



Management Board

11th Meeting

Wednesday 19 July 2017

MINUTES

Present:	Ed Ollard	Chairman
	Simon Burton	Parliamentary Services
	Rob Greig	Digital Services
	Eric Hepburn	Director of Security for Parliament
	David Leakey	Black Rod
	Jane May	External member
	Tom Mohan	Director of Human Resources
	Jonathan Smith	Financial Resources
	Jake Vaughan	Corporate Services
	Carl Woodall	Support Services

Apologies: No apologies

1. Security update [**RESERVED**]

MB/2017/65

- 1.1 Eric Hepburn introduced the paper.
- 1.2 *[Additional data – restricted access].*
- 1.3 *[Additional data – restricted access].*
- 1.4 It was **agreed** that a communication should go to staff about the increased security measures already implemented following the Murphy review. This was principally the additional armed police officers on the Parliamentary estate.
- 1.5 JIB would need to consider the impact of the security programme on the capacity to do other works projects. This was not an issue of resources but of capacity.
- 1.6 The Board endorsed the proposal for a personnel security maturity model. It was noted that security in general needed to be considered in the light of the public access requirements of the Palace of Westminster. There were 16,000 passholders and one million visitors per year. The risk appetite needed to be considered in relation to openness and democratic access. PSD would begin the work of implementing a personnel security maturity model in September 2017.
- 1.7 The Board endorsed the proposal for mandatory online security training. It was noted that compliance with mandatory training such as fire safety and anti-fraud was incomplete, and that there were no consequences for non-compliance. The Chair had asked for a paper from the Director of Human Resources on mandatory training and options for ensuring compliance to be considered at the October meeting.

- 1.8 The Board endorsed the proposal to transfer responsibility for the cyber security risk to the Director of the Parliamentary Digital Service (PDS). It was noted that this change was a departure from the recommendations of the Jenkins review into security in Parliament. However, the nature of the cyber security threat had entirely transformed since the Jenkins review and it was no longer appropriate for the management of that risk to sit outside PDS. The security risk was next due to be considered in October. This would provide an opportunity for review.
- 1.9 The Board **agreed** to the recommendations as set out in the paper.

2. High Level Review of the Medium-Term Financial Plan

MB/2017/66

- 2.1 Jonathan Smith introduced the paper. The Board discussed the trend for underspend, especially in relation to capital budgets over the last five years. This had been noted by the auditors and the matter had been referred by the Audit Committee to the Finance Committee for further consideration.
- 2.2 It was noted that the difficulty arose in relation to large scale capital works projects, whose progress was planned against a schedule spanning several years, whereas accounting was required on an annual basis. There was a concern that SROs were not sufficiently focused on annualised budgets; their focus was on quality and cost more than on schedules of work. However, slippages in scheduled work at year-end had a significant impact on annual accounts. JIB had recently considered a paper on optimism bias, which argued for bigger contingencies on capital works projects. A revised paper was being produced by Strategic Estates. The paper would come to the Board in the autumn.
- 2.3 The Board **endorsed** the paper for consideration by the Finance Committee, subject to the removal of the reference to the review of select committee activity, which at this stage should be considered to be neutral in spending terms. It was also noted that the planning assumption of a state opening early in each financial year should be adjusted in the light of the two-year session 2017-19. The Chairman noted that the main concern was alignment between big project spend and the annual budget process.

3. Corporate risk register

MB/2017/67

- 3.1 The Chair introduced the paper. Board members were challenged to reference risk more consistently in their papers to the Board to ensure that risk management was embedded in decision-making.

Any other business/oral updates

The Chairman reported on the recent meeting of the Commission, and the discussion relating to capability in Strategic Estates.

The Chairman reported on the Joint Working programme board which had agreed to proceed with the business cases for joining up D&I and L&D functions; with the People Data and Money programme; and with the work on aligning terms and conditions as far as possible between the two Houses. Other joint working possibilities would be pursued

where possible, but the Joint Working programme would be closed as a formal workstream.

For information

Efficiencies Programme

The Board took note.

MB/2017/68

Financial Monitoring Report – Quarter 4

The Board took note.

MB/2017/69

Estates Works Update

The Board took note.

MB/2017/70

Next Meeting: Tuesday 12 September at 10 am

Management Board Secretary
19 July 2017

Meeting date	Action	Owner	Deadline/ Status
26 June	To return to the Board with a proposal for resources required for PSAB	CW	End of 2017
19 July	To issue staff communication on security improvements made post Murphy review	EH	July 2017
19 July	To bring a paper on mandatory staff training to the Board	TVM	September/ October
19 July	To bring a risk report on security to the Board	EH	11 October
19 July	To reference risk more consistently in Board papers and to promote risk-based assessments	All Board members	Ongoing