



MANAGEMENT BOARD

Wednesday 7 November, 10am to 12 noon in Room 1-02, Millbank House

Agenda

1. **Oral updates**
2. **House Committee agenda 20 November** **MB/2012/108**
RESTRICTED ACCESS: MANAGEMENT
3. **Corporate risk register at 29 October** **MB/2012/109**
RESTRICTED ACCESS: MANAGEMENT **109A**
4. **Corporate risk reports:**
 - a. **ICT [RESERVED]** **MB/2012/110**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Joan Miller
5. **Q2 updates:**
 - a. **Performance report** **MB/2012/111**
RESTRICTED ACCESS: MANAGEMENT **111A**
Memorandum by Rob Whiteway
6. **Alcohol policy** **MB/2012/112**
RESTRICTED ACCESS: MANAGEMENT **112A**
Memorandum by Tom Mohan
Memorandum by Ira Madan, Head of Safety, Health and Welfare Service
7. **Security Contract Review [RESERVED]** **MB/2012/113**
RESTRICTED ACCESS: SECURITY
Memorandum by Peter Mason, Parliamentary Security Director
8. **Management Seminar 2012** **MB/2012/114**
Memorandum by Rhodri Walters
9. **Any other business**

For formal decision:

10. **Draft Minutes of the meeting on 26 September, 3 October and 12 October**
RESTRICTED ACCESS: MANAGEMENT

For information:

11. **SPIRE update** **MB/2012/115**
Memorandum by Andrew Kennon, Senior Responsible Owner of SPIRE Programme



12. Finance report

RESTRICTED ACCESS: MANAGEMENT

Memorandum by Andrew Makower

13. Parliament's public engagement activities 2012

Memorandum by Liz Hallam Smith

MB/2012/117

The following minutes are circulated electronically only for information:

- Audit Committee, 15 October (draft)
- House of Commons Management Board, 11 October



Management Seminar 2012

Responsible Board Member(s) Rhodri Walters, Reading Clerk and Chair of the Business Planning Group

Paper prepared by Rob Whiteway, Board Secretary

Date 30 October 2012

Summary: This paper sets out the proposed agenda for the Management Seminar 2012.

Summary of actions requested:

- The Board is invited **to take note** of the proposed agenda.

1. The Management Seminar will take place in the morning of Friday 23 November in the House of Commons Members' Dining Room. The Business Planning Group agreed the agenda below at its meeting on 30 October.
2. The Management Board is invited **to take note** of the proposed agenda.

9.30am	Coffee
9.45am	Introduction from the Clerk of the Parliaments and questions
10.00am	Staff survey <ul style="list-style-type: none">• Presentation from Tom Mohan, Director of Human Resources• Feedback from groups
11.15am	Coffee
11.30pm	Palace of Westminster Restoration and Renewal <ul style="list-style-type: none">• Presentation from Richard Ware and questions
12.15pm	Security <ul style="list-style-type: none">• Introduction from Peter Mason, Parliamentary Security Director• Presentation from external speaker (to be confirmed)
1.00pm	Lunch in Strangers' Dining Room

Staff survey

3. As the Seminar is being held in the Members' Dining Room (instead of the Attlee Suite as in previous years), there will not be an opportunity for breakout groups to be held as part of the Seminar itself. Instead, the BPG propose that attendees be split into ten groups which will be invited to consider three questions on the staff survey in advance of the Seminar. The three questions will be:
 1. What are the three important issues identified by the staff survey results?
 2. What will you as managers do about these issues?
 3. How do you expect the Administration to respond corporately to these issues?

4. A rapporteur will be appointed for each group to coordinate a response, which can be arranged by any method the group chooses (e.g. by meeting, by email or any other method). Each group will be given an A4 sheet to complete to answer the questions, limiting the workload required and the length of responses.
5. The responses will be collated before the seminar and shared with attendees. Tom Mohan will respond to the points raised in the responses. Two groups will be invited to present their discussions to the Seminar. Which groups are invited will be decided by Tom Mohan and me.

Palace of Westminster Restoration and Renewal

6. Richard Ware will give a short presentation on proposals for Restoration and Renewal of the Palace of Westminster and take questions from managers.

Security

7. It is proposed that Peter Mason be given the opportunity to brief managers on security issues, including insider threat and Mumbai style attacks. It has also been suggested that an external speaker from the Centre for the Protection of National Infrastructure will be invited to speak to manager about physical security.

