



## Management Board

4th Meeting  
Friday 26 April 2013

### MINUTES

<b>Present:</b>	David Beamish Liz Hallam Smith David Leakey Ian Luder Andrew Makower Joan Miller Tom Mohan Edward Ollard Rhodri Walters Carl Woodall	Clerk of the Parliaments Information Services Black Rod's Department Audit Committee Member Financial Resources Director of Parliamentary ICT Human Resources Parliamentary Services Corporate Services Facilities
<b>In attendance:</b>	Alison Couch (for item 2) Benet Hiscock (for item 2) Jim Morrison (for item 1) Seonaid Whitley (for item 2)	Internal Communications Manager Director of Public Information Author of Human Resources review Head of Outreach

#### 1 Human Resources review

**MB/2013/26 &  
26A**

Jim Morrison attended for this item.

1.1 Tom Mohan introduced Jim Morrison, who had undertaken a review of Human Resources in the House of Lords. Jim Morrison introduced the main observations identified in the report as set out in the Executive Summary.

1.2 *[Additional information – Restricted Access]*

1.3 *[Additional information – Restricted Access]*

1.4 *[Additional information – Restricted Access]*

1.5 *[Additional information – Restricted Access]*

1.6 *[Additional information – Restricted Access]*

1.7 The Board **took note** of the report and **endorsed** the concept of a People Strategy owned by the Board. *[Additional information – Restricted Access]*

#### 2 Web and intranet next steps **[Reserved]**

**MB/2013/25**

Alison Couch, Benet Hiscock and Seonaid Whitley attended for this item.

2.1 Liz Hallam Smith introduced her paper. *[Additional information – Restricted Access]*

2.2 *[Additional information – Restricted Access]*

2.3 *[Additional information – Restricted Access]*

2.4 *[Additional information – Restricted Access]*

2.5 *[Additional information – Restricted Access]*

2.6 The Board **agreed** that Liz Hallam Smith and David Beamish should propose to the House of Commons a review of the Web and Intranet Service with a wide Terms of Reference. *[Additional information – Restricted Access]*

### **3 Draft Strategic Plan 2014-19 and engagement with the House Committee**

**MB/2013/24 &  
24A**

3.1 David Beamish and Rhodri Walters introduced the draft plan. Comments provided by Liz Hallam Smith had been circulated in advance to facilitate discussion.

3.2 In discussion, the following points were made

- The Plan should make it clearer that not all Business-as-Usual activities were explicitly covered in the text.
- The Board discussed whether the Restoration and Renewal objective should be replaced by a broader objective entitled “Stewardship” as this was a more similar theme to the other objectives. It was suggested the focus on Restoration and Renewal was important as this showed that the focus in the period of the Plan would specifically be on improving and restoring the buildings on the estate.
- *[Additional information – Restricted Access]*
- The Board discussed the references in the Plan to ICT and suggested the role of content development needed to be included in the Plan. Other Board members questioned whether the “bring your own device” policy should be mentioned.

3.3 The Board **agreed** that Rhodri Walters, Liz Hallam Smith and Andrew Makower should consider suggestions for revisions to the draft plan before it was considered by the Lord Speaker, the Chairman of Committees and the Chairman of the Information Committee on Monday 13 May. The Plan would be considered by the House Committee on 20 May with a covering note setting out the strategic issues for consideration by the Committee.

### **4 Retail: branding of the Westminster Hall Shop**

**MB/2013/36**

4.1 Andrew Makower introduced the paper. The Board was invited to endorse a negotiating mandate for discussions with the Commons on the Westminster Hall shop. *[Additional information – Restricted Access]*

4.2 The Board **agreed** the negotiating position as amended.

- 5 Corporate risk register at 10 April** **MB/2013/27**  
5.1 The Board **agreed** to delay consideration of the risk register to the meeting on 10 May.
- 6 Risk report: ICT [Reserved]** **MB/2013/28**  
6.1 The Board **agreed** to delay consideration of the risk report to the meeting on 10 May.
- 7 Parliament Security Board Terms of Reference** **MB/2013/29**  
7.1 The Board **agreed** the revised Terms of Reference.
- 8 Draft corporate governance statement 2012/13** **MB/2013/30 & 30A**  
8.1 David Beamish invited Board members to send any comments on the draft Statement to the Board Secretary.
- 9 Internal audit programme 2013/14** **MB/2013/31**  
9.1 A Board member asked what impact a value for money review of WIS would have on the internal audit programme. Liz Hallam Smith agreed to discuss this with the Head of Internal Audit.  
9.2 The Board **agreed** the audit programme.
- 10 Any other business**  
10.1 There was no other business.
- 11 Review of the Information Office** **MB/2013/32**  
11.1 The Board **took note** of the paper.
- 12 Strategically Managed Expenditure** **MB/2013/33**  
12.1 The Board **took note** of the paper.
- 13 Management Board forward plan** **MB/2013/34**  
13.1 The Board **took note** of the forward plan. Board members were asked to send any changes to the Secretary.
- 14 Agenda for Audit Committee meeting on 22 April** **MB/2013/35**  
14.1 The Board **took note** of the agenda.
- 15 Minutes of the meeting on 6 March**  
15.1 The Board had previously agreed the minutes by correspondence.

**Next Meeting:** Friday 10 May 2013 at 10am.

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Management Board Secretary  
29 April 2013