



HOUSE OF LORDS

Management Board

6th Meeting
Monday 10 May 2010

MINUTES

Present:	Michael Pownall	<i>Clerk of the Parliaments</i>
	David Beamish	<i>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>

I Oral Updates

I.1 Brendan Keith, Registrar of Lords' Interests, attended for this item and informed the Board that before dissolution every Member had been sent a copy of the Code of Conduct, the Guidance to the Code, and a registration form. The majority of Members had responded and a provisional online edition of the Register would be published on 18 May, followed by a printed edition on 26 May. Members who had not responded had been sent reminders; they would be advised when they took the oath of the need for early registration and contacted via their chief whips.

I.2 The Board agreed that there would need to be an ongoing programme of training on the Code of Conduct to ensure Members were aware of its provisions. The first round of interviews for the post of Lords Commissioner for Standards had taken place with the final round expected to be held on 18 May.

I.3 Philippa Tudor reported that a small number of Members had expressed misgivings about the new procedures for the designation of principal residence; it was likely that some issues would need to be referred to the House Committee. In addition, a number of Members had needed considerable assistance in completing the forms.

I.4 The Constitutional Renewal and Governance Act included a requirement for Members to be domiciled in the United Kingdom for tax and included a three month transitional period to allow members to resign rather than meet this requirement. Members had been informed accordingly.

I.5 The Board thanked the Finance Department and the Registrar's Office for their work on Members' expenses and the Register respectively and expressed its unanimous support for their approach. Michael Pownall agreed to ask the House Committee to echo this support.

I.6 Simon Burton informed the Board of the initial findings of the staff survey and

the liP healthcheck. The findings were largely positive and a paper with further details would be considered at the next meeting.

1.7 David Beamish reported on the revised Members' induction programme and Joan Miller drew attention to the lessons that could be learnt from the Commons' equivalent programme.

2 General Election outcome

2.1 The Board noted that a dissolution honours list was still awaited. The Department of Facilities were on stand-by to undertake office moves for Ministers, and preparations for swearing in and the State Opening were in hand.

2.2 The Board discussed the implications of a coalition Government, noting the impact on seating in the Chamber, Committee membership, and Cranborne money. It was agreed to liaise closely with the Commons on their preparations. The Chairman agreed to send an e-mail to staff in the event of House of Lords reform emerging as a priority in the coalition negotiations.

3 Panache review of catering outlets [Reserved]

3.1 The Board discussed Carl Woodall's paper and agreed that the Catering and Retail Services Department Profitability sub-group would recommend a subsidy level for 2010/11 to a future meeting of the Board. Tim Lamming and Carl Woodall would also set out the Department's aims and objectives in a separate paper.

[Confidential annex]

4 14 Tothill Street: OGC Gateway Review Report and Management Response

4.1 The Board took note of this paper.

5 Minutes of Meeting on 21 April

5.1 The Board agreed the minutes.

6 Outline Business Case for Millbank Island Mobilisation Manager

6.1 The Board took note of this paper and agreed that the proposal for the new post would go through the normal approval process.

Next Meeting: Wednesday 26 May 2010 at 10am

Secretary to the Management Board
17 May 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

Date	Minute item	Action	Responsible	Deadline/Status
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