MANAGEMENT BOARD

Parliamentary Security Board: terms of reference

Note by the Director of Parliamentary Security

1. At the final meeting of the Security Review Implementation Board on 15 December, those attending agreed the attached terms of reference for the new Parliamentary Security Board. The Secretary of the Joint Committee on Security (JCOS) also contributed to the draft.

2. The Management Boards of the two Houses are asked to endorse the terms of reference. I will be happy to discuss the terms of reference when I attend the Board meeting on 12 January.

Peter Mason

January 2012

ANNEX:

Parliamentary Security Board (PSB): terms of reference

The Parliamentary Security Board will be established with effect from 1 January 2012. Its members are:

> Parliamentary Security Director (Chair)
> Serjeant-at-Arms
> Black Rod
> OCU Commander, Palace of Westminster
> Parliamentary Director of Estates
> Head of Finance, House of Lords
> Director of Financial Management, House of Commons
> Director of Resources, PICT
> Yeoman Usher
> Deputy Serjeant at Arms
> Executive Officer to Parliamentary Security Director (Secretary)

The Board's remit is to draw up and recommend to the two Management Boards the strategy, plans and policies for the delivery of physical, ICT and information security across Parliament. To this end, the PSB will:

- assess security threats of all kinds and plan appropriate measures in response

- assess security throughout the Parliamentary environment – the Estate, constituencies, and the ICT sphere – identifying and prioritising areas requiring changes

- plan and monitor the implementation of agreed changes, and

- establish a single authoritative source of requirements and advice relating to security, of all kinds, for all users of parliamentary facilities and services.

The Board will meet monthly and through the Parliamentary Security Director, report to the Management Boards of the two Houses.

It consults and takes guidance fom JCOS and, where appropriate, other member Committees of both Houses, on security matters