



HOUSE OF LORDS

Management Board

7th Meeting
Wednesday 3 July 2013

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
	Rhodri Walters	Corporate Services
	Carl Woodall	Facilities
	Apologies	Ian Luder

1 Draft Annual Report 2012/13

**MB/2013/51
51A**

1.1 Rhodri Walters introduced the draft Annual Report, noting that it focused on strategic issues but also contained some operational detail where appropriate.

1.2 A Board member proposed the deletion of Appendix D to the report, "Diversity statistics for House of Lords staff appointments 2012-2013". However, other members thought it would look odd to remove these data altogether given that they had been in previous reports. It was **agreed** that the data should be put into tabular form on one page, instead of the current five pages of pie charts. It was also **agreed** that the pay and pension figures should be separated, for clarity.

1.3 A Board member questioned whether the assertion that food waste recycling was increasing by 14% month on month was correct. Carl Woodall **agreed** to double-check this figure.

1.4 The Board **agreed** the draft Annual Report.

2 Towards the Financial Plan 2014/15 – 2016/17 [Reserved]

MB/2013/52

2.1 Andrew Makower introduced the paper, which set out the context for the financial plan for the next three years. In particular, it focused on priorities, savings and decisions pending.

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 *[Additional information – Restricted Access]*

2.7 *[Additional information – Restricted Access]*

2.8 The Board **agreed** the paper subject to the changes discussed, which were to be reflected in the House Committee version.

3 Recruitment update

MB/2013/53

3.1 Tom Mohan introduced the paper, which set out possible changes to the arrangements for approving the filling of vacant posts. *[Additional information – Restricted Access]*

3.2 *[Additional information – Restricted Access]*

3.3 *[Additional information – Restricted Access]*

3.4 *[Additional information – Restricted Access]*

3.5 The Board **agreed** to abolish the Recruitment Panel with immediate effect. Andrew Makower would factor this decision into the planning round instructions. The Board further **agreed** that the statement of office staffing complement received annually from HR would be binding and subject to change control by the Director of HR. Staff budgets are already ring-fenced in the sense that unspent staff resources cannot be applied for other purposes without authorisation (Finance Manual paragraph 58); the Board **agreed** that this would now apply in the other direction as well.

4 Corporate risk register as at 25 June

MB/2013/54

4.1 David Beamish introduced the revised Corporate Risk Register. Risk 8 (House of Commons) had decreased while Risk 6 (reputation) had increased.

4.2 *[Additional information – Restricted Access]*

4.3 *[Additional information – Restricted Access]*

5 Any other business

5.1 David Beamish informed the Board that he would be giving oral evidence the following day to the Political and Constitutional Reform Committee on small-scale Lords reform.

5.2 *[Additional information – Restricted Access]*

5.3 *[Additional information – Restricted Access]*

5.4 Tom Mohan noted that around 200 appraisals had yet to be submitted, which was much worse than last year; Board members were asked to chase heads of office. He also told the Board that the new edition

of the Staff Handbook was coming on well; he hoped it would be agreed by the Whitley Committee in November and published in January.

5.5 Carl Woodall provided an update on the recent cable strike outside Millbank House.

Next Meeting: Friday 19 July at 11am.

Management Board Secretary
5 July 2013