



# HOUSE OF LORDS

## Management Board

7th Meeting  
Wednesday 26 May 2010

### MINUTES

<b>Present:</b>	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>
	Joan Miller	<i>Director of Parliamentary ICT</i>

#### **I Corporate Risk Register at 19 May Oral Updates**

1.1 Ted Lloyd-Jukes, Yeoman Usher, attended for this item and items 2 & 3. The Board expressed their appreciation to Black Rod's Office for all of their work to ensure a successful State Opening in difficult circumstances.

1.2 The Board noted the Corporate Risk Register and discussed progress on the mitigations for corporate risk 3 (ICT), 5a (financial management) and 5b (preparations for the new Members' allowance scheme). The House would be asked to approve the appointment of Paul Kernaghan as Lords Commissioner for Standards on 2 June.

1.3 Liz Hallam Smith drew the Board's attention to improvements that had been made to the internet site during dissolution. Changes had also been made to the intranet and Offices' concerns about the presentation of information on the revised site were under active consideration.

*[Confidential Annex]*

#### **2 Risk Report: Security, Contingency Planning and Business Continuity**

2.1 Ted Lloyd-Jukes spoke to Freddie Viggers' report. The Board took note of the amber assessment for the risk, and agreed that in Freddie Viggers' absence, David Beamish would report to the Board on developments in the BRRG.

*[Confidential Annex]*

#### **3 Risk Report: Externalities and Infrastructure**

3.1 Carl Woodall introduced his paper. The Board noted the good progress that had been made on the planning of summer works to address some of the pressing mechanical and electrical issues in the Palace. A Gateway review had been held, and subsequent to this Carl Woodall and John Borley were working towards the appointment of a new external member to the M&E Board. The Board took note of the high risk score and the actions that were being undertaken to mitigate it.

**4 Risk report: Staffing**

4.1 Jonathan Seller, Deputy Director of Human Resources, and Alison Couch, Internal Communications Manager, attended for this item and items 5 to 8. The Chairman introduced the papers on HR issues by noting the considerable amount of work required in this area before the summer recess, in order to prepare for liP re-accreditation.

4.2 Simon Burton introduced the risk report. The Board noted that there had been no significant changes to the risk rating, and that absence statistics and turnover remained stable and in line with the public sector. Relations with the unions continued to be productive. Simon Burton reported that the health and safety committee would meet before the summer recess and its minutes would be circulated to the Board.

4.3 The Board discussed the impact of possible September sittings on leave arrangements, and agreed that this would need to be discussed alongside other implications of any future changes to the annual sitting calendar. Concerns had been expressed about the inequality of leave arrangements in different departments and the Board asked Simon Burton to report on leave arrangements, keeping in mind the need to ensure flexibility at office level.

4.4 The Board took note of the amber risk rating, agreed that a further risk report should be provided in the autumn, and that a supplement for this report reflecting recent Government announcements should be prepared for the Audit Committee. The Board also agreed that it should receive, for information, the quarterly vacancy reports produced by the Staff Advisor.

**5 2010 Pay Remit**

5.1 Simon Burton reported that he would prepare a revised proposal for the pay remit for the next meeting, following recent HM Treasury guidance.

**6 Staff Survey 2010**

6.1 Simon Burton set out the proposed timetable for drawing up a corporate action plan to address issues raised in the survey. The action plan annexed to the paper was a draft and comments were invited. The final version would clarify which items would be undertaken before the liP re-accreditation, and which would be introduced thereafter. It was suggested that the plan should also note which actions would be dependent on long-term changes to the nature of the House.

6.2 The Board noted that areas identified by staff included training and career and development opportunities. Simon Burton agreed to prioritise these areas. Alison Couch explained that the score for quality of communication varied between Offices, and that she planned to work with Heads of Offices to address this.

6.3 Simon Burton agreed to send Office-level reports to Heads of Office and the Board member responsible for the Office. The Board agreed that the report should be circulated with the next edition of Management Board News. Board members and Heads of Office would receive a full briefing on the survey from ORC on 11 June; ORC would also be available to present Office-level findings to Offices when requested.

