HOUSE OF LORDS

Management Board

11th Meeting
Wednesday 6 November 2013

MINUTES

Present:	David Beamish	Clerk of the Parliaments
	Edward Ollard	Parliamentary Services
	Rhodri Walters	Corporate Services
	Liz Hallam Smith	Information Services
	David Leakey	Black Rod's Department
	Ian Luder	Audit Committee Member
	Andrew Makower	Financial Resources
	Joan Miller	Director of Parliamentary ICT
	Tom Mohan	Human Resources
	Carl Woodall	Facilities
In attendance:	Paul Martin (for items 1 & 2)	Parliamentary Security Director
	Christina O'Kelly (for item 2)	SARP Programme Manager

1	**Security Update and High Level Security Risks [RESERVED]**	MB/2013/77

Paul Martin attended for this item.

1.1 Paul Martin introduced his paper. *[Additional information – Restricted Access]*

1.2 The Board discussed the paper. *[Additional information – Restricted Access]*

- The rollout of Office 365 and its role in mitigating the security risk was discussed. *[Additional information – Restricted Access]*
- It was agreed that a workshop should be convened between the Clerks, SIROs, Director of Information Services and the Parliamentary Security Director to clarify the risks and the desired balance that should be achieved, and that this should take account of the ongoing work concerning information assets.   **DB/RW/PM/EHS**
- *[Additional information – Restricted Access]*
- The use of CCTV within the perimeter of the Parliamentary Estate was discussed. *[Additional information – Restricted Access]*
- The possible closure of the roads adjacent to Parliament on heritage and security grounds was discussed. *[Additional information – Restricted Access]*. It was agreed that David Beamish would discuss this matter further with David Leakey and Paul Martin.   **DB/DL/PM**
- *[Additional information – Restricted Access]*

1.3 The Board **agreed** to:

- Endorse the approach to the management of security being taken across the Parliamentary Estate.
- *[Additional information – Restricted Access]*
- Endorse the promotion by the senior leadership of a challenge culture in relation to pass-wearing and support for staff who challenge those who do not wear passes, to give them greater confidence.

- *[Additional information – Restricted Access]*
- Accept the proposed risk appetites and target scores outlined in the paper.
- Note the significant mitigation actions currently planned and/or in progress.

2   Security Arrangements Renewal Programme (SARP) update [RESERVED]   MB/2013/78

2.1   Paul Martin introduced his paper and said that SARP was making good progress. A new contract, to take effect after 31 March 2015, would be designed and implemented in due course. SARP was following a Treasury Greenbook 5 Case Model Business Case process, including input from external research, and decisions were due to be taken by both Houses in January 2014. *[Additional information – Restricted Access]*

2.2 *[Additional information – Restricted Access]*

2.3 The Board noted that the Audit Committees in both Houses were keen to achieve efficiencies with the agreement of a new contract.

2.4 The Board **took note** of the Security Arrangements Renewal Programme update paper.

3   Corporate risk register as at 25 October   MB/2013/79

3.1 David Beamish introduced the revised corporate risk register.

3.2 The Board noted that the security risk had been comprehensively revised and as a result there was presently no overall risk score.

3.3 The Board discussed the desirability of a market-reflecting reward structure across the Administration with reference to the ICT risk entry. The Board noted the adoption of the London Living Wage in this context, which would be considered, among other things, during the development of the People Strategy.

3.4 The Board **took note** of the revised corporate risk register.

4   Millbank Island Site Closure Report (revised)   MB/2013/80

4.1 Carl Woodall introduced the paper.

4.2 The Board discussed whether the original premise of the project – for Millbank House to become "the location of choice for office accommodation for backbench Members and their staff" – had been achieved and future prospects for meeting its original objectives.

4.3 The Board noted that the report's reference to the Library's needs changing during the project was incorrect and that, on the contrary, over-specifications in the original approach had been revised downwards. The Board also noted the Gateway 5 review's recommendations to increase utilisation of desk space.

4.4 The Board expressed its thanks to Carl Woodall for his work on this

project as SRO, which had been delivered early and under budget. The Board agreed that David Beamish and Carl Woodall would discuss broader issues relating to change management and revert to the Board in due course.

DB/CW

4.5 The Board **took note** of the revised Millbank Island Site Closure Report.

5 **Internal Audit Charter 2013**   MB/2013/81

5.1 David Beamish introduced the paper.

5.2 The Board discussed the section of the Charter concerning the independence and reporting lines of the Head of Internal Audit (HIA), including the merits of the HIA holding an annual private session with the Audit Committee.

5.3 The Board **took note** of the updated House of Lords Internal Audit Charter.

6 **Any other business**
 - **Draft House Committee agenda, 19 November**

6.1 The Board agreed that a short paper on a 2015 Magna Carta event should be added to the House Committee agenda.

 - **Oral updates**

6.2 The Board noted that Andrew Makower had circulated a paper on the Financial Plan for Board members' comments.

6.3 The Board noted that the Committee on Standards in Public Life had published a report on lobbying and that Lord Bew, the Committee's chair, had been invited to discuss ethics training for Members with David Beamish.

6.4 The Board noted issues surrounding under-capacity at visitor entrances and possible methods of addressing this matter.

7 **Period 6 Finance Report**   MB/2013/82

7.1 The Board **took note** of the report.

8 **Minutes of the meeting on 1 November**

8.1 The minutes would be agreed by correspondence.

Next Meeting: 20 November at 10am.

Management Board Secretary
11 November 2013