October 2012

**Rhodri Walters
Chair, Business Planning Group**



Update on the use of shared drives by the administration staff of both Houses and PICT

Responsible Board Member(s) Liz Hallam Smith and Joan Miller, Lords representatives on SPIRE project Board
Paper prepared by Andrew Kennon, Senior Responsible Owner of the SPIRE Programme
Date October 2012

Summary: This paper informs the Board on the progress of the SPIRE roll out and the current usage and restriction of shared drives following the update provided in June 2012.

Summary of actions requested: The Management Board is invited to note the update by the SPIRE Senior Responsible Owner that, while the SPIRE rollout is progressing well, concerns remain about the use of other information stores which will need to be assessed after the rollout is complete.

Context

1. The SPIRE Programme underwent its third OGC Gateway Review in January 2012 made the following recommendation, categorised as 'essential' to be done by the end of March 2012 if the benefits of SPIRE are to be delivered:

"Present a paper to the SPIRE Programme Board and both Management Boards seeking agreement to close all shared drives as early as practical, with limited and tightly policed exceptions where essential."
2. The SPIRE Programme Board initially accepted this recommendation but extended the timetable to act on it in order to allow for enough evidence of the behaviour of SPIRE system users to be gathered. The Programme Board agreed to take its proposal on the recommendation to the Management Boards of both Houses in June and July.
3. The SPIRE Senior Responsible Owner submitted a paper to the June Management Board meetings reflecting the SPIRE Programme Board's agreement which stated that:
 - a) SPIRE has already managed to secure agreement from 50% of teams currently live on the SPIRE system to reduce and restrict their shared drives without any mandate. Continuing with this approach could ensure better buy-in to use of the system.
 - b) Some users would resent the restriction or closure of shared drives and would find ways around using the SPIRE system, for example by using Google docs or other applications not supported by PICT.

- c) There may be some technical IT grounds for not closing shared drives. For example, the Director of PICT was concerned about levels of current remote access that could be provided and supported for the SPIRE system.
4. For clarification, this recommendation applied to the shared drives (not personal drives) of the administrations of both Houses and PICT which are now using SPIRE and excludes any drives which are required for communication with the Members of either House.
 5. While there are some areas (for example, information accessed by Members) and file types (for example, image libraries, database files) for which SPIRE is not suitable – see Annex I - all other business information can, and should, be managed in SPIRE.
 6. On the basis of this update, the Management Board agreed the following:
 - that introducing compulsion on the closure of shared drives at this stage would be premature and could be counter-productive;
 - that the long-term aim should be to reduce usage of shared drives to the minimum;
 - to ask the SPIRE Programme Board for information in October and December on the usage of shared drives and the reasons why they were being kept open; and
 - to review the position at the end of the implementation project.

Current usage of SPIRE and other information stores

7. The roll-out of the SPIRE system to the administrations of both Houses and PICT is 85% complete. By 16th November all users will be live on the system.
8. As teams move over to SPIRE, we encourage them to restrict their shared drives (either by making them read-only or removing their access entirely). From the roll out so far we have found that teams who chose to restrict or close their shared drives at the time of SPIRE Go Live adopt the SPIRE system the best and realise the greatest benefits.
9. Of the teams already live on SPIRE, only 65 out of 110 (59%) have restricted or closed their shared drives. Those who have not taken this approach still have the ability to save into and work on, their shared drives.
10. Of those that still have this ability; we are aware of the existence of large volumes of unmanaged legacy information. For example, although PED applied a restriction to their shared drive following their move to SPIRE, this was only applied to the area that was migrated into SPIRE, which constituted just 15% of the total information held on their drives.
11. There is also a great deal of Parliamentary information held in other areas: personal drives, email accounts and archive folders. While the Houses allow the use of personal file shares for “the temporary storage of files to which you wish to restrict access”, all corporate information should be stored in SPIRE so that it is managed according to the Parliamentary Records Management Policy.
12. In summary, the rollout and adoption of SPIRE is going very well with the majority of teams actively working and managing their information in the system. Many teams

have applied at least some restriction to some part of their shared drives; however the ability of users to manage information outside SPIRE presents both a threat to the realisation of SPIRE's benefits and also to the Houses' compliance with internal information policy (e.g. Records Management Policy) and legislation (e.g. Data Protection Act).

