



MANAGEMENT BOARD

8 June, 10am to 12noon in Room G01, 14 Tothill Street

Agenda

1. **Oral Updates**
 2. **Corporate Risk Register at 1 June** **MB/2011/63**
RESTRICTED ACCESS: SECURITY
 3. **House Committee meeting on 23 June** **MB/2011/64**
 4. **Risk Report: Millbank House** **MB/2011/65**
RESTRICTED ACCESS: COMMERCIAL
Memorandum by Carl Woodall
 5. **Risk Report: Security** **MB/2011/66**
RESTRICTED ACCESS: SECURITY
Memorandum by David Leakey
 6. **Information Management Update** **MB/2011/42 (re-circulated)**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Elizabeth Hallam Smith
Minutes of PICTAB on 9 May **42A**
RESTRICTED ACCESS: MANAGEMENT
- For formal decision/information:
7. **Draft Minutes of the Meeting on 11 May**
 8. **Minutes of the House Committee on 3 May**
RESTRICTED ACCESS: PRIVILEGE
 9. **Minutes of PICTAB on 14 March**
RESTRICTED ACCESS: MANAGEMENT
 10. **Minutes of the House of Commons Management Board on 28 April**
 11. **Converged digital parliamentary network: scope of the programme** **MB/2011/67**
Memorandum by John Borley
 12. **Parliament Week** **MB/2011/68 & 68A**
Memorandum by Elizabeth Hallam Smith
 13. **Funding of the four inter-parliamentary bodies** **MB/2011/69 & 69A**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Rhodri Walters

14. Review of IT Governance

RESTRICTED ACCESS: MANAGEMENT

Report to PICTAB

MB/2011/70

15. Management Board forward plan

RESTRICTED ACCESS: MANAGEMENT

Memorandum by Simon Blackburn

MB/2011/71

16. Any Other Business



A converged digital parliamentary network: scope of the programme

Responsible Board Member(s) Carl Woodall, Joan Miller

Paper prepared by John Borley

Date 12 May 2011

Purpose

1. This paper presents the Management Boards with a statement of the scope of the programme. This follows on from an earlier paper describing the vision of the programme which was tabled in December 2010 by the Director of PICT.

Actions for the Management Boards

2. The Management Boards are asked to note the scope that the Programme Board has identified (paragraphs 5-7), and to redirect if required.

Background

3. The Management Boards of the Commons and Lords have agreed that an outline business case for a converged digital parliamentary network should be prepared. Should it be approved a full business case will then be prepared, for submission in summer 2012.
4. Following the agreement of an SRO – John Borley – the Programme Board has been established¹ and has been meeting monthly since February 2011.

In Scope

5. The programme will include:
 - a. The installation of all required copper and fibre cabling and all its associated ducting in the Palace and all parliamentary buildings, providing bandwidth needed for current and future business needs.
 - b. The installation of all required switches and routers.
 - c. The provision of wireless coverage appropriate to the business need.
 - d. The removal of redundant cabling, switches and routers.
 - e. Establishing appropriate management arrangements for the converged network, including a design authority function and an operational management function.
 - f. Management of the migration of functions from existing platforms onto the converged network

¹ The Programme Board currently consists of John Borley (SRO), Innis Montgomery, Carl Woodall, Robert Twigger, Joan Miller, Keith Gregory, David Lewis, Sue Taylor and Richard Cooke

Out of Scope

6. The programme will not itself deliver the business functions that will be carried on the network: their procurement, operation and maintenance will be out of scope. But the network programme will establish a set of standards that are to be adhered to by any application seeking to use it; and in due course it will remove any other existing network cabling. So although business related, networked ICT functions are out of scope, the newly created network authority will provide technical assistance and guidance to all business cases and ensure a good fit for overall technical and business strategy. It will manage and be responsible for the technical aspects of the transition and migration of all networks on behalf of Parliament.
7. The creation of the new converged network will also provide opportunities for new and enhanced services. While the Programme will, as far as possible, allow for likely developments in their planning, the initiative for these will need to come from the relevant business areas and they are thus out of the scope of the Programme.

12 May 2011

John Borley



Parliament Week

Responsible Board Member(s) Liz Hallam Smith
Paper prepared by Liz Hallam Smith

Date May 2011

Introduction

1. The Group on Information for the Parliament (GIP) recently endorsed a proposal that Parliament's public information services adopt a "campaigns approach" to their work. As part of this approach, an annual awareness raising week - "Parliament Week" – is being planned, to take place during the week **31 October to 6 November 2011**.

