



## Management Board

17th Meeting

Monday 17 December (items 1 to 4) and Tuesday 18 December (items 5 to 13)

### MINUTES

<b>Present:</b>	David Beamish	Clerk of the Parliaments
	Liz Hallam Smith	Information Services
	David Leakey	Black Rod's Department
	Andrew Makower	Financial Resources
	Edward Ollard	Parliamentary Services
	Rhodri Walters	Corporate Services
	Carl Woodall	Facilities
	Joan Miller	Director of Parliamentary ICT
	Tom Mohan	Human Resources
	Malcolm McCaig	Audit Committee Member
	Ian Luder	Audit Committee Member
<b>In attendance:</b>	Simon Burton (for item 8)	Chairman of PICT Strategic User Network
	Richard McLean (for item 8)	

## **1 Palace of Westminster Restoration and Renewal Programme initiation [RESERVED] MB/2012/131**

1.1 Carl Woodall introduced his paper, which set out the structure of a Programme to deliver an options appraisal on restoration and renewal of the Palace. The paper would be considered later that day at the Parliamentary Estates Board (PEB). A paper would be considered by the House of Commons Finance and Services Committee on 16 January and the House Committee on 29 January. The paper was intended to join up the views taken by the House Committee and House of Commons Commission on the carrying out of an options appraisal. *[Additional information – Restricted Access]*

1.2 *[Additional information – Restricted Access]*

1.3 *[Additional information – Restricted Access]*

1.4 *[Additional information – Restricted Access]*

1.5 The Board **took note** of the paper.

## **2 Corporate risk register at 7 December MB/2012/132**

2.1 The Board discussed risk 6 (reputation); *[Additional information – Restricted Access]*

2.2 The Board agreed to discuss the risk register entry for risk 6 in detail at

the next Board meeting in January. The Audit Committee would also consider the risk register at its meeting on 14 January.

2.3 The Board **took note** of the risk register and agreed to **treat** risk 6 as proposed.

### 3 Corporate risk report: staff [RESERVED]

MB/2012/133

3.1 Tom Mohan introduced his paper. Some aspects of the risk were reducing, for example in relation to learning and development, while other areas were increasing, including staff turnover.

3.2 The Board discussed staff turnover. *[Additional information – Restricted Access]*

3.3 The Board discussed the recruitment panel. Criticisms had been raised about the length of time that the panel took to make decisions, which often slowed the recruitment process. This concern had been raised both in Business Planning Group business plan challenge meetings and in office risk registers. Tom Mohan said the delay caused by the panel was often short and that it was only a small part of the process leading to recruitment. He suggested that there was a perception problem that needed to be addressed by Board support for the panel.

3.4 The Board discussed the proposal for focus groups to consider issues raised by the staff survey to provide clarity on the changes which staff wanted in relation to specific issues, for example performance management. Tom Mohan suggested that a focus group could be set up to consider initially issues raised by the survey but in the long-term provide direct feedback for Human Resources and send out positive messages to staff. The Board agreed that focus groups were an appropriate way to follow up issues in the survey. Tom Mohan agreed to consider offline an appropriate model for membership of the focus groups.

3.5 The Board **agreed** a risk score, risk appetite, target risk for risk 4 (staff) and agreed to treat the risk as set out in the paper.

### 4 Board minutes

MB/2012/134

4.1 David Beamish introduced his paper.

4.2 The Board **agreed**:

- That the Audit Committee should receive the restricted access version of Board minutes once agreed by the Board
- That the Board would formally agree minutes by email correspondence
- A timetable for publication of Board minutes, including to aim to make a final version of the public minutes available online within 12 working

days of the Board meeting.

The Board thanked Malcolm McCaig (whose final meeting this was) for his valuable contribution, and adjourned until Tuesday 18 December.

## **5 Oral updates**

5.1 David Beamish updated the Board on the outcome of discussions on the distribution of the staff Christmas fund. *[Additional information – Restricted Access]*

5.2 *[Additional information – Restricted Access]*

## **6 Archives accommodation pre-feasibility study**

**MB/2012/135**

6.1 Liz Hallam Smith introduced the paper. *[Additional information – Restricted Access]*

6.2 The Board **agreed** the proposal for a pre-feasibility study as set out in the paper.

## **7 6/7 Old Palace Yard**

**MB/2012/136  
136A**

7.1 Carl Woodall introduced the paper. Work was required on 6/7 Old Palace Yard (OPY) to restore staircases, windows and roofs, to carry out repairs to mechanical and electrical systems and to ensure the building was fire safety compliant. Once refurbishment was complete, it would offer significant decant space for the House of Lords and may also provide income generation opportunities. A paper to the Accommodation Steering Group (ASG) had been prepared setting out the issues and asking for members help in ensuring members' desk space was used efficiently.

7.2 The Board discussed the accessibility of OPY. It was suggested that a lift was required to ensure that the future uses of OPY set out in the paper were feasible. Carl Woodall confirmed that the investigation of the possibility of installing a lift was included in the brief for the options appraisal, but had not been factored into the estimated costs. The Board emphasised the need for consideration of installation of a lift and agreed the issue should be referred to in the paper for the ASG.

7.3 The following further points were made in discussion:

- It was planned to install bomb-proof glass in the windows, but it was not expected that they would be sealed shut as this would required additional mechanical and electrical work.
- *[Additional information – Restricted Access]*

7.4 *[Additional information – Restricted Access]*

## **8 ICT strategy programme: one year report**

**MB/2012/137**

Richard McLean and Simon Burton attended for this item.

8.1 Joan Miller introduced her paper. The following points were raised in discussion:

- The proposals for members and staff to Bring Your Own Device had a number of implications which needed to be considered including security, allowances (in the case of members), tax and staff communications. The Board agreed that it was important to communicate to staff that they would not in future be required to pay for their ICT equipment.
- A breakdown was required of the estimated £5.9m savings to be made by implementing the Strategy. Joan Miller noted that the savings were a consequence of a zero-based review of PICT working practices and that the Strategy had not solely been devised as a savings programme.
- Simon Burton had attended an Information Services staff meeting in his capacity as Chairman of the ICT Strategic User Network to discuss changing working practices facilitated by ICT; he intended to discuss this with all offices in the next year.
- *[Additional information – Restricted Access]*
- The ICT Strategy had positive implications for business resilience.

8.2 The Board **took note** of the paper and agreed to take part in a future visit to the model office with the House of Commons Management Board.

<b>9</b>	<b>Any other business</b>	<b>MB/2012/138</b>
9.1	David Beamish reported that he would give a presentation at the All Staff meeting in January, along with the Chairman of Committees, Malcolm McCaig and Peter Mason.	
<b>10</b>	<b>Draft minutes of the meeting on 28 November</b>	<b>MB/2012/139</b>
10.1	The Board <b>agreed</b> the draft minutes as amended.	
<b>11</b>	<b>House of Lords' Health and Safety Committee Terms of Reference</b>	<b>MB/2012/138</b>
11.1	The Board <b>agreed</b> the Terms of Reference.	<b>138A</b> <b>138B</b>
<b>12</b>	<b>Information Management update</b>	<b>MB/2012/139</b>
12.1	The Board <b>took note</b> of the update.	
<b>13</b>	<b>Management Board forward plan</b>	<b>MB/2012/140</b>
13.1	The Board <b>took note</b> of the forward plan.	

**Next Meeting:** Wednesday 16 January at 10 am.

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Management Board Secretary  
18 December 2012