



## Management Board

9th Meeting  
Wednesday 4 July

### MINUTES

<b>Present:</b>	David Beamish Liz Hallam Smith David Leakey Andrew Makower Joan Miller Tom Mohan Edward Ollard Rhodri Walters Carl Woodall Malcolm McCaig	Clerk of the Parliaments (Chairman) Information Services Black Rod's Department Financial Resources Director of Parliamentary ICT Human Resources Parliamentary Services Corporate Services Facilities Audit Committee Member
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#### 1 Oral updates

1.1 Board members raised the following matters:

- The Information Management Board would shortly have its second meeting. The Board would receive an update on progress in the autumn.
- The members' survey had been launched.
- *[Additional information – Restricted Access]*.

#### 2 House Committee draft agenda 17 July

**MB/2012/71**

2.1 Items 4 and 5 on the draft House Committee agenda had been withdrawn. It was proposed that the draft Annual Report could be considered by correspondence.

2.2 The Board **took note** of the draft agenda.

#### 3 Corporate risk register at 27 June

**MB/2012/72  
72A**

3.1 The Board discussed the proposed list of risk inter-dependencies. The following points were made:

- Risk owners should note that risks 4 and 6 were related to all other risks.
- The number of inter-dependencies showed the importance of a holistic approach to risk management.
- The list could be used in a disaster scenario to construct a scenario that had an impact on a number of inter-dependent risks to assess how the Administration would react if a number of risks materialised at the same time.

3.2 The Board **agreed** the list of inter-dependencies, which would be appended to the corporate risk register.

3.3 *[Additional information – Restricted Access]*.

3.4 *[Additional information – Restricted Access]*.

3.5 *[Additional information – Restricted Access]*.

3.6 The Board discussed the revised text of the ICT risk. Joan Miller said that she did not expect the listed building status of the Palace to prevent the rollout of WiFi. It was noted that the Business Planning Instructions 2012 had referred to the importance of reducing initiative overload; this could be added to the mitigating actions listed. The Medium Term Investment Plan had also helped to reduce initiative overload.

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

#### **4 Risk reports:**

##### **a. House of Commons [RESERVED]**

**MB/2012/73**

4.1 David Beamish introduced the risk report. In discussion, the following points were raised:

- *[Additional information – Restricted Access]*.

4.2 *[Additional information – Restricted Access]*.

4.3 *[Additional information – Restricted Access]*.

4.4 *[Additional information – Restricted Access]*.

4.5 *[Additional information – Restricted Access]*.

#### **5 2011/12 end of year performance report**

**MB/2012/64**

5.1 The Board **took note** of the 2011/12 performance report.

#### **6 CRS D2 and E pay [RESERVED]**

**MB/2012/74**

6.1 Tom Mohan introduced the paper. *[Additional information – Restricted Access]*.

6.2 *[Additional information – Restricted Access]*.

6.3 *[Additional information – Restricted Access]*.

#### **7 Saturday opening**

**MB/2012/75**

7.1 Liz Hallam Smith introduced her paper, which addressed two issues: the proposal for Saturday opening and the policy on income generation and subsidy. It was intended to set policy objectives for the subsidy of the Palace of Westminster as a heritage attraction.

7.2 *[Additional information – Restricted Access]*.

7.3 *[Additional information – Restricted Access]*.

7.4 *[Additional information – Restricted Access]*.

7.5 *[Additional information – Restricted Access]*.

7.6 The Board **agreed** the recommendations in the paper and emphasised the importance of not presenting surplus as profit. The Board asked to consider

the review of Saturday Openings conducted by the Commons Director of Finance.

