

- 1.3 *[Additional information – Restricted Access]*.
- 1.4 *[Additional information – Restricted Access]*.
- 1.5 *[Additional information – Restricted Access]*.
- 1.6 *[Additional information – Restricted Access]*.

2 Internal Communications strategy

MB/2016/74

Sarah Burke, Internal Communications Manager, was in attendance.

- 2.1 Simon Burton introduced the paper.
- 2.2 The strategy was welcomed by the Board in light of the many initiatives and events underway; good internal communications were important and necessary.
- 2.3 Member communications were on hold until the new governance arrangements had bedded in. It was important to understand the aspirations of the new Lord Speaker before committing to any change.
- 2.4 The strategy contained a long list of tasks, more than could be undertaken by one person. It was important for business areas to take responsibility for their communications, with advice from the Internal Communications team.
- 2.5 It was agreed that there was no need for the special provision for the Finance Department contained at page 9 of the strategy.
- 2.6 The Digital Service was keen for support from Internal Communications in rolling out its Unified Communications programme. It was agreed that Sarah Burke would discuss the programme with Tracey Jessup.
- 2.7 There was a question raised about whether the House of Lords should engage with Yammer. The benefits were not immediately clear but there was a risk of being left behind, especially in relation to bicameral communications. A paper on the benefits and lessons learned of the Yammer roll-out in the Commons would be useful. In the meantime, the Board secretary would trial uploading comments about board papers to board members in the Yammer group entitled House of Lords Management Board.
- 2.8 The Board **agreed the internal communications strategy, subject to no changes being made to member communications until the new governance arrangements had bedded in.**

3 Pay remit April 2016 RESERVED

MB/2016/75

- 3.1 Tom Mohan introduced his paper.
- 3.2 *[Additional information – Restricted Access]*.
- 3.3 *[Additional information – Restricted Access]*:
 - *[Additional information – Restricted Access]*.
 - *[Additional information – Restricted Access]*;
 - *[Additional information – Restricted Access]*.

3.4 *[Additional information – Restricted Access]*.

3.5 The Board **agreed the draft negotiating mandate for pay at bands HL1 to HL9, and to endorse the proposals for senior pay awards from April 2016.**

4 External Communication strategy

MB/2016/76

Benet Hiscock was in attendance.

4.1 Simon Burton introduced the paper. The Chairman said that the arrival of the new Lord Speaker had generated coverage and might lead to better engagement from the media.

4.2 The strategy was welcomed by the Board. The research was found to be very useful. Member-led engagement was considered important to successful communications about the role and work of the House.

4.3 Social media could be used to better effect. A bolder approach was needed and energy and resources should be dedicated to improving this channel.

4.4 There was concern about financial planning assumptions which did not take account of the proposals by the Participation team to upscale their engagement with school children. This would impact on the Lords share of the budget, although no proposals had been brought to the Management Board. A financial challenge meeting was taking place in the Commons next week, which Simon Burton and Benet Hiscock were attending. It was agreed that they would follow up with colleagues in Participation before the challenge meeting.

4.5 The strategy would be reviewed in the light of the comments, and presented to the Lord Speaker in due course.

5 Corporate Risk Report – Facilities

MB/2016/77

5.1 Carl Woodall introduced his paper.

5.2 The Board **agreed to the proposed addition to the Facilities Risk in the Corporate Risk Register.**

6 Corporate Risk register

MB/2016/78

6.1 David Beamish introduced the corporate risk register.

6.2 *[Additional information – Restricted Access]*.

6.3 *[Additional information – Restricted Access]*.

6.4 The Board **took note** of the risk register.

7 Any other business

7.1 No further business was discussed.

8 Minutes of the meeting on 20 July 2016

8.1 The minutes had been previously agreed by correspondence.

Papers circulated for information:

9 Update: Accommodation Strategic Principles and Plan 2010

MB/2016/79

10 Portfolio dashboard

MB/2016/80

Next Meeting: Wednesday 12 October 2016 at 10.00am

Management Board Secretary
14 September 2016