## **7 Investors in People Healthcheck**

7.1 The Board took note of the paper. The Chairman agreed to consider how to take forward the actions relating to business priorities, and asked the Chairman of the Business Planning Group to consider the recommendation relating to an overview of the business plan. Simon Burton agreed to brief senior management about the actions identified by the healthcheck at the meeting on 11 June. Senior management would also be asked for feedback on the design of the training evaluation form, in order to ensure that it contained sufficient information to help them evaluate their expenditure on training.

7.2 The Board asked Simon Burton to organise a seminar for senior management on the actions required for re-accreditation before the House rose for the summer recess.

## **8 Review of competencies for House of Lords' Senior Staff**

8.1 The Chairman introduced his paper and asked the Board to support the report's conclusions. The Board discussed the proposal in paragraph 30 of the report, regarding the career development scheme for senior staff. The Board agreed that Simon Burton should commence a consultative exercise to find a replacement for the scheme, including proposals for concrete training opportunities. Some urgency had been created by the suspension of the existing scheme.

8.2 The report was agreed. Board members also noted that the career pathways for staff other than procedural Clerks needed to be addressed, and that it would continue to be the case that the Clerk of the Parliaments would decide which skills were required for some senior posts.

## **9 Records management in the House of Lords: results of the Compliance Audit 2009-10**

9.1 Alex Daybank, Information Compliance Manager, and Shona Robertson, Parliamentary Records Manager, attended for this item and item 10.

9.2 Shona Robertson introduced the audit findings, noting that offices had cooperated fully and had been open and helpful with the audit team. Some of the findings had been a cause for concern and it was clear that records management responsibilities were not embedded at all levels in some offices. The survey process, however, had raised awareness levels and recommendations were being implemented. A frequent failing was that the high quality record keeping standards for items destined for the Parliamentary Archives were not being put in place for other material.

9.3 Alex Daybank reported that the audit had found relatively few data security issues; he would advise some offices on their use of databases and storage of personal data.

9.4 The Chairman thanked the audit team for their work, and congratulated those offices with full or substantial assurance scores. The Board noted the intention to hold a follow-up healthcheck in October, and the Chairman asked that offices should aim to provide substantial or full assurance by that time.

## **10 Information Security Update**

10.1 Alex Daybank introduced the paper and explained that the protective marking scheme was scheduled for introduction on 1 November. Detailed guidance would be

published, and training delivered, in September and October. It was hoped that the House of Commons would work to the same deadline. In addition, the two Committee Offices would operate their own schemes, which would largely follow the guidance in the bicameral scheme, subject to the need to provide information to Members.

**11 Minutes of Meeting on 10 May**

11.1 The Board agreed the minutes.

**12 Agenda for the Audit Committee on 8 June**

12.1 The Board took note of the draft agenda.

**13 Minutes of the House of Commons Management Board on 28 April**

13.1 The Board took note of the minutes.

**14 Refreshment Department Profitability Sub-Group: 4th Report**

14.1 The Board took note of the report.

**15 M&E Project 2010-14: Update**

15.1 The Board took note of this paper.

**16 Transcription Services Procurement Exercise: Update**

16.1 The Board took note of this paper.

**Next Meeting:** Wednesday 16 June 2010 at 10am

Secretary to the Management Board  
2 June 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
July 2009	18	Arrange training on communications for all managers	SPB	March 2010
Mar 2010 ii	3	Advise 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
May 2010 ii	4	Send issues arising from Health and Safety Committee to Board members	SPB	July 2010
Feb 2010	7	Report on implementation and communication of new retirement policy	SPB	July 2010
May 2010 ii	7	Deliver senior management seminar on liP	SPB	July 2010
May 2010 ii	8	Report on consultative exercise re new senior staff development programme	HRSG/SPB	July 2010
May 2010 ii	4	Report on recess leave arrangements and impact of possible future September sittings	SPB	November 2010

