HOUSE OF LORDS

Management Board

8th Meeting
Wednesday 16 June 2010

MINUTES

Present:

Michael Pownall	*Clerk of the Parliaments*
David Beamish	*Parliamentary Services*
Rhodri Walters	*Corporate Services*
Liz Hallam Smith	*Information Services*
Philippa Tudor	*Financial Resources*
Simon Burton	*Human Resources*
Carl Woodall	*Facilities*
Joan Miller	*Director of Parliamentary ICT*

1   **Corporate Risk Register at 10 June [Reserved]**
        Oral Updates

1.1   The Board discussed the corporate risk register, the proposed risk workshop for senior managers on 2 July, and the forthcoming annual risk management report to the Audit Committee. The impact of the larger membership of the House and increased attendance rates on office budgets and service provision were considered. The Board also took note of the ongoing programme of new member induction, and that office moves arising from the election result were nearly complete.

1.2   The Chairman reported that the judgement in the preliminary hearing on Parliamentary privilege in connection with the trial of the three MPs and Lord Hanningfield had been published.

1.3   Liz Hallam Smith circulated the revised Library Current Affairs Digest, which was also available to staff, and noted certain improvements to the media monitoring service.

1.4   Simon Burton reported that a productive senior management meeting on the staff survey had been held.

1.5   Joan Miller drew attention to planned major ICT infrastructure tests which would be held in August. Full details would be publicised to staff in due course.

2   **Catering and Retail Services: policy and handling [Reserved]**

2.1   Tim Lamming, Head of Catering & Retail Services, Ed Ollard, Clerk of Committees, Andrew Makower, Clerk of the EU Select Committee, and Tom Wilson, Private Secretary to the Chairman of Committees, attended for this item.

2.2   *[Confidential Annex]*

2.3   The Board agreed that the Catering Profitability Sub-Group would be reconstituted with the same membership. Revised terms of reference for the Sub-Group would be confirmed after the meeting of the Refreshment Committee on 15

July.

3   In-year savings June 2010 [Reserved]
3.1   Jonathan Seller attended for this item and item 4.

[Confidential Annex]

3.2   The Board agreed that all recruitment proposals should be considered by a group composed of Simon Burton, Philippa Tudor, Ray Durrant and the Chairman. The Board endorsed the paper and agreed that it should be circulated to budget holders immediately. The House Committee would be asked to consider proposals for additional staff in 1 Millbank at the July meeting, and a message to staff regarding in-year savings would be circulated thereafter.

4   2010 Pay Remit [Reserved]
[Confidential Annex]

5   Information Management Strategy
5.1   Liz Hallam Smith introduced the paper, which set out a policy framework for investments in ICT designed to make information management more efficient. The paper did not commit the Administration to any specific projects: these had either already been, or would be, approved through business plans in the normal way. Instead, it set out the framework within which these programmes would operate. Bringing existing programmes together into the framework had allowed areas of possible duplication to be highlighted and prevented. It would also be important to ensure that savings that arose after the completion of programmes from more efficient business processes were actually realised and retained.

5.2   The Board discussed the differences between the core systems for Parliamentary business, which were generally bespoke applications, and those supporting other functions (e.g. human resources) which, like the functions, were generic. The preference of many Members for printed documents rather than electronic access to them was noted, as well as the priority that should be allocated to programmes which would generate long-term savings.

5.3   The Board noted and endorsed the vision of e-enabled, streamlined and integrated information processes and agreed that the Administration should work towards ensuring that the assumptions on which the framework was based proved to be realistic.

6   Provisional Financial Outturn 2009/10
6.1   The Board took note of this paper.

7   Staff Mobility
7.1   Simon Burton introduced the paper which was presented on behalf of the HRSG. The Board welcomed the decision to facilitate where possible staff requests for a move and noted the need for Heads of Office to be proactive to ensure that such a scheme would work. The right to implement managed moves would remain where they were needed for business reasons. The Board asked the Human Resources Department to maintain a log of requests for moves, and agreed that the recruitment group (appointed earlier in the meeting) should receive details of requests when considering vacancies. The Board agreed to the proposed changes to the Staff Handbook, and asked

that additional text be added to clarify the interaction between mid-year office moves and staff performance appraisals.

8   Delivering business change through ICT in 2010/11

8.1   Joan Miller spoke to the paper which highlighted the risk from the large number of major programmes currently being undertaken across Parliament. While individual programmes were well resourced, end users often did not have time to engage with the programme teams, leading to delay and, in the worst cases, poorly designed projects. The paper set out options: acceptance of the possibility of delays; reducing the number of projects; increasing the business users' involvement in projects, or greater levels of coordination to highlight impacts on individual offices and to help schedule projects.

8.2   The Board discussed the need for project customers to dedicate time to ensuring projects delivered what they as customers needed. The Board noted the dependency mapping work that had been undertaken for projects in the areas of procedural, digital preservation and support systems. This work, which had led to the rationalisation of some projects, did not require a separate project office but did need to be led by staff in the business with appropriate training.

8.3   The Board agreed that those SROs of projects which did not deliver the expected benefits associated with the project proposal and its associated funding should be asked to report to the Board. The proposal for a bicameral project office was not supported at this time, but Joan Miller was asked to keep the Board informed of developments in the House of Commons. The Board supported the principles of coordination and setting priorities and requested that the forthcoming performance measurement system should incorporate this. The Board would hold an awayday in September to discuss priorities for the Administration, with the discussion continuing at the Senior Management seminar.

8.4   The Board asked Simon Burton to promote SRO and project management training for staff as a priority, and report on progress later in the year. The Board agreed that PICTAB should take a more active role in the coordination of programmes involving ICT.

9   Minutes of meeting on 26 May

9.1   The Board <u>agreed</u> the minutes.

10   Minutes of PICTAB on 10 May and 7 June

10.1   The Board <u>took note</u> of the minutes.

11   Information Risk and Data Security Update

11.1   The Board <u>took note</u> of this paper.

12   The UK Parliament 2030 [Reserved]

12.1   The Board <u>took note</u> of this paper.

13   Terms of reference of the Senior Pay Panel

13.1   The Board <u>agreed</u> the revised terms of reference.

14   **Progress against the 2010/11 Business Plan**
14.1   The Board <u>took note</u> of this paper.

15   **Management Board Forward Plan**
15.1   The Board <u>took note</u> of this paper.

<u>**Next Meeting**</u>: Wednesday 7 July 2010 at 10am

Secretary to the Management Board
18 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	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 IiP	SPB	July 2010
May 2010 ii	8	Begin consultative exercise re new senior staff development programme	SPB	July 2010
June 2010	2	Circulate revised ToRs for the profitability sub-group	SJB	July 2010
May 2010 ii	4	Report on recess leave arrangements and impact of possible future September sittings	SPB	November 2010