



## Management Board

12th Meeting

Tuesday 12 September 2017

### MINUTES

<b>Present:</b>	Ed Ollard	Chairman
	Simon Burton	Parliamentary Services
	Eric Hepburn	Director of Security for Parliament
	Tracey Jessup	Digital Services
	David Leakey	Black Rod
	Jane May	External member
	Jonathan Smith	Financial Resources
	Jake Vaughan	Corporate Services
	Carl Woodall	Support Services
<b>Apologies:</b>	Tom Mohan	Director of Human Resources
<b>In attendance</b>	James Taylor	Deputy Director of Human Resources
	Georgina Gray	Business Resilience Manager (for item 2)

#### 1. **Murphy Perimeter Security Review [RESERVED]**

**MB/2017/71**

- 1.1 Eric Hepburn introduced the paper.
- 1.2 *[Additional data – restricted access].*
- 1.3 *[Additional data – restricted access].*
- 1.4 *[Additional data – restricted access].*
- 1.5 *[Additional data – restricted access].*
- 1.6 The Board **endorsed** the approach which Eric Hepburn planned to take in advising the Commission.

#### 2. **Proposed approach to address the Moody Review**

**MB/2017/72**

- 2.1 Georgina Gray was in attendance. David Leakey introduced the paper.
- 2.2 *[Additional data – restricted access].*
- 2.3 There was a need to ensure that staff communications were considered actively, both during incidents, but also in advance. A communications plan would be developed, ideally encompassing the outcomes of both the Moody and Murphy reviews.
- 2.4 *[Additional data – restricted access].*

- 2.5 It was **agreed** that staff on the gold rota should be offered media training to enable them to respond to media inquiries in the event of the incident.
- 2.6 The Board **endorsed** the recommendations in paragraphs 7-14, and noted the summary of actions taken following the review, set out in paragraphs 15-22. The Business Resilience Group would monitor implementations of the recommendations, reporting to the Board as appropriate. In addition, the Board **agreed** to remove the category of 'super-gold' from the IMF.

### 3. Elizabeth Tower Refurbishment

**MB/2017/73**

- 3.1 Ed Ollard introduced the paper. He expected that the Commission to seek regular updates on the progress of the project from now on, with reports to the Finance and Services Committees, and possibly to the Audit Committee as well.
- 3.2 *[Additional data – restricted access].*
- 3.3 *[Additional data – restricted access].*
- 3.4 The Board **took note** of the paper for the Commission, and agreed to consider further the issues raised at next week's meeting.

### Corporate risk register as at 31 August

**MB/2017/74**

- 4.1 Jake Vaughan introduced the paper and drew the Board's attention to the appointment of a new Risk and Governance Manager, and the programme of work expected to be undertaken to review both corporate and office level risk management. Other work was underway to review organisational performance measures.
- 4.2 Ed Ollard updated the Board about Restoration and Renewal.
- 4.3 Carl Woodall provided an update on Millbank House. A paper would be brought to the Board in due course.
- 4.4 *[Additional data – restricted access].*
- 4.5 The Board **took note**.

### 5 Any other business/oral updates

- 5.1 Ed Ollard briefly informed the Board of the Services Committee's response to the proposal for non-sponsored commercial banqueting [see paper MB-2017-78]; and of the planned changes to deliveries by courier to the Palace of Westminster, all of which would be routed to the offsite consolidation centre for security reasons.
- 5.2 The Board **took note**.

For formal approval**6 Internal Audit Charter 2017** **MB/2017/75**6.1 The Board **approved** the Internal Audit Charter.For information**7 Portfolio dashboard** **MB/2017/76**7.1 The Board **took note**.**8 Financial Monitoring Report – Quarter I** **MB/2017/77**9 The Board **took note**.**10 Non-sponsored commercial banqueting** **MB/2017/78**11 The Board **took note**.**12 Minutes of Board sub-committees**12.1 The Board **took note**.**Next Meeting:** Tuesday 19 September at 10 am in 3 Parliament StreetManagement Board Secretary  
14 September 2017

<b>Meeting date</b>	<b>Action</b>	<b>Owner</b>	<b>Deadline/ Status</b>
26 June	To return to the Board with a proposal for resources required for PSAB	CW	End of 2017
19 July	To bring a paper on mandatory staff training to the Board	TVM	11 October
19 July	To bring a risk report on security to the Board	EH	11 October
19 July	To reference risk more consistently in Board papers and to promote risk-based assessments	All Board members	Ongoing
12 Sept	To arrange media training for staff on the IMT 'Gold' rota.	DL (on behalf of BRG)	December 2017
12 Sept	To develop a member and staff communications plan on the outcomes of the	EH and DL	December 2017

	Murphy and Moody reviews		
12 Sept	To report to the Board on the outcome of the review into the cyber attack on Parliament	TJ	TBC