



HOUSE OF LORDS

Management Board

2nd Meeting
Wednesday 2 February 2011

MINUTES

| | | |
|-----------------|------------------|--------------------------------------|
| Present: | Michael Pownall | <i>Clerk of the Parliaments</i> |
| | David Beamish | <i>Parliamentary Services</i> |
| | Rhodri Walters | <i>Corporate Services</i> |
| | Simon Burton | <i>Human Resources</i> |
| | Liz Hallam Smith | <i>Information Services</i> |
| | David Leakey | <i>Black Rod's Department</i> |
| | Joan Miller | <i>Director of Parliamentary ICT</i> |
| | Philippa Tudor | <i>Financial Resources</i> |
| | Carl Woodall | <i>Facilities</i> |

1 Oral Updates

Corporate Risk Register at 26 January

1.1 The Chairman welcomed David Leakey to his first meeting. The Board congratulated David Beamish on his appointment as Clerk of the Parliaments designate.

1.2 The Board took note of the following updates:

Carl Woodall reported that the review of catering services undertaken in 2010 would be updated to take account of the increased demand in Member outlets following the increase in the membership of the House and in the volume of business conducted. Liz Hallam Smith reported that the public consultation linked to the debate on the motion by Lord Northbourne to be held in the Chamber on the following day had generated significant online discussion.

Philippa Tudor said that, following the preparation of a draft internal audit report on service level agreements, which indicated that some agreements had not been completed or kept up to date, it was important that up-to-date agreements should be in place for all shared services by the end of the financial year.

1.3 The Board discussed the pressures arising from current legislation before the House, and in particular the increased demands placed upon staff. The report of the Leader's Group on the Working Practices of the Lords would provide the context for a discussion of the impacts on procedure, and the Chairman asked Simon Burton to prepare a paper for the next Board meeting setting out the cost, and impact on staff, of late night sittings. The Board took note of the risk register and risk owners agreed to consider the pressures arising from current workloads and late sittings when preparing future updates.

1.4 Rhodri Walters agreed to provide an oral update at the next meeting on progress towards the creation of the International Relations Directorate.

2 House Committee meeting on 15 February

2.1 The Board took note of the proposed agenda.

3 Risk Report: Externalities & Infrastructure

3.1 Fiona Smith, Accommodation, Planning & Budgets Manager, attended for this item. Carl Woodall spoke to his paper. The risks from utility failure had fallen significantly in the past year following improvements to contingency arrangements. Fiona Smith was undertaking further work with the Parliamentary Estates Directorate to clarify whether the House of Lords' exposure to any risks was greater than that logged by the Parliamentary Estates Directorate for the Estate as a whole, and would write to Board members with any update that arose. Work to improve the fire detection systems and on mechanical and electrical plant was continuing on schedule. The Board took note of the report.

4 Risk Report: Projects & Millbank House

4.1 Fiona Smith, Accommodation, Planning & Budgets Manager, attended for this item. Carl Woodall spoke to his paper. He remained content with continuing improvements to project management in PED. Work on Millbank House had been delayed by severe weather and the closure of Millbank during protests in December but the July completion target remained achievable. Board members agreed to visit the works to see progress, and the Board took note of the report.

4.2 Fiona Smith explained that the priority in February would be to engage with the staff who would be moving into the building. The focus would then turn to Members, whose moves would be staggered to ensure a balanced workload for PICT and PED.

5 Reputation Risk: draft notes and feedback of the December 2010 management seminar

5.1 Elizabeth Hallam Smith spoke to the draft notes of the seminar. Following the Board's positive response to the suggestions made at the seminar, she had worked with Mary Ollard, Benet Hiscock and Alison Couch to revise the action plan for the reputation risk. The action plan did not contain any significant new work, but would build upon and expand current work. The risk score had been increased in January but was expected to fall again.

Annex [Restricted Access]

5.2 The Board discussed some of the proposed actions. The Board supported proposals for further all-staff seminars on the business of the House, and for information for staff to use to explain the work and role of the House outside of Westminster. Carl Woodall and Simon Burton agreed to take forward the proposal relating to the health and safety policy.

