



HOUSE OF LORDS

Management Board

5th Meeting
Wednesday 21 April 2010

MINUTES

Present:

David Beamish	<i>Acting Chairman (Parliamentary Services)</i>
Rhodri Walters	<i>Corporate Services</i>
Liz Hallam Smith	<i>Information Services</i>
Philippa Tudor	<i>Financial Resources</i>
Simon Burton	<i>Human Resources</i>
Carl Woodall	<i>Facilities</i>
Sir Freddie Viggers	<i>Black Rod's Department</i>
Joan Miller	<i>Director of Parliamentary ICT</i>

Apologies: Michael Pownall *Clerk of the Parliaments (by telephone)*

I **Panache review of catering outlets**

1.1 Benet Hiscock, Director of Public Information, Tim Lamming, Head of Catering Services, and Niccola Boyd-Stevenson, Panache Consultancy, attended for this item.

1.2 Niccola Boyd-Stevenson explained that Panache's review had been undertaken by her and three of her colleagues and there had been considerable consultation with Tim Lamming; the report also incorporated feedback from stakeholders. Panache had studied the Refreshment Department's operational performance and viability, and compared it with similar institutions.

[Confidential (commercial in confidence) annex.]

1.3 Carl Woodall commended the report to the Board, and Board members thanked Panache for its work on the study. The Board also congratulated Tim Lamming and the Refreshment Department for their work in reducing the subsidy from £1.9 million to just over £1.5 million. Carl Woodall explained that the rate of decline in the subsidy could not be sustained, and application of the "quick wins" identified by Panache – a process that was already underway – would only provide modest further improvements. Further decreases would require both a change in policy from the current annual small adjustments to the target, and provision to the Refreshment Department of the tools needed to meet lower targets. The Panache report suggested these tools, and the Board discussed its proposals.

[Confidential (commercial in confidence) annex.]

1.4 The Board noted the excellent work undertaken by the Refreshment Department Profitability Sub-Group and agreed that this should continue for a further year. The Board agreed to postpone final decisions until the outcome of the General Election was known, and Carl Woodall agreed to provide Board members with the further detail they had requested.

2 Corporate Risk Register at 14 April & Oral Updates

2.1 The Board took note of the corporate risk register.

3 Savings and Efficiencies

3.1 The Board agreed to the proposal in Michael Pownall's paper that Rhori Walters and Philippa Tudor should meet Heads of Offices, noting that the meetings would be an information-gathering process. The Board agreed that gathering this information now would allow the Administration to present detailed options to the House Committee if they were requested early in the new Parliament.

3.2 Philippa Tudor explained that, with Rhodri Walters, she hoped to commence discussions with budgetholders in early May. The Board agreed that the process would be an opportunity for Heads of Offices to prioritise the tasks which were most important to them. In addition, the tolerance reporting agreed at the previous Board meeting would contribute to better budget management and forecasting.

3.3 Some Board members suggested that, alongside the proposed meetings, work would be needed to examine the impacts of different scenarios for financing available to the House in the next Parliament, and to agree the Administration's strategic priorities. Member input would also be needed as some proposals would have a significant impact on services to them.

4 Information Management: Strategic Issues & Action Plan Parliamentary ICT Strategy 2010 – 2015 Risk report: ICT

4.1 The Board deferred discussion of the Information Management paper.

4.2 Joan Miller introduced the Parliamentary ICT Strategy 2010-2015, which had been approved by PICTAB. PICT recognised that IT, and demand for it, was changing and that it would be possible to create a higher quality and better value product for Parliament. The key principles for PICT's strategy would be to: ensure flexibility; take a clear value for money investment approach; build in adaptability; and ensure services were self-supporting.

4.3 The Board noted that the Information Management paper might become the business's response to the strategy's assertion that Parliament was highly information dependent. In response to the discussion, Joan Miller confirmed that "cloud" solutions would not be adopted unless data security could be guaranteed where it was required. By designing systems to be scalable and self-supporting, PICT would be able to adapt to both smaller and larger Houses, and the strategy took into account business continuity requirements. PICT R&D would be able to examine new technologies as they emerged.

4.4 Joan Miller agreed to consider adding a reference to the need for preservation of electronic data, and confirmed that the strategy would be updated on an annual basis.

4.5 The Board took note of the risk report. PICTAB was preparing a detailed paper on the workload risk identified by PICT and the Board would consider it in June. The Board agreed that further improvements to coordination between Offices, PICT and Estates were required.

5 2010 Pay remit

5.1 Jonathan Seller, Deputy Director of Human Resources, attended for this item. The Board discussed Simon Burton's paper and agreed to postpone a final decision until

the result of the general election was known.

[Confidential annex.]

6 Fol publication scheme

6.1 Alex Daybank, Information Compliance Manager, and Frances Grey, Fol Officer & Assistant Clerk of the Records, attended for this item.

6.2 David Beamish explained that the paper addressed the items carried forward from the last meeting. The Management Board agreed to the online publication of Management Board members' claim forms and travel-and-subsistence corporate credit card statements, and of a register of gifts and hospitality received by Board members above a £25 threshold, with effect from 1 April 2010. Where currency was provided in advance of overseas travel, a retrospective claim form would be completed in order to ensure that the published forms painted a full picture.

7 Risk report: Projects

7.1 The Board took note of the paper.

8 Risk report: data security

8.1 Alex Daybank, Information Compliance Manager, and Frances Grey, Fol Officer & Assistant Clerk of the Records, attended for this item.

8.2 Rhodri Walters highlighted the progress made and reported that a paper on protective marking would be discussed next month; Liz Hallam Smith would also present the results of the Records Management Audit exercise. The survey of sensitive information had highlighted some areas which required further improvement. A leaflet on Fol requirements would be distributed later in the year; this followed the recent leaflet on data security.

9 Minutes of the Management Board on 29 March

9.1 The Board agreed the minutes.

10 Minutes of the House Committee on 23 March

10.1 The Board took note of the minutes.

11 Minutes of the House of Commons Management Board on 18 March

11.1 The Board took note of the minutes.

12 Accommodation Strategy Workstreams

12.1 The Board took note of the paper.

13 Room bookings

13.1 The Board took note of the paper.

14 Proposals in party manifestos relating to the House of Lords

14.1 The Board took note of the paper.

15 Project on Performance Management

15.1 The Board took note of the paper.

16 Progress against the 2010/11 Business Plan

16.1 The Board took note of the paper.

17 Millbank Island Site: Cabling

17.1 The Board took note of the paper.

Next Meeting: Monday 10 May 2010 at 10am

Secretary to the Management Board
23 April 2010

ACTION PLAN

Date	Minute item	Action	Responsible	Deadline/Status
July 2009	7	Draft paper for HRSG suggesting how the HL administration can demonstrate CSR	RHW	Outstanding
Nov 2008	4	Consider how Senior Staff Career Development scheme fits in with staff development strategy.	HRSG	After review of scheme
Oct 2009	5	Report to Board on staff consultation and secondment promotion.	DRB/SPB	In light of results of 2010 staff survey
July 2009	18	Arrange training for managers on communications	SPB	March 2010
Feb 2010	1	Update Board on contract letting for Committee transcription	DRB	May 2010
Mar 2010 ii	3	Prepare advice on whether in-year budget re-profiling is possible	FPT	May 2010
Mar 2010 ii	6	Prepare Terms of Reference for staff qualifications VfM review for agreement by correspondence	SPB	May 2010
Feb 2010	7	Report on implementation and communication of new retirement policy	SPB	July 2010