Parliament Week

2. In summary: the intentions behind the campaigns approach and Parliament Week are: to improve the collective impact of the individual public engagement services, achieve greater value for money, and reach new audiences. A paper outlining the aims and objectives in more detail is attached.
3. To provide a practical focus for Parliament Week, the theme **Stories of Democracy** has been devised. There is a clear narrative element to this which creates an immediate hook and offers a variety of creative approaches to engage users. Stories can relate to individuals or organisations and their role in democracy in the past or the present.
4. Many existing activities/events will take place during Parliament Week, including, for example, the sitting of the UK Youth Parliament in the Commons Chamber. The Education and Outreach services will plan activities in the regions during the week. Tailored resources will be produced for Members of both Houses to use during Parliament Week (for example in schools, at events etc).
5. Partnerships will also be explored to reach new audiences: initial discussions with organisations such as the Hansard Society, the BBC, the National Trust, Facebook, Google, and YouTube have been positive.

Members, governance and communications

6. A small Member advisory group is being convened by Aileen Walker, Director of Public Information in the House of Commons (responsible for coordinating the bicameral public information services), to help shape plans and advise on Member involvement. Lord Kirkwood has agreed to be on the group. Aileen will also act as SRO for the initiative, with the planning being led by Tom O'Leary, involving the public information teams in both Houses. The Lords Information Office and the Web & Intranet Service are fully involved.
7. The internal communications managers in both Houses will manage Member and staff communications. Discussions will be held with colleagues in other departments/offices to

encourage and facilitate participation. Interest has already been expressed by Parliamentary Archives, the Curator's Office, Parliamentary Broadcasting, and the Parliamentary Bookshop.

8. The Lords Information Office, in conjunction with the Commons Media and Communications Service, will manage external publicity. A website will be set up, within the framework and infrastructure of Parliament's website, but with a www.parliamentweek.org web address.

Action required

9. The Management Board is being asked **to take note** of the proposal. A similar paper has been sent to the House of Commons Management Board.

May 2011

Liz Hallam Smith

PARLIAMENT WEEK: AIMS, OUTCOMES AND OBJECTIVES

Parliament Week is an annual event which aims to raise awareness of Parliament and encourage engagement with the UK's democratic system and its institutions.

WHAT DO WE WANT TO DO? (AIMS)

- Provide better value for money by increasing exposure to Parliament's existing public engagement work
- Provide resources and opportunities for Members of both Houses to engage with the public
- Raise awareness of "Parliament Week" as a concept
- Build capacity within Parliament so that we can build on the event in the future
- Reach new audiences

WHY DO WE WANT TO DO IT? (OUTCOMES)

- We want to hold Parliament Week 2011 (and in future years) as a means to support and deliver Parliament's public engagement strategy effectively
- We want to develop positive, trusted relationships with new audiences so that they feel more empowered to engage with Parliament in the future
- We want to continue to develop support and resources for Members and embed public engagement services in which both Members and staff take part
- We want to develop partnerships, creating new opportunities for public engagement in the future
- We want a 'backbone' of information gathered during Parliament Week 2011 which informs future Parliament Weeks

HOW ARE WE GOING TO GET THERE? (OBJECTIVES)

- Work with teams and services across both Houses so that they develop and deliver their own events
- Effectively showcase the public engagement work that Parliament is already doing through a series of events during the week
- Provide opportunities that have a tangible output for audiences to engage with Parliament Week
- Promote the week to external partners so that they are excited about Parliament Week and want to run their own events
- Use a web presence to list events, provide a platform for partners and publicise the week
- Fully evaluate the event so that we can report the benefits and lessons learned to senior stakeholders and capitalise on them in future years
- Promote the week internally and externally, using the 'multiplier effect' to reach more people

WHAT DO WE WANT TO TELL PEOPLE ABOUT PARLIAMENT? (KEY MESSAGES)

Parliament Week 2011 will seek to further public engagement key messages, which are:

- **Parliament is the heart of our democracy:** respected, effective, efficient and informed
- **Parliament holds the government to account:** it is not the same as government and provides checks and balances to its power
- **Parliament's work matters to everyone:** it is relevant to our concerns and welcomes our participation

WHAT IS THE MAIN THEME?

The theme for Parliament Week 2011 will be *Stories of Democracy* - from the past to the present, from local to national. There are hundreds of inspiring stories about how people have made a difference and shaped democracy in the UK today.

We want to raise awareness about how democracy affects citizens and future citizens, but also about how they can participate in it.

WHAT WILL SUCCESS LOOK LIKE?

- A programme of events to which teams across Parliament have contributed
- A programme of events in which Members actively engage with and take part
- Sell-out events
- New audiences taking part
- Partners running their own (badged) events
- A real regional approach - taking Parliament outside Westminster
- Positive media coverage
- Opportunities for audiences to engage (and be listened to!)

WHEN IS THE 2011 WEEK?

31 October to 6 November 2011

FURTHER INFORMATION?

Department of Information Services
House of Commons