



HOUSE OF LORDS

Management Board

9th Meeting
Wednesday 7 July 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>
	Simon Burton	<i>Human Resources</i>
	Carl Woodall	<i>Facilities</i>
	Joan Miller	<i>Director of Parliamentary ICT</i>
	Ted Lloyd-Jukes	<i>Yeoman Usher (for Black Rod)</i>
Apologies	Philippa Tudor	<i>Financial Resources</i>
	Sir Freddie Viggers	<i>Black Rod's Department</i>

1 Corporate Risk Register at 1 July [Restricted Access: Management] Oral Updates

1.1 The Board took note of the corporate risk register.

1.2 Michael Pownall reported that the information desk for new Members in the Royal Gallery would be available later this month and in October. The House Committee had met the previous afternoon and discussed proposals for changes to the system of reimbursement for Members; it was hoped that these would be debated by the House on 20 July.

1.3 The Board noted the proposed changes to the Civil Service Compensation Scheme. Simon Burton would consider the implications for the Administration and agreed to advise the Board in due course. A message to staff would be included in Management Board News.

[Confidential Annex]

2 House Committee Meeting: 13 July

2.1 The Board took note of the proposed agenda. Carl Woodall reported that the Medical Panel had met and agreed that the House would pay for additional evening medical cover in the Lower Waiting Hall.

3 liP & staff survey update

3.1 Jonathan Seller, Deputy Director of Human Resources, attended for this item and items 4, 5 and 6. Simon Burton spoke to his paper. An all-staff seminar would be held on 23 July. The Training Liaison Officer (TLO) Group had been re-established and had already made progress; TLOs had been offered the opportunity to share the additional work on liP with colleagues in their office where necessary. Board members agreed to ask Heads of Office to (i) discuss the staff survey with their staff, and (ii) report to Simon Burton who would in turn report to the Board in October.

3.2 The Board agreed to aim to seek liP accreditation in late November, noting that this timetable also accorded well with the business planning process.

4 Staff Retirement Policy implementation update

4.1 Simon Burton provided an update on developments since the Board's decision in February. There had been no increase in inquiries as a result of the new policy which had now become established. Further updates would be provided when required in the biannual staffing risk reports.

5 Millbank Island site: staffing [Restricted Access: Commercial]

5.1 Ray Durrant, Staff Adviser, attended for this item and expressed his appreciation to colleagues who had worked on this issue in recent months. The Chairman agreed to prepare a paper for the House Committee setting out options for service provision in Millbank House.

[Confidential Annex]

6 Pay Remit [Restricted: Management]

6.1 Jonathan Smith, Head of Finance, attended for this item and item 7. The Board agreed the revised pay remit.

[Confidential Annex]

7 Financial Planning: 2011/12

7.1 The Chairman spoke to Philippa Tudor's paper. The Board agreed that the Administration would provide a paper to the next meeting of the House Committee, highlighting reductions in the 2010/11 budget that had already been made (in December), and setting out opportunities for further savings of £5.25 million in 2010/11. The combined impact of these savings would be a 14% reduction in the Administration's budget for 2010/11.

[Confidential Annex]

7.2 The Board agreed that budgetholders would be required to produce financial plans by 17 September, and that the Head of Finance and the Finance Director would be available to discuss plans in August and September. A provisional four-year financial plan for 2011/12 – 2014/15 would be produced in October.

7.3 The Board agreed to the proactive publication of information on spend over £25,000. The Board expressed its thanks to those staff that had already produced ideas to generate savings.

- 8 Risk report: Projects and 1 Millbank [Restricted Access: Commercial]**
8.1 Carl Woodall spoke to the report and explained that the risk score was now moving downwards due to better supervision of the contractor by the external project managers. Attention was drawn to the regular meetings between the Accommodation, Planning & Budget Manager and the Project Leader, and meetings between the Director of Estates, the contractor and the project managers. The Board took note of the report.
- 9 Communications with Members**
9.1 Rhodri Walters spoke to the paper and thanked the team, led by Mary Ollard, which had worked on the paper. Plans for the members' information point and the rolling programme of briefings were already being taken forward.
9.2 The Board agreed that Michael Pownall, David Beamish, Rhodri Walters and Liz Hallam Smith should discuss the detail of the Member Information and Communications Group. The action to produce a reliable single list of contact details would go forward outside of the members' names project.
9.3 The Board endorsed the strategy and the proposed actions set out in the paper. The corporate communications framework was agreed, subject to the need for immediate communication of emergency messages by the most suitable means. The Chairman agreed that the Staff Adviser should be asked to consider how the work in offices which were already dedicated to communications with members could be brought together to deliver the activities, and to report his findings to the Member Information and Communications Group.
- 10 4th Quarter Review Report on Property Matters [Restricted Access: Commercial]**
10.1 Carl Woodall explained that the report was an example of reports he now received regularly from PED. The Board agreed that it provided useful information and asked that future reports be circulated.
- 11 Draft Annual Report 2009/10 [Restricted Access: Management]**
11.1 The Board took note of the draft Annual Report.
- 12 Audit Opinion 2009/10**
12.1 The Board took note of the Audit Opinion and agreed that responses to draft Internal Audit reports should be produced in a timely fashion.
- 13 Minutes of Meeting on 16 June**
13.1 The Board agreed the minutes.
- 14 Minutes of the House Committee on 15 June**
14.1 The Board took note of the minutes.
- 15 Minutes of the Audit Committee on 8 June**
15.1 The Board took note of the minutes.
- 16 Minutes of HRSG on 9 and 21 June**
16.1 The Board took note of the minutes.
- 17 Minutes of House of Commons Management Board on 25 May**
17.1 The Board took note of the minutes.

- 18 Audit Committee Meeting: 8 July**
18.1 The Board took note of the agenda.
- 19 Visual Identity Guidelines**
19.1 The Board took note of the paper and accepted the recommendations.
- 20 Review of Online Services 2009/10**
20.1 The Board took note of the paper. It was noted that the recruitment in the web centre during the year was the final stage of a process that had been agreed during the 2008/09 financial year.
- 21 GiP Public Engagement Strategy 2001-16**
21.1 The Board took note of the draft paper and agreed to provide feedback to Liz Hallam Smith. The Board noted that the budget figures in the paper pre-dated current financial pressures and would be revised. The Board did not agree the budget figures in the paper.
- 22 Statements of Internal Control**
22.1 The Board took note of the Statements.

Next Meeting: Wednesday 28 July at 4pm

Secretary to the Management Board
12 July 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
May 2010 ii	4	Send issues arising from Health and Safety Committee to Board members	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
July 2010	5, 7	Prepare papers for House Committee on Millbank Island: staff, and Financial Planning	MGP	July 2010
July 2010	7	Alert staff regarding new Financial Planning timetable	FPT/RHW	July 2010
July 2010	9	Discuss detail of Member Information & Communication Group	MGP, LHS, DRB, RHW	September 2010
Mar 2010 ii	6	Prepare Terms of Reference for staff qualifications VfM review for agreement by correspondence	SPB	September 2010
May 2010 ii	7	Deliver senior management seminar on liP	SPB	October 2010
July 2009	18	Arrange training on communications for all managers	SPB	October 2010
May 2010 ii	4	Report on recess leave arrangements and impact of possible future September sittings	SPB	November 2010