



## MANAGEMENT BOARD

6 July, 10am to 12noon in Committee Room G

### Agenda

1. **Oral Updates**
2. **Corporate Risk Register at 28 June** **MB/2011/74**  
*RESTRICTED ACCESS: SECURITY*
3. **House Committee meeting on 19 July** **MB/2011/75**  
*RESTRICTED ACCESS: PRIVILEGE*
4. **Risk Report: Millbank House** **MB/2011/76**  
*RESTRICTED ACCESS: COMMERCIAL*  
Memorandum by Carl Woodall
5. **Risk Report: Externalities & Infrastructure** **MB/2011/77**  
*RESTRICTED ACCESS: COMMERCIAL*  
Memorandum by Carl Woodall
6. **Risk Report: ICT** **MB/2011/78**  
*RESTRICTED ACCESS: MANAGEMENT*  
Memorandum by Joan Miller
7. **Risk management** **MB/2011/79 & 79A**  
*RESTRICTED ACCESS: MANAGEMENT*  
Memorandum by David Beamish
8. **House of Lords Annual Report** **MB/2011/80**  
*RESTRICTED ACCESS: PRIVILEGE*  
Memorandum by Rhodri Walters  
**(To follow)**

For formal decision/information:

9. **Draft Minutes of the Meetings on 8 & 14 June**
10. **Minutes of the House Committee on 23 June**  
*RESTRICTED ACCESS: PRIVILEGE*
11. **Draft Agenda of the Audit Committee on 13 & 14 July**  
*RESTRICTED ACCESS: PRIVILEGE*
12. **Minutes of the Business Planning Group on 16 May**  
*RESTRICTED ACCESS: MANAGEMENT*
13. **Minutes of the House of Commons Management Board on 19 May**

- 14. Management Board & Senior Management  
Awaydays** **MB/2011/81**  
*RESTRICTED ACCESS: MANAGEMENT*  
Memorandum by Rhodri Walters
- 15. Quarterly Property Update** **MB/2011/82**  
*RESTRICTED ACCESS: COMMERCIAL*  
Memorandum by Carl Woodall
- 16. Period 12 Finance Report** **MB/2011/83 & 83A**  
*RESTRICTED ACCESS: PRIVILEGE*  
Memorandum by Andrew Makower
- 17. Parliament Week – staff involvement** **MB/2011/84**  
Memorandum by Liz Hallam Smith
- 18. Connecting staff with the Management Board** **MB/2011/85**  
Memorandum by Rhodri Walters
- 19. Any Other Business**



## Parliament Week: staff involvement

*Responsible Board Member(s)* Liz Hallam Smith  
*Paper prepared by* Tom O'Leary and Emily Unell  
*Date* 26 June 2011

*Summary of actions requested:* • The Management Board is invited to note and agree this proposal to involve staff in Parliament Week and to encourage staff to contribute their own suggestions for how they might participate.

### Introduction

1. In May 2011, the Management Board was asked to take note of a paper about the forthcoming Parliament Week, taking place between 31 October and 6 November 2011.
2. Parliament Week will improve the collective impact of the individual public engagement services, achieve greater value for money, and reach new audiences. The theme for this year's Parliament Week is Stories of Democracy, which 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.
3. 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).

### Parliament Week for staff

4. While Parliament Week will have a primarily public-facing focus, there is an opportunity to engage staff in both Houses, celebrating their work and how it contributes to Parliament as a whole.
5. The Parliament Week team is working with internal communications teams in both Houses to produce a series of informative and entertaining events which staff can be invited to attend, **with the agreement of their line managers**. Events that are currently being planned include lectures for staff about the history of Parliament and an informal quiz. The programme is still in development. The Parliament Week team would also be very interested to hear any ideas from staff on how they might be involved.

### Financial implications

6. Existing resources will be used.

28 June 2011

Liz Hallam Smith  
Director of Information Services and Librarian



## Connecting staff with the Management Board

*Responsible Board Member(s)* Rhodri Walters, Reading Clerk  
*Paper prepared by* Alison Couch, Internal Communications Manager  
*Date* 29 June 2011

*Summary:* Recommendations following the six month pilot of the three initiatives to facilitate communications between staff and the Management Board.

- Summary of actions requested:*
- For the Management Board to agree that the two communication initiatives, *Take it to the Top* and *Management Board Diaries*, become standard practice and part of the staff communications strategy and framework.
  - Management Board members are reminded: (1) to invite other Board members to their office meetings, according to business need; (2) to ensure their secretaries put the dates of Administration wide staff meetings, briefings and seminars in their diaries.

## Background

1. Three initiatives ran concurrently in a six month pilot between December 2010 and May 2011. The aim of the initiatives was to connect staff with the Management Board by providing:
  - A regular channel staff can use to comment on administration matters to, or raise general queries with, a member of the Management Board outside of the business planning process.
  - A better understanding of the roles and responsibilities of Management Board members.
2. The three initiatives were:

*Take it to the Top* - a monthly activity, where staff can email, call or visit a Board member within a one-hour period (and supplemented with the provision of the email inbox: [HoLManagementBoard@parliament.uk](mailto:HoLManagementBoard@parliament.uk) available at anytime).

*Management Board Diaries* – a Board member's day or current activities are featured in Red Carpet News.

*Meet the Board* – one or more Management Board members meet with a small group of staff from a particular office informally to discuss topical issues or subjects suggested by staff in advance.
3. The initiatives were introduced following staff comments in the 2008 and 2010 All Staff Surveys on the need for more contact with, understanding of and opportunity to influence the Management Board.

## Results from the pilot

4. Despite a significant amount of promotion, through the intranet news, Red Carpet News and the Staff Communications Group, staff engagement with *Take it to the Top* has been low – only 10 questions were asked over six sessions. However, the exercise is significant as a gesture to connect staff with the Management Board and has potential for growth - the Commons communication team report that their equivalent initiative (*Ask the Management Board*) has grown in popularity, particularly during times of change. The recommendation is that the initiative continues monthly during sitting times.
5. Web statistics have shown that *Management Board Diaries* is read in some detail by staff - staff spend on average 90 seconds on the page. Anecdotal feedback through the Staff Communications Group is that the slot is found to be interesting and is enjoyed. The recommendation is that the initiative continues.
6. Feedback from the Staff Communications Group is that *Meet the Board* has been taken up in just two offices. The recommendation is that while communications for the initiative should stop, the principle remains that Heads of Offices should look to invite Board members to meet with their teams when a suitable opportunity arises.
7. Additional activities (Board members to have diarised the dates of Administration wide staff meetings, briefings and seminars; and, more recently, the Clerk of the Parliaments communication activities) should contribute to the aim of connecting staff with the Management Board.

## Financial implications

8. There are no budgetary implications to these activities; they are resourced by the internal communications function with support from Board members and their secretaries.

## Communications

9. The Staff Communication Group will be informed of the Board response to this paper and the initiatives will continue seamlessly. The impact of these initiatives will be measured in the 2012 All Staff Survey.

## Recommendations

10. **The Board is asked to agree that two communication initiatives, *Take it to the Top* and *Management Board Diaries*, become standard practice and part of the staff communications strategy and framework.**
11. Management Board members are reminded: (1) to invite other Board members to their office meetings, according to business need; and (2) to ensure their secretaries put the dates of Administration wide staff meetings, briefings and seminars in their diaries.

29 June 2011

Rhodri Walters