



HOUSE OF LORDS

Management Board

18th Meeting
Wednesday 7 December 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:	Dawn Hands (item 1)	Managing Director, BMG
	Jenna Allen (item 1)	Research Director, BMG
	James Taylor (item 1)	Deputy Head of Human Resources
	Sarah Burke (item 1)	Internal Communications Manager
	Jonathan Smith (item 2)	Head of Finance
	Martina Hunter (item 2)	Deputy Head of Finance

1 Staff survey top-line results [**RESERVED**]

MB/2016/112

1.1 Tom Mohan introduced the paper.

1.2 Dawn Hands, Managing Director, and Jenna Allen, Research Director, BMG Research gave a presentation.

1.3 The Management Board took note of the findings and the proposals for communicating them to staff. It agreed to consider its response to the findings in detail at a future meeting.

2 Forecast Outturn, Medium Term Financial Plan (MTFP) and Efficiencies Programme

MB/2016/113

2.1 Andrew Makower introduced the paper. It was noted that the figures contained in the paper were subject to change.

2.2 After discussion, the Board **agreed** the final Forecast Outturn (Annex A) and Medium Term Financial Plan (Annex B) for submission to the Finance Committee and the Commission, subject to updates provided at the meeting.

2.3 The Board also agreed to the approach to the Supplementary Estimate as proposed in paragraph 13, subject to changing 'capital AME' to 'resource AME' in paragraph 13 (b) (on the basis of Treasury advice), to read as follows:

- (a) Capital DEL additional £8.1m (£6.5m for Millbank House plus £1.6m for Fire Safety)
- (b) Resource AME additional £1.6m for Fire Safety
- (c) Resource DEL return £4.5m
- (d) Resource AME additional £1.5m for property valuation.

3 Accommodation project

MB/2016/114

- 3.1 Carl Woodall introduced the paper.
- 3.2 The Board noted the work proposed and the resources required, subject to business case approval. Further consideration would be given to whether the work should be treated as a formal project, and subject to formal project management processes.
- 3.3 It was agreed that the question of which offices would be represented in each workstream would be dealt with off-line.
- 3.4 In discussion the Board agreed to invite the Business Planning Group to consider whether the 'resourcing for change' programme should be revived in light of Restoration & Renewal, and to report back to the Board.

Action	Owner	Deadline/ status
To task BPG with considering whether the 'resourcing for change' programme should be revived in light of Restoration & Renewal, and to report back to the Board	Simon Burton	Early 2017

4 Denial of access to House of Lords outbuildings

MB/2016/115

- 4.1 Consideration of this paper was deferred to the next meeting in the absence of the paper's author.

5 Corporate Risk Register

MB/2016/116

- 5.1 David Beamish introduced the paper.
- 5.2 *[Additional Information – Restricted access].*
- 5.3 The Board **agreed** to consider a report on the Health and Safety risk in January 2017, in addition to the risk reports on staff and reputation already scheduled.

Action	Owner	Deadline/ status
--------	-------	---------------------

To provide a report on the Health and Safety Risk to the Board.	Carl Woodall	January 2017
---	--------------	--------------

6 Any other business

6.1 *[Additional Information – Restricted access.]*

7 Oral updates

7.1 The Chairman informed the Board that recruitment for an external Board member was now underway.

7.2 The Chair informed the Board that he had invited Penny Young to join the Board from its next meeting until Easter 2017.

8 R&R Programme Board Terms of Reference

8.1 The Board approved the revised terms of reference for the R&R Programme Board, as discussed at the Joint Boards Meeting on 17 November.

MB/2016/108

9 Business planning round 2016 – report from the BPG

9.1 The Board took note.

10 House of Lords Portfolio Dashboard October 2016

10.1 The Board took note.

MB/2016/117

11 House of Commons Board Agendas

11.1 The Board took note.

MB/2016/118

Next Meeting: Tuesday 20 December 2016 at 11.00am

Management Board Secretary
7 December 2016