- 8 Draft Annual Report 2011/12** **MB/2012/76**  
8.1 The Board **agreed** the Annual Report. The report would be considered **76A**  
by the House Committee, either at its meeting on 17 July or by  
correspondence, and would be published before the summer recess.
- 9 PICTAB 2011-12 Annual Review** **MB/2012/77**  
9.1 Joan Miller introduced the annual review of PICTAB. The increase in  
membership had made PICTAB more effective and ensured it represented  
interests of all relevant parties. It was noted that the recommendations of the  
review had not yet been agreed by PICTAB and would be considered at future  
meetings.  
9.2 The Board **took note** of the Review.
- 10 Use of shared drives** **MB/2012/78**  
10.1 The Board agreed that compulsory closure of shared drives should not  
**78A**  
be introduced at this stage, but the long-term aim should be to reduce usage  
of shared drives to the minimum. The Board requested an update on the use  
of shared drives in the autumn. The position on the use of shared drives  
would be reviewed at the end of the SPIRE implementation project.
- 11 Recess works to Committee Room and Principal corridors** **MB/2012/79**  
11.1 Carl Woodall introduced his paper. He noted that stakeholder  
consultation on the planned work had been poor, but the work plan had been  
amended to address concerns. Consultation would be improved for future  
projects.  
11.2 The Board **took note** of the update.
- 12 Senior management awayday** **MB/2012/80**  
12.1 Rhodri Walters introduced his paper. The Board discussed whether an  
external speaker should be invited to speak. *[Additional information – Restricted  
Access]*. It was suggested that an external speaker would leave insufficient time  
to discuss the strategic plan and other agenda items. Other Board members  
suggested that inviting an external speaker would ensure the day was not too  
inward-looking. The Board **agreed** that Tim Ainger, the external member of  
the Palace of Westminster modernisation study group, should be invited to  
speak on that topic. The Chairman of Committees would be asked to speak to  
Senior Managers on another occasion.  
12.2 The Board **agreed** the proposed agenda as amended.
- 13 Any other business**  
13.1 There was no other business.
- 14 Draft minutes of the meeting on 13 June**  
14.1 The Board **agreed** the minutes.
- 15 Period 12 finance report** **MB/2012/81**  
15.1 The Board **took note** of the finance report. **81A**

**16 PICT Annual Report 2011-12****MB/2012/82**16.1 The Board **took note** of the PICT annual report.**82A****17 Major works projects update****MB/2012/83**17.1 The Board **took note** of the update.**18 Minutes of PEB on 28 May**18.1 The Board **took note** of the minutes.**19 Minutes of House of Commons Management Board on 10 May**19.1 The Board **took note** of the minutes.**Next Meeting:** Friday 20 July at 10am.Secretary to the Management Board  
6 July 2012**ACTION PLAN**

Date	Minute item	Action	Owner	Deadline/Status
July 2011	1	Report on review of Information Office	EHS	Autumn 2012
Dec 2011	4	Report on findings of audit of space	CVW	October 2012
Dec 2011	4	Report on fire safety decant requirements	CVW	October 2012
Jan 2012	4	Propose a terms of reference and membership for a reconstituted Human Resources Steering Group.	TVM	Autumn 2012
Feb 2012	7	Further report on figures for changes to staff complement.	TVM	Autumn 2012
April 2012	1	Report on review of revised Information Security governance arrangements	RHW	2012 (following appointment of new PSD)
June 2012	3	Propose revised reputation risk	EHS	July 2012
June 2012	5	Board to review the inclusion of the summary portfolio dashboard report when considering the next quarterly report.	RGW	October 2012
June 2012	6	Report on the outcome of the Commons consultation on alcohol policy; Board to revisit issue.	TVM	November 2012
June 2012	7	Board to reconsider proposal for respect policy in the light of the staff survey results.	TVM	Autumn 2012
July 2012	1	Board to receive progress report from Information Management Board.	EHS	Autumn 2012
July 2012	7	Board to consider report of Commons Director of Finance on Saturday Openings in due course.	EHS	2012/ early 2013
July 2012	9	Board to receive update on use of shared drives as part of next SPIRE update.	EHS	2012/ early 2013