commons by the Departments of the House, and give advice thereon to any select committee on Finance and Services which may be appointed by the House, and to the House of Commons Commission;
 2. advise the Corporate Officer of the House of Commons on the nature and level of services that should be provided by joint departments of the two Houses;
 3. consider the reports, budgets and other financial management information drawn up by the Departments of the House, and approve the draft estimates of expenditure of those Departments and of the Office of the Speaker, together with any other estimates proposed to be submitted to the Commission for presentation to the House for expenditure for the service of the House of Commons, before the submission of such draft estimates to the Finance and Services Committee and the Commission;
 4. assist the Finance and Services Committee in the preparation of the Estimates for the Administration Estimate and of other papers relating to that Vote, before its submission to the House of Commons Commission; and
 5. carry out such other functions relating to the expenditure on the administration of House of Commons services as may from time to time be allocated to it by the Commission.
5. The Management Board shall exercise its powers subject to the control of the Accounting Officer in relation to expenditure.