



Management Board

14th Meeting

Wednesday 11 October 2017

MINUTES

Present:	Ed Ollard	Chairman
	Simon Burton	Parliamentary Services
	Tracey Jessup	Digital Services
	David Leakey	Black Rod
	Jane May	External member
	James Taylor	Deputy Director of Human Resources
	Jonathan Smith	Financial Resources
	Jake Vaughan	Corporate Services
	Carl Woodall	Support Services
	Eric Hepburn	Director of Security for Parliament
In attendance:	Catherine White	(for item 2) Assistant Director, Strategic Estates
	Michael Miles	(for item 2) Project Leader, Strategic Estates
	Rachel Williams	(for item 3) Diversity and Inclusion Manager
	John Greenaway	(for item 6) Relocations Contingency Programme

1. Mandatory training

MB/2017/87

- 1.1 James Taylor introduced the paper.
- 1.2 The definition of mandatory training was discussed. The Board **decided** that HR should establish a definitive list of corporate mandatory training.
- 1.3 There was a discussion about how data were held across the Administration, both in terms of what training was mandatory for whom, and in terms of completion of training.

[Additional data – restricted access].

The Board **agreed** that HR should provide quarterly reports on compliance to the Board, and monthly reports to Heads of Office. James Taylor and Jake Vaughan would discuss further how compliance might feed into the corporate performance measures being developed.

- 1.4 The House of Commons Essentials programme was discussed, including how compliance was enforced through performance reviews.

[Additional data – restricted access].

1.5 *[Additional data – restricted access]*.

The Board **decided** that HR should consult the trade unions about ensuring compliance. The Board **agreed** that it was important that the positive case for completing training was made, but that the completion of training should also be embedded within the appraisal process for all staff, making clear that there were consequences for non-completion. The Board **agreed** that any communications about mandatory training should demonstrate how it corresponds with the Administration's values.

MB/2017/88

2. External courtyards stone conservation project

2.1 Carl Woodall introduced the paper. Catherine White provided additional context regarding the works. It was explained that phase 2 was being de-risked by undertaking cleaning and a comprehensive survey, which had been agreed by the Accounting Officers. The results of this survey would inform the Accounting Officers' decision about whether to start work on phase 2, and on approaching future phases.

[Additional data – restricted access].

2.2 The Board **discussed** how lessons identified were incorporated by Strategic Estates into other and future projects, including regarding impact of work on the business and members.

[Additional data – restricted access].

2.3 The Board **commented** on the important role of SROs for complex projects, in particular in presenting them to domestic committees, and on process by which SROs are appointed to projects.

2.4 *[Additional data – restricted access]*.

2.5 *[Additional data – restricted access]*.

3. Diversity and Inclusion plan update

MB/2017/89

3.1 Rachel Williams introduced the paper, explaining that implementation was currently on track, and that she intended to provide the Board with quantitative data towards the end of the year.

[Additional data – restricted access].

3.2 *[Additional data – restricted access]*.

3.3 The Board thanked Rachel Williams for her work so far and **noted** the progress made against the plan to date. The Board **decided** that there should be quarterly updates on the implementation of the plan.

3.4 The Board **agreed** that Board-level champions with the WENs need not be Board members. The Board **agreed** that a short guidance note about the role of a Board-

level champion would be helpful for those who were new to such roles. The Board **agreed** that future updates should refer to the Administration's values more clearly.

4. Risk report: Security [RESERVED]

4.1 Eric Hepburn introduced the paper.

MB/2017/90

[Additional data – restricted access].

4.2 The Board **noted** this analysis of the current security risk and the proposed mitigations and **agreed** to the current scoring and risk appetite, as set out in the matrix.

[Additional data – restricted access].

The Board **decided** that it would be useful for Eric Hepburn to meet with Heads of Offices to discuss security issues.

5. Corporate risk register as at 27 September

5.1 Jake Vaughan introduced the paper, which included a new highlight report from the Risk and Governance Manager.

5.2. The Board **discussed** the highlighted themes.

MB/2017/91

[Additional data – restricted access].

5.3. *[Additional data – restricted access].*

5.4. The Board **noted** the identified risks and scores.

6. Relocation contingencies plan [RESERVED]

6.1 David Leakey introduced the paper.

[Additional data – restricted access].

6.2 John Greenaway explained that the programme had sought to limit expenditure by using mostly equipment that was already owned by Parliament, although some items, such as a new sound system, had had to be purchased. He explained to the Board some of the arrangements in place in other parliaments. He also explained that the proposed schedule for Yellow testing was in line with industry best practice. It was proposed that Heads of Office should be briefed on the Yellow plan.

6.3 The Board discussed proposals regarding the Blue option.

MB/2017/92

[Additional data – restricted access]

- 6.4 The Board **noted** the Yellow rehearsal exercise programme as set out in paragraphs 7 and 8, *[Additional data -restricted access]*, and the tapered transition arrangements of the Relocation Contingencies Programme to BAU in paragraphs 20-22.

[Additional data – restricted access].

7. Grants and income

- 7.1 Jonathan Smith noted that he had received updated figures, which would be incorporated into the version of the paper provided to the Finance Committee.

[Additional data – restricted access].

- 7.2 The Board discussed the rationale behind Parliament's support for the inter-parliamentary groups and History of Parliament Trust, and how the House of Lords monitored their expenditure. The Chair noted that a review of the History of Parliament Trust was under way. The Board **agreed** that it would be useful to have FAQs about the work of each group.

- 7.3 The Board **agreed** the budgetary provision as set out in paragraph 13 and noted the various types of income the House of Lords receives as set out in paragraph 16.

8. Switchboard service: contract efficiencies [RESERVED]

- 8.1 The Board **approved** the current Switchboard Service Level Agreement and approved the planned change to the opening hours as set out in paragraph 8, subject to ensuring robust communications arrangements for the Duty Clerk and to a clear agreement about the amount of notice required to vary provisions in the event of the late sitting of either House. The Board **approved** the recording by Capita as set out in paragraph 12.

MB/2017/93

9. Any other business/oral updates

- 9.1 Carl Woodall provided an update regarding Millbank House.

[Additional data – restricted access].

For information

10. Tracking of outstanding audit recommendations

MB/2017/95

The Board **took note**.

MB/2017/94

11. Portfolio dashboard

MB/2017/96

The Board **took note**.

12. Business Continuity update

MB/2017/97

The Board **took note**.

Next Meeting: Wednesday 1 November at 10 am

Private Secretary to the Clerk of the Parliaments
11 October 2017

Meeting date	Action	Owner	Deadline/Status
26 June	To return to the Board with a proposal for resources required for PSAB	CW	End of 2017
19 July	To reference risk more consistently in Board papers and to promote risk-based assessments	All Board members	Ongoing
12 Sept	To engage the Lord Speaker on the importance of reinforcing positive messages about security and pass-wearing	Ed Ollard	October
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 Murphy and Moody reviews	EH and DL	October 2017
12 Sept	To bring a paper on Millbank House to the next meeting of the Board	CW	October 2017
12 Sept	To report to the Board on the outcome of the review into the cyber attack on Parliament	TJ	November 2017
11 Oct	To provide quarterly reports on compliance to the Board, and monthly reports to Heads of Office	JT	Ongoing
11 Oct	To consult the trade unions about ensuring compliance with mandatory training	JT	End 2017
11 Oct	<i>[Additional data – restricted access].</i>	CW	<i>End 2017</i>
11 Oct	<i>[Additional data – restricted access].</i>	EH	<i>End 2017</i>
11 Oct	To meet with Heads of Offices to discuss security issues	EH	Nov 2017