



HOUSE OF LORDS

Management Board

15th Meeting
Tuesday 8 November 2016

MINUTES

Present:	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 (for item 1)	Director for Parliamentary Security
	Jonathan Smith (item 2)	Head of Finance
	Martina Hunter (item 2)	Deputy Head of Finance
	Benet Hiscock (item 4)	Head of External Communications

- 1 CCTV coverage in Parliament [RESERVED] MB/2016/99**
- 1.1 Eric Hepburn presented the paper.
- 1.2 The Board **agreed to endorse the extended use of internal CCTV, subject to the policy on parliamentary security cameras and the indicative locations of cameras being reviewed.**
- 2 Further steps towards the Medium Term Financial Plan (MTFP) MB/2016/100**
- 2.1 Andrew Makower introduced the paper.
- 2.2 The Board **agreed:**
- To recommend no change to the financial remit;
 - To congratulate the teams responsible for identified savings;
 - To pursue initiatives, via the accommodation project rather than via this year's MTFP, which seek further savings by reducing the number and variety of printers on the Estate (PDS) and by reviewing colour printing (Journal Office);
 - *[Additional information – Restricted Access];*
 - *[Additional information – Restricted Access];*

- To invite members to agree with the Commons not to budget yet for the proposal from Participation for increased resource for Education outreach, interpretation and engagement, pending progress on the Efficiencies Programme;
- *[Additional information – Restricted Access]*;
- *[Additional information – Restricted Access]*;
- To participate in two workstreams of the Efficiencies Programme: (a) efficient use of parliamentary estate; and (i) review of expenditure on overtime, accommodation and discretionary items;
- Not to offer to take on a Lords-only savings target;
- To recommend reserves and contingencies as proposed;
- To recommend the budgets and MTIP as proposed;
- To invite members to provide for all bids for new staff on a ring-fenced basis and subject to individual approval.

Action	Owner	Deadline/ status
<i>[Additional information – Restricted Access]</i>	<i>[Additional information – Restricted Access]</i>	<i>[Additional information – Restricted Access]</i>
To present proposals as agreed to the Finance Committee	Andrew Makower	Friday 11 November

3 Performance management review

MB/2016/101

3.1 Tom Mohan introduced the paper.

3.2 The Board was supportive of the review. **It agreed the terms of reference, subject to paragraph (h) being redrafted. It also agreed to the timetable and the composition.**

3.3 It was proposed and the Board agreed that the Group might benefit from a member of House of Commons or PDS staff being involved. Tom Mohan agreed to consider this. The revised terms of reference and the exact membership would be agreed off-line.

Action	Owner	Deadline/ status
To propose revised terms of reference in relation to paragraph (h).	Tom Mohan	30 November
To consult on membership of the review group and propose its exact composition.	Tom Mohan	30 November

- 4 Developing a Parliamentary visual identity** **MB/2016/102**
4.1 Simon Burton introduced the paper.
4.2 The Board took note of the work being undertaken. It was supportive of the project's objectives and Board members were keen to be involved in further consultation.
- 5 R&R Programme Stakeholder Engagement Strategy** **MB/2016/103**
5.1 Ed Ollard introduced the paper.
5.2 The Board took note of the work underway, and in particular of the fact that Simon Burton had agreed to be co-Chair with Penny Young of the group on Participation. Questions were posed concerning overlap between groups and remits. This needed to be managed carefully. A lot of work was planned, and it would be important for the Administration to resource adequately to meet the new challenges posed by Restoration & Renewal.
5.3 It was agreed that there would be further opportunity to discuss the stakeholder engagement strategy and related points at the Management Board away day on 10 November.
- 6 Corporate Risk Register** **MB/2016/104**
6.1 David Beamish presented the paper.
6.2 The Board took note.
- 7 Q2 Financial Monitoring Report** **MB/2016/105**
7.1 David Beamish presented the paper.
7.2 The Board took note.
- 8 House of Lords Portfolio Dashboard October 2016** **MB/2016/106**
8.1 David Beamish presented the paper.
8.2 The Board took note.
- 9 Any other business**
9.1 No further business was discussed.
- 10 Medium Term Investment Plan 2017/18-2020/21** **MB/2016/107**
10.1 The Board **agreed** that in future the MTIP should be presented to the Board and the Commission for approval, rather than for information.
- 11 Minutes of the meeting on 27 October 2016**
11.1 The minutes had been previously agreed by correspondence.

Next Meeting: Wednesday 7 December 2016 at 10.00am

Management Board Secretary
8 November 2016