



# HOUSE OF LORDS

## Management Board

13th Meeting  
Wednesday 12 October 2016

### MINUTES

<b>Present:</b>	David Beamish	Chairman
	Simon Burton	Corporate Services
	Rob Greig	Digital Services
	David Leakey	Black Rod
	Andrew Makower	Financial Resources
	Tom Mohan	Human Resources
	Edward Ollard	Parliamentary Services
	Carl Woodall	Support Services

**Apologies:** None

**In attendance:** Eric Hepburn Director of Security for Parliament

#### I Security risk report [RESERVED]

**MB/2016/81**

I.1 Eric Hepburn introduced his paper.

I.2 After discussion the Board **took note of the report.**

I.3 *[Additional information – Restricted Access]*.

<b>Action</b>	<b>Owner</b>	<b>Deadline/ status</b>
To schedule for discussion at joint Board meeting in November	Board Secretary	Complete
To schedule consideration of security risk at BPG	Board Secretary/Simon Burton	Pending
<i>[Additional information – Restricted Access]</i>	<i>[Additional information – Restricted Access]</i>	<i>[Additional information – Restricted Access]</i>

**2 Security vetting: three year UK address history requirement [RESERVED]**

**MB/2016/82**

2.1 Eric Hepburn introduced his paper.

2.2 *[Additional information – Restricted Access]*.

2.3 *[Additional information – Restricted Access]*.

<b>Action</b>	<b>Owner</b>	<b>Deadline/ status</b>
To agree a form of words for recruitment literature and for communication to staff more generally.	Tom Mohan/Eric Hepburn	End of November

**3 Parliamentary Safety Team**

**MB/2016/83**

3.1 Marianne McDougall attended for this item. Carl Woodall introduced his paper.

3.2 The Board **took note of the contents of the paper.**

**4 Accommodation Strategic Principles and Plan 2010**

**MB/2016/84**

4.1 Fiona Green attended for this item. Carl Woodall introduced his paper.

4.2 The Board **agreed that a project should be set up to carry out the work of consulting on and agreeing the accommodation strategic plan and principles.**

4.3 **The Board agreed that accommodation should be considered at its away day on 10 November, and that an external speaker on the subject should be sought.**

4.4 **The Board agreed that it would be important to discuss with Commons colleagues work ongoing under the People stripe to create more flexible working accommodation, including home working and hot-desking.**

<b>Action</b>	<b>Owner</b>	<b>Deadline/ status</b>
To create a project on accommodation strategic principles and plan	Carl Woodall	25 November
To schedule for discussion at the management board away day and to seek an outside speaker for this topic	Board Secretary	Complete
To discuss with Commons colleagues work ongoing under the People stripe to create more flexible working accommodation, including home working and hot-desking	Carl Woodall	Ongoing

**5 Tracking of outstanding audit recommendations**

**MB/2016/85**

5.1 David Beamish introduced his paper.

5.2 The Board **took note**.

**6 Digital Infrastructure Transformation Programme**

**MB/2016/86**

6.1 Rob Greig introduced his paper.

6.2 **The Board agreed that communication to members and staff of this programme, as well as the Unified Communications and Meridio Replacement Programme, would be important to ensure successful implementation.**

6.3 **The Board advised that in relation to communicating the Infrastructure Transformation Programme, member engagement should begin with consulting the Chairman of the Services Committee.**

6.4 The Board **took note**.

Action	Owner	Deadline/ status
To alert the Clerk to the Services Committee about the need for a briefing	Board Secretary	Complete

**7 Corporate Risk Register**

**MB/2016/87**

7.1 David Beamish introduced the risk register.

7.2 *[Additional information – Restricted Access]*.

7.3 *[Additional information – Restricted Access]*.

7.4 *[Additional information – Restricted Access]*.

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

Action	Owner	Deadline/ status
To explore the possibility of circulating agendas and papers for the Commons Board to Lords Management Board members	Board Secretary	Complete

**8 Any other business**

8.1 *[Additional information – Restricted Access]*.

- 9 Unified Communications Programme MB/2016/88**  
9.1 The Board took note of the paper.
- 10 Meridio Replacement and Office 365 Projects MB/2016/89**  
10.1 The Board took note of the paper.
- 11 House of Lords Portfolio Dashboard MB/2016/90**  
11.1 The Board took note of the paper.
- 12 Minutes of the meeting on 14 September 2016**  
12.1 The minutes had been previously agreed by correspondence.

**Next Meeting:** Thursday 27 October 2016 at 3 pm

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Management Board Secretary  
13 October 2016