



HOUSE OF LORDS

Management Board

6th Meeting
Wednesday 7 May 2014

MINUTES

Present:	David Beamish	Clerk of the Parliaments
	Liz Hallam Smith	Information Services
	David Leakey	Black Rod's Department
	Andrew Makower	Financial Resources
	Joan Miller	Director of Parliamentary ICT
	Tom Mohan	Human Resources
	Edward Ollard	Parliamentary Services
	Simon Burton	Corporate Services
	Carl Woodall	Facilities

Audit

Committee

member: Ian Luder

- 1 2014 Pay remit – Bands A to E staff (not including AFS) MB/2014/30**
[RESERVED]
- 1.1 Tom Mohan introduced his paper and said that the Board had an important decision to make about whether or not to stay broadly in line with the Commons regarding pay policy.
- 1.2 The Board discussed the paper [*Additional information – Restricted Access*].
- 1.3 The Board **agreed** to a remit [*Additional information – Restricted Access*] and to consider this matter further, including SCS and AFS pay, on 6 June.
- 2 Fourth quarter performance report MB/2013/31**
- 2.1 The Board discussed the fourth quarter performance report.
- 2.2 With reference to the accommodation and facilities entry, the Board noted that fire life safety works were due to be completed by December 2018 rather than 31 March 2019, as stated.
- 2.3 A Board member referred to the green RAG score for Q4 regarding the reliability of the ICT network and suggested that this did not accurately reflect the user experience. Joan Miller replied that the score reflected the whole network, of which only a third experienced problems during the Office 365 migration between January and March, and the improved position at 31 March.
- 2.4 The Board **took note** of the fourth quarter performance report.

3 Corporate risk register as at 25 April

MB/2014/32

3.1 The Board discussed the corporate risk register.

3.2 The Board noted that the scoring of the reputation risk had fallen from a red score of 20 to an amber score of 12. The Board also noted that the BPG was reviewing the corporate risks and that the outcome of this review may have implications for the future form of the reputation risk.

3.3 The Board discussed reputational risk matters arising from the conduct of members, including the potential mitigations offered by the passage of the House of Lords Reform (No. 2) Bill and the adoption of new sanctions by the Privileges and Conduct Committee.

3.4 *[Additional information – Restricted Access]*

3.5 The Board noted that the timetable for the roll out of Office 365 to members was considered to be tight but workable and was being considered by the Information Committee. Joan Miller said that the Gateway review and pilot project results had been positive and the risks found to be lower than previously assumed. Telephony continued to pose a more significant risk and while funding had been made available for this area a solution had not yet been found.

3.6 The Board **took note** of the corporate risk register.

4 Publication of Forecast Outturn and Financial Plan

MB/2014/33

4.1 Andrew Makower introduced his paper.

4.2 The Board **agreed** to publish a version of the Forecast Outturn and Financial Plan for 2013/14 on the House Committee webpages and to publish subsequent versions of this document as an annex to the business plan.

5 Any other business

Joint Management Board agenda, 16 May 2014

5.1 Ahead of the joint Board meeting's consideration of the Finance Directors' MTIP paper, Andrew Makower tabled a summary of its main recommendations for the Board's consideration.

5.2 The Board discussed the future of printing and publishing in the Lords and noted that a paper about this matter would be considered by the Board in due course.

Oral updates

5.3 Board members made the following oral updates:

- David Beamish noted that Sir Robert Rogers' retirement as Clerk of the House of Commons had been announced.
- Joan Miller noted that the majority of the House Service and Administration had now migrated to Office 365 and that the Commons Speaker's Office would migrate with the members, which was due to take place by the end of July. The migration had had a

negligible impact on the network. Volunteers were requested for the piloting of OneNote, SkyDrive and SharePoint.

- Elizabeth Hallam Smith noted that strategic outline cases had been submitted for the enabling technology and AV programmes. A strategic outline case for the archives accommodation study had been submitted. Recruitment for the director post was in train.
- Andrew Makower requested feedback on the operation of the Parliamentary Procurement and Commercial Service. David Leakey noted that he had received positive reports about the working environment in the Lords from staff transferred from the Commons.
- Tom Mohan noted that the Whitley Committee had agreed the revised Staff Handbook, which should be published shortly before the summer recess, at the same time as the intranet was updated accordingly. An e-recruitment pilot was due to begin in July with the roll out of the programme beginning in October.
- David Leakey noted that while the incident management teams had proved to be successful, Lords representation on the teams was low and he would welcome Lords volunteers for manager and support staff positions in order to address this.
- Carl Woodall noted that notice had been given to the tenants of 5 Great College Street. He also noted that the Health and Safety Committee had discussed training for Heads of Offices and a bespoke training event was under development.
- Simon Burton noted that the timetable for the next business planning round was under discussion, including how best to link it with the financial planning process.
- Ed Ollard noted that the Government had activated the provision in the Fixed-term Parliaments Act 2011 to extend the dissolution period, so that Parliament would be dissolved on 30 March 2015, and suggested that this should be taken account of during the next business planning period.

6 Commons dashboard portfolio

MB/2014/34

6.1 The Board **took note** of the Commons dashboard portfolio.

7 Minutes of the meeting on 7 April 2014

7.1 The minutes had been previously agreed by correspondence.

Next Meeting: Friday 6 June 2014 at 9.00am

Management Board Secretary
8 May 2014