Next steps

13. Once the SPIRE rollout is complete (December 2012), work will be undertaken to assess all remaining information stores. Where corporate information remains in shared drives, personal drives and mailboxes (unless that information falls under the criteria identified in Annex A), an action plan with deadlines should be put in place. The Management Boards should continue to monitor progress against this plan, via updates from the delegated SPIRE Business Benefits Owners. As noted above, the Commons Management Board has already asked for a further update in December 2012.

Update from the House of Commons Management Board

14. The Commons Management Board took note of the paper on SPIRE and the use of shared drives on 11 October 2012. It also noted that an update will be provided to the Board in December 2012

26 October 2012

**Andrew Kennon
Senior Responsible Owner SPIRE**

Annex A – information which is out of scope of the SPIRE system

Category	Options
<p>Reference materials originating from outside Parliament:</p> <ul style="list-style-type: none"> • materials downloaded from the internet • external standards and guidance • news articles and press cuttings • supplier catalogues or brochures • special interest newsletters to which an office or department subscribes • publications received in hard copy <p>Reference copies of Parliamentary publications:</p> <ul style="list-style-type: none"> • copies of corporate newsletters • Printed Committee Reports • Library Research Papers and Standard Notes 	<p>If shared with others in a team/department:</p> <ul style="list-style-type: none"> • Save to a reference area on a managed shared drive • Upload to a SharePoint team site <p>Of personal interest only:</p> <ul style="list-style-type: none"> • Save to a personal drive, or • keep in hard copy <p>Note: Reference materials should be reviewed regularly and obsolete, out-of-date and superseded information deleted/destroyed.</p>
<p>Images or artwork retained for use in marketing, communications and publicity materials:</p> <ul style="list-style-type: none"> • libraries of reference photographs e.g. of Parliamentary buildings, catering images, staff directory photographs etc • extensive photographs of events • stock images for use on internet and intranet pages • final artwork for leaflets and posters 	<ul style="list-style-type: none"> • Save to a managed shared drive • Upload to a SharePoint team site, or • Keep in hardcopy

<p>Formats not suitable for inclusion in SPIRE:</p> <ul style="list-style-type: none">• Microsoft Access databases• Applications which store complex documents as multiple files e.g. <i>publications created in Adobe InDesign</i>• FrameMaker files generated as part of the Bill process	<ul style="list-style-type: none">• Save to a managed shared drive <p>Note: This information is subject to disposal instructions in the <i>Authorised Records Disposal Practice</i> and should be reviewed regularly and deleted as appropriate.</p>
<p>Structured information stored in corporate application or other databases:</p> <ul style="list-style-type: none">• Line of business applications and databases e.g. <i>financial and HR systems, library catalogues, room and events booking systems</i>• Routine reports generated from a corporate database or other system which can be recreated easily e.g. <i>from HAIS, HAISL</i>	<p>Retain information in the original application in which it was created.</p> <p>Note: This information is subject to disposal instructions in the <i>Authorised Records Disposal Practice</i> and procedures must be put in place to delete information in accordance with this.</p>



Parliament's public engagement activities 2012

Responsible Board Member(s) Liz Hallam Smith, Director of Information Services
Paper prepared by Aileen Walker, Director of Public Information, House of Commons
Edward Wood, Director of Public Engagement, House of Commons
Date October 2012

1. I attach a paper originally circulated to the Information Committee for its meeting in October updating the Committee on the work of Parliament's Education Service, Parliamentary Outreach, and Visitor Services.
2. I invite the Board **to take note** of the update.

October 2012

Liz Hallam Smith

Information Committee

Parliament's public engagement activities 2012: update

Director of Public Engagement, & Director of Public Information, House of Commons

The Committee is invited to take note of this paper

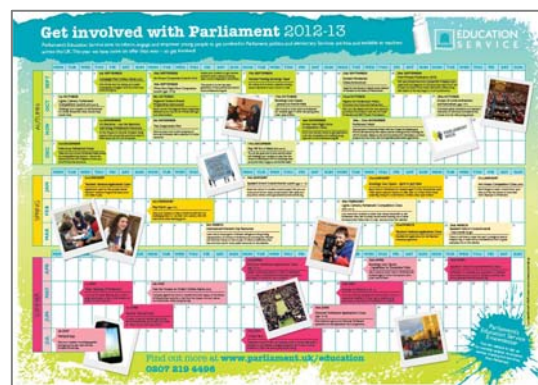
Parliament's Education Service

1. **New resources** have been produced for schools and teachers, including:

(a) a set of **video animations** explaining the work and function of the House of Lords (available on the Education Service web pages – www.parliament.uk/lords-resource)

(b) a new booklet for **A-level politics students** – *Parliament: Find Your Way* - covering all the basics about Parliament, from the origins of democracy to the passage of a bill, in line with exam syllabus requirements

(c) an attractive **wallplanner** advertising school visits, resources, events and competitions, which has been sent to all schools (copies provided, and see image).



