

**Minutes of the Management Board meeting
held on Thursday 10 March 2011**

Those present: Malcolm Jack (Chief Executive) (Chairman)
Robert Rogers (Director General of Chamber and
Committee Services)
John Borley (Director General of Facilities)
John Pullinger (Director General of Information Services)
Andrew Walker (Director General of Resources)
Joan Miller (Director of PICT, external member)
Alex Jablonowski (external member)

In attendance: Matthew Hamlyn (Board Secretary)
[s.40] (Assistant Secretary)
Elizabeth Honer (Director of Savings, Resources, for
items 1 and 2)
[s.40] (Strategy, Planning and Performance Co-ordinator,
OCE, for items 1 and 2)

1. Savings Programme: oral update

1.1. The Board noted that the Finance and Services Committee had agreed a paper proposing seven areas for review, which the Commission would consider at its meetings on 17 and 21 March. The Board discussed how to communicate any decisions made by the Commission and agreed:

- that the Commission should be asked to approve key points to be explained to Members and staff, as well as a media statement, at its meeting on 21 March;
- that the Clerk should write to the Clerk of the Parliaments formally to set out the proposed areas for review and proposed approach to consultation with the Lords;
- that Elizabeth Honer should brief the Lords Management Board;
- that the Board should hold a joint meeting with the Lords Management Board in May or June.

1.2. *Action: OCE Central Communications team and Media and Communications Service to prepare communications for Commission to approve by 20 March. Elizabeth Honer to draft a letter from the Clerk to the Clerk of the Parliaments to be sent after 21 March and to arrange a time to brief the Lords Management Board. Board Secretary to fix a date for a joint meeting with the Lords Management Board.*

1.3. The Board discussed next steps. The following points were made:

- The round table meetings between the Finance and Services Committee and Board members had been very constructive.

- The Chairman of the Finance and Services Committee had offered to lead consultation with Members, including discussing possible changes to the Standing Orders with the Procedure Committee and the Leader of the House.
- The suggested changes would require the Finance and Services Committee to have reported on any motion with financial implications for the House before it was debated by the House.
- The Board would need to ensure such changes did not limit its ability to discharge its normal management processes; it was noted that the suggested new procedure would only relate to initiatives that required a motion in the House.
- The Government could set aside any new Standing Order when it felt it necessary, but a convention might develop that it was unusual for it to do so.
- Additional resources would be needed to take forward some of the areas for review. The Board had not yet considered those demands. Certain areas might put demands on the same parts of the business.
- The Board had not yet defined the interdependencies between the areas, or their full scope. It would be worth Board members brainstorming possible interdependencies after the Commission's decision and before the summer recess.
- The Savings Programme Board would consider interdependencies and governance at its next meeting. It would also work up a resource plan. The areas for review were at different stages and in some work was already taking place so resources were available.

1.4. The Board agreed:

- to seek to continue to meet with the Finance and Services Committee informally as well as formally at key milestones over the next few months;
- that Standing Order changes should be drafted;
- to wait until it had the advice from the Savings Programme Board before taking any decision on governance of interdependencies;
- that it would make resources available as required;
- to hold another senior leadership meeting once the workstreams were further developed.

1.5. *Action: Board Secretary to propose dates for future informal meetings between the Board and Finance and Services Committee to the Committee Clerk. Robert Rogers to draft suggested changes to the Standing Orders. Elizabeth Honer to report back from the Savings Programme Board at the next Management Board meeting.*

1.6. **Andrew Walker** updated the Board on the Voluntary Exit Scheme.

The expected total cost would now be £2.2 million. That was over the initial budget but the Administration Estimate underspend had grown and was expected to be sufficient to cover the additional amount.

Applicants would be informed of decisions by end 15 March. The Board discussed communications and agreed that a message should be issued to all staff once applicants had been informed.

The Board agreed not to issue a press release proactively, but that media officers should be briefed with costs and payback ratios, as those compared well to similar schemes in Government.

1.7. Action: OCE Central Communications team and Department of Resources to issue a message to all staff on the Voluntary Exit Scheme once all affected staff had been informed.

DR to provide Media Office with briefing on costs and payback ratios.

2. Strategic and business planning and risk

2.1. The Board considered the changes made to the draft Corporate Business Plan 2011/12 since it was last circulated and made further amendments.

2.2. The Board agreed:

- to leave out the table which mapped the offices and directorates of the House Service to corporate goals;
- to include departmental budgets in the Plan;
- to forward the plan to the Commission for formal approval at its meeting on 21 March.

2.3. Action: *[s.40] to circulate the final version of the Corporate Business Plan to Board members before 21 March.*

3. Any Other Business

3.1. The Board agreed that individual members should accept invitations from the Trade Union Side President for informal meetings, on the understanding that those meetings would not prejudice formal negotiations. **Andrew Walker** asked Board members to report back so that any outcomes could be followed up.

[adjourned at 17.33]

Matthew Hamlyn

Malcolm Jack

RESTRICTED ACCESS – MANAGEMENT

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Secretary

Chairman

March 2010