Annex [Restricted Access]

6 Third Quarter Financial Report

6.1 Philippa Tudor spoke to her paper. The Board took note of the paper and of the need to avoid planning for expenditure that could not be delivered, particularly as the end of the financial year approached.

- 7 OSCC update**
7.1 Peter Mason, Parliamentary Security Coordinator and Fiona Smith, Accommodation, Planning & Budgets Manager, attended for this item. Carl Woodall spoke to his paper. The Board took note of the report from the Logistics Steering Group.
- Annex [Restricted Access]*
- 8 Parliamentary Archives: accommodation**
8.1 Peter Mason, Parliamentary Security Coordinator, Caroline Shenton, Clerk of the Records, and Fiona Smith, Accommodation, Planning & Budgets Manager, attended for this item. The Board took note of progress on improved security in the Parliamentary Archives, and agreed there should be a further update later in the year.
- 9 Performance measurement**
9.1 Jake Vaughan, Clerk of Delegated Legislation, attended for this item and reminded Board members of the background to the work on performance measurement. The proposed reporting system was pragmatic, used existing data where possible, and was designed not to place excessive additional burden on staff. The collation of information on performance and activity should allow the Board to focus its attention on areas which required support. The paper proposed a dry run, to allow any issues to be ironed out; the system would then begin to operate in the new financial year. If the reports were well received then the next stage would be to consider integrating them with the risk management and reporting schedule so as to avoid duplication of work.
- 9.2 The Board discussed the proposal and unanimously supported it. Several Board members suggested performance targets and links to the priorities in the strategic plan should be introduced once the system had bedded down.
- 9.3 The Board thanked Jake Vaughan for his work on the proposal. The Board agreed the proposed format for the performance reports, the proposed performance measures, and the trial collection of activity data. The Board supported the trial run of the system and the proposals in the paper on implementation, responsibility, availability of information and future developments. The Board asked the BPG to monitor the system and to report back at the end of the dry run and after the system had been in place for a year.
- 10 PICT Business Plan**
10.1 Joan Miller spoke to the draft business plan. The plan had been considered by PICTAB and the BPG. Board members were invited to submit any further comments by correspondence. An updated draft reflecting the comments and including further information on budgets, timescales, outcomes and unit cost trends would then be circulated.
- 11 Draft Minutes of the Meeting on 12 January**
11.1 The Board took note of the minutes.
- 12 Minutes of the BPG on 14 January**
12.1 The Board took note of the minutes.
- 13 Investors in People Report**
13.1 The Board took note of the paper.
- 14 Proposals for alcohol review**

14.1 The Board took note of the paper.

15 Catering & Retail Services Profitability Group: Quarterly Report

15.1 The Board took note of the paper.

16 Management Board Forward Plan

16.1 The Board took note of the paper.

Next Meeting: Wednesday 9 March at 10am

Secretary to the Management Board
3 February 2011

ACTION PLAN

| Date | Minute item | Action | Responsible | Deadline/Status |
|-------------|-------------|--|--------------------|-----------------|
| July 2010 | 9 | Discuss detail of Member Information & Communication Group | MGP, LHS, DRB, RHW | September 2010 |
| Mar 2010 ii | 6 | Prepare Terms of Reference for staff qualifications VfM review for agreement by correspondence | SPB | September 2010 |
| July 2009 | 18 | Arrange training on communications for all managers | SPB | October 2010 |
| Oct 2010 | 5 | Confirm Group on Communications with Members & ICG have considered provisions of the Members Handbook relating to treatment of staff | DRB, RHW | March 2011 |
| Nov 2010 | 5 | Report on cloud-based services feasibility study | JM | July 2011 |
| Dec 2010 | 2 | Update corporate risk register: consider inclusion of impact of larger house | RHW | July 2011 |
| Dec 2010 | 2 | Review whether Heads of Office require support to manage staffing requirements in shared service areas | SPB | December 2011 |