2. **Events and other activities** include:

(a) a successful **Teachers' Institute** trained 39 teachers and trainees on a week long course in July

(b) 41,549 students took part in **education visits** to Parliament 2011-12; 17,285 have visited this year to date. The annual **Discover Parliament** programme for 16-18 year olds is currently underway; 1,909 students have taken part so far, and 15 Members of the House of Lords are participating in 'Ask an Expert' sessions

(c) **Art House** competition with supporting resources and films designed to engage primary school students with the unique art collection in Parliament – www.parliament.uk/arthouse

(d) a project with **Fun Kids Radio** to produce 14 short episodes about the work and history of Parliament (including episodes on the House of Lords) for 6 to 11 year olds. Episodes will be aired during November (including Parliament Week) and will each be played 12 times over a 6 month period.

(e) **Speaker's School Council Awards** held, with 285 schools entering this year's scheme – www.speakersschoolcouncil.org

Parliamentary Outreach

4. **Outreach sessions:** 283 events have been delivered to 12,000 community activists and opinion formers to date in 2012. A national programme is being developed for the Lord Speaker, in line with her engagement objectives, with several successful events already held
5. Other events and activities include:
 - a) **6 thematic events** generating significant media and online coverage. The thematic events programme, 'Parliament Talks...' started in March 2012 with 'Parliament Talks Science' at Leeds University. The event was attended by 94 people with speakers including Lord Willis and Lord Oxburgh. Lord Willis was also interviewed by BBC Radio Leeds about the role of the House of Lords in examining science issues, with additional coverage of the event appearing in the Yorkshire Post and Yorkshire Times. Future events in London on the constitution (featuring Lord Rennard and Lord Gordon) and in Bournemouth on older people's issues, are planned for this autumn
 - b) **Training the Trainer** - a training resource that creates a greater reach by utilising the multiplier effect of organisations and their members. Individuals and organisations apply to become certified trainers. In 2011, Parliament delivered nine sessions to a total of 105 successful applicants. Since 2010, each certified trainer has trained, on average, a further 443 people.
 - c) The production of **specialty tailored resources** for Adults with Learning Disabilities
 - d) The creation of a workstream specifically targeted at those in **Local Authorities** who spread awareness of democratic matters.
 - e) The launch of a highly successful programme targeted at the **University** sector (see separate paper).

Visitor Services

3. The first [Houses of Parliament official guidebook](#) was published in July (copies available at the House of Lords Shop, the Houses of Parliament Shop and online).
4. A specialist art tour "[Royalty and Splendour in the House of Lords](#)" was introduced. Tours sold out and received excellent feedback. The Tours Manager is currently discussing the programme of specialist tours for 2013 with Black Rod's Office and the Serjeant at Arms.
5. The **Summer Opening programme** was severely affected by the widespread Central London drop in visitor numbers during the first two weeks of the Olympics, after which tours picked up to their usual rate.
6. Parliament again participated in **Open House weekend** in September, welcoming around 3,800 visitors.



Other events

7. The **Arts in Parliament programme**, Parliament's contribution to the London 2012 cultural festival, was a great success, delivering 12 performances and exhibitions between June and September <http://www.parliament.uk/get-involved/cultural-olympiad/> . Much positive publicity surrounded the programme, particularly the partnership with the National Theatre's young playwriting competition, New Views, which was featured on national television. (A short trailer of the competition, including footage from the performance in Westminster Hall is available on the New Views website - <http://www.new-views.tv/>)

8. Lord Hennessey of Nympsfield was among the speakers at the first **TEDx Houses of Parliament** www.tedxhousesofparliament.com event in June. He spoke on the politics of the English Language (http://www.youtube.com/watch?v=f5ud_4pbXPk) Overall, the films from the 21 talks have been watched 222,000 times so far

9. **Parliament Week** this year will take place 19 to 25 November, delivering many events at Parliament and with over 70 partners throughout the UK. Further details are on the Parliament Week website www.parliamentweek.org

Aileen Walker, Edward Wood
2 October 2012