



MANAGEMENT BOARD

10 May, 10am to 12 noon in Room I-09, Millbank House

Agenda

- 1. 5 Great College Street RESERVED** **MB/2013/37**
[Carl Woodall, 20 minutes]
RESTRICTED ACCESS: COMMERCIAL
- 2. House of Lords Pension Scheme and PCSPS** **MB/2013/38**
[Andrew Makower and Tom Mohan, 20 minutes] **MB/2012/90**
RESTRICTED ACCESS: MANAGEMENT
- 3. Guidance on corporate groups** **MB/2013/39**
[David Beamish, 10 minutes]
- 4. Cloud computing: email and office business case¹** **MB/2013/40**
Business case executive summary **40A**
[Joan Miller, 10 minutes]
RESTRICTED ACCESS: MANAGEMENT/ COMMERCIAL
- 5. Corporate risk register as at 10 April** **MB/2013/27**
[10 minutes]
RESTRICTED ACCESS: MANAGEMENT
This paper was previously circulated for the meeting on 26 April and is available on SPIRE.
- 6. Risk reports:**
 - a. Information** **MB/2013/41**
[Rhodri Walters, 10 minutes]
RESTRICTED ACCESS: MANAGEMENT
 - b. ICT RESERVED** **MB/2013/28**
[Joan Miller, 10 minutes]
RESTRICTED ACCESS: MANAGEMENT
This paper was previously circulated for the meeting on 26 April and is available on SPIRE.
- 7. Any other business:**
 - Oral updates

The following minutes are circulated electronically only for information:

- Audit Committee: 22 April (draft).
- House of Commons Management Board: 19 April.
- PEB: 25 March
- PICTAB: 11 March.

¹ The full business case is available to Board members on request.



Guidance on corporate groups

Responsible Board Member(s) David Beamish, Clerk of the Parliaments
Paper prepared by Rob Whiteway, Board Secretary
Date May 2013

1. At the Board discussion of corporate groups in February, the Board agreed to consider draft guidelines on corporate groups based on the recommendations in the paper. The [paper](#) and [minutes](#) of the Board's discussion in February are available to view in SPIRE. The draft guidance is attached to this note for the Board's consideration.
2. The draft guidance was previously circulated by email to Board members. Three changes have been made following comments received from Board members:
 - The second paragraph now explicitly removes Project and Programme Boards from the remit of the guidance.
 - Information-sharing groups have been removed from the review process to reduce the administrative burden of the process on the Board Secretary and the groups themselves.
 - A section has been added to the review form to indicate whether a group is bicameral.
3. Once the guidance is agreed, it is intended that the review process set out in the guidance will be used by the Board Secretary to develop a full list of corporate groups in the House of Lords. The Board will not be invited to make any decisions on disbanding or merging groups until the Board considers the first review of groups at its October meeting. The review will also be used to populate an up-to-date list of all corporate groups in the Lords.
4. I invite the Board **to discuss and agree the guidance on corporate groups.**

3 May 2013

Rob Whiteway
Board Secretary

Guidance on corporate groups in the House of Lords Administration v1.0 May 2013

DRAFT

1. This guidance provides a framework for corporate groups in the House of Lords Administration and sets out the Board's role in the framework. The guidance distinguishes in particular between Board sub-groups and other corporate groups and defines the relationship of each category of corporate group with the Management Board, the rules for setting up a group and a process of review.
2. This guidance does not refer to Project, Programme and Portfolio Boards. These Boards have a limited lifespan and the governance of the Boards will be agreed in accordance with project management best practice when they are set up. In some cases these Boards may report to Board sub-groups (in particular PICTAB or PEB) or even the Board itself. Governance lines should be made clear when the Board is set up.

Categories of corporate groups

Board sub-group (category A)

3. A corporate group is a **Board sub-group** if it carries out a specific function that would otherwise be carried out by the Board. A Board sub-group:
 - Can be set up only with explicit agreement by the Board
 - Has terms of reference and membership agreed by the Board and
 - Reports to the Board on a regular basis.
4. The level of authority which the Board delegates to a Board sub-group will be set out in that group's terms of reference.
5. A Board sub-group can be bicameral. Its membership includes at least one Board member.

Other categories

6. Two other types of corporate groups exist within the House of Lords:
 - **Management groups (category B)**. These groups are set up by senior managers to oversee particular areas of business and make decisions relating to that area of business. These decisions are not those which would usually be taken by the Management Board.
 - **Information-sharing groups (category C)**. These groups exist to share or disseminate information within offices or across the Administration and do not usually take decisions. "User groups" fall in this category.
7. Annex I sets out the level of authority and operating practices of each type of group.

Annual review of corporate groups

8. The Management Board will consider annually a review of corporate groups co-ordinated by the Board Secretary. In July and August, the Chairman and/or Secretary of each corporate group will be required to complete a form (see Annex 2) measuring the actions of the group during that year against its objectives. The Board

Secretary will use the responses as the starting point for a paper with recommendations. On this basis, the Board will review in October whether each corporate group remains useful and is meeting its objectives.

List of Board groups

9. The Board Secretary will maintain a list of all corporate groups based on the most recent annual review, updated to incorporate subsequent Management Board decisions. This will be made available as an annex to the Management Board handbook.

Annex I: Categories of groups in the House of Lords

Category	Setting up the group	Terms of Reference/ Delegation of authority	Membership	Reporting	Review
A: Board sub-group	Board agreement required to set up group.	Terms of reference agreed by the Board. Board may delegate authority to take decisions to the sub-group, which should be set out in the terms of reference.	Membership agreed by the Board.	Depends on terms of reference and delegated authority, but all decisions should be either reported in a paper to the Board or put to the Board as recommendations.	Chairman/ Secretary will be required to complete review form as part of annual corporate groups review process.
B: Management group	Board should agree formally to a group being set up (i.e. without discussion unless there is disagreement).	The Board should have the opportunity to comment on the group's terms of reference when it is set up or if they are changed, by circulating the draft terms of reference to the Board for information. The Board does not delegate authority to the group.	Board notified of membership and of changes to membership. Each group has a responsible Board member although they need not be a member of the group.	No requirement to report formally to the Board. If a group wishes to make a proposal to the Board, a paper should be presented in the name of the responsible Board member.	Chairman/ Secretary will be required to complete review form as part of annual corporate groups review process.
C: Information-sharing group	Board agreement not required. The Board Secretary should be informed when a group is set up in order that the list of corporate groups can be kept up to date.	Board agreement not required. The Board Secretary should be given a short description of the work of the Group. Formal Terms of Reference are not required.	There are no formal rules on membership and the Board need not agree the membership. The Board Secretary should be kept informed of the membership of the Group.	No requirement to report to the Board. These groups exist to share and disseminate information and are therefore not expected to take decisions.	Not covered by annual review. Chairman/ Secretary to provide details of group to Board Secretary when it is set up/ details changed.

Annex 2: Annual review of corporate groups

Note: Information-sharing groups need only complete this form when the group is set up.

Name of group	
Category	Board sub-group / management group / Information-sharing group
Chaired by	
Secretary	
Bicameral?	Bicameral / House of Lords only
Terms of reference / Purpose and Objectives (if category C)	Including date of when the ToR were last updated
Members as at 1 September	
Assessment of actions of the group during that year against its objectives	