



HOUSE OF LORDS

Management Board

10th Meeting
Wednesday 7 September 1011

MINUTES

Present:

David Beamish	<i>Clerk of the Parliaments (Chairman)</i>
Liz Hallam Smith	<i>Information Services</i>
David Leakey	<i>Black Rod's Department</i>
Andrew Makower	<i>Financial Resources</i>
Joan Miller	<i>Director of Parliamentary ICT</i>
Tom Mohan	<i>Human Resources</i>
Edward Ollard	<i>Parliamentary Services</i>
Rhodri Walters	<i>Corporate Services</i>
Carl Woodall	<i>Facilities</i>

Apologies: Malcolm McCaig *Audit Committee member*

1 Oral Updates

2 Corporate Risk Register at 1 June

MB/2011/95

2.1 The Board noted their thanks for staff members who had assisted with the recall of the House in August. The Lord Speaker and the Leader of the House had also expressed their thanks to staff.

2.2 The Chairman noted that a corporate governance code of practice for government central departments had been published by HM Treasury in July. It had previously been proposed that internal audit would review the House's corporate governance arrangements against this code.

2.3 Board members noted that the Commons had announced a consultation on the proposed abolition of officer status and was reviewing variations of terms and conditions of employment in different offices.

3 Performance Measurement Report

MB/2011/96,96A&96B

3.1 The Chairman introduced the Performance Measurement Report. Board members agreed that the Report was a useful means of considering performance in different offices, although it was still a work in progress. A number of measures would require fine-tuning to ensure the red, amber and green (RAG) ratings for each measure were set at an appropriate level.

3.2 The Board agreed that future versions of the Report should include RAG ratings from the previous four quarters in order to assist with consideration of changes in performance levels over time. The importance of the text was discussed, in particular for providing details of mitigation measures in relation to red ratings. It was suggested that text should focus on short-term implementation of mitigating measures rather than business planning information. The Board agreed that discussions on future iterations of the Report should focus upon red ratings.

3.3 The Board agreed that the Business Planning Group should review the

effectiveness of the Report in six months to a year. The Board **took note** of the QI 2011 Performance Measurement Report.

4 Risk Report: Millbank House MB/2011/97

4.1 Carl Woodall spoke to the risk report. He reported that the deadline for construction and fit-out work to be completed by the contractor, Structure Tone, was Friday 9 September. Structure Tone was confident that work would be completed by this date, but this was dependent on the House's satisfaction that work had been completed to an acceptable standard. If the House were not happy with the work, the handover date for the property could be delayed. [It was in the event delayed until 15 September.]

Restricted Access Annex

4.2 Carl Woodall reported that the earlier than expected return of the House in October and late finish of construction work had not left sufficient time for all tasks to be completed. This included the fitting of blinds on the windows and the adjustment of library furniture. A message would be sent to staff explaining this situation. It was suggested that blinds should if necessary be fitted as a matter of priority for health and safety reasons.

4.3 A change control mechanism had been implemented to handle requests for additional, or amended, furniture. All requests would be logged and prioritised after authorisation for requests had been granted by the Head of Office.

4.4 Joan Miller reported that PICT technicians would be deployed during the move to assist with installing computers and networking points. The team would, however, have a large amount of essential tasks to carry out and so would not be able to carry out non-essential tasks. The Board agreed that Heads of Offices should be asked to relay to their staff that non-essential requests would not be prioritised in the initial moving in period. It was agreed that other offices not taking part in the move should also be encouraged to minimise their requests to PICT to only essential tasks. The Board agreed that the Chairman and Carl Woodall should use the senior management awayday to inform the senior management team of these issues. It was suggested that as the move to Millbank was the largest corporate investment ever in the House of Lords, staff should accordingly be encouraged to view the move to Millbank as a "team effort".

CVW/ DRB

CVW

4.5 Carl Woodall agreed to discuss business continuity plans for the move bilaterally with Liz Hallam Smith.

4.6 The Board **took note** of the risk report and agreed to treat the risks related with the move where possible.

5 Update on 5 Great College Street MB/2011/99

5.1 Carl Woodall spoke to his paper.

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5.2 The Board **took note** of the update.

- 6 Draft Minutes of the Meeting on 20 July**
6.1 The Board **approved** the draft minutes.
- 7 Minutes of House Committee on 19 July**
7.1 The Board **took note** of the minutes.
- 8 Minutes of PICTAB on 13 June**
8.1 The Board **took note** of the minutes.
- 9 Quarterly update from Catering Group** **MB/2011/100**
9.1 The Board **took note** of the update.
- 10 House of Lords Accounts and Annual Report**
10.1 The Board **took note** of the Accounts and Annual Report.
- 11 SPIRE update** **MB/2011/101**
11.1 The Board **took note** of the update.
- 12 Information Committee annual report 2010-11** **MB/2011/102**
12.1 The Board **took note** of the Report.
- 13 Commonwealth Parliamentary Conference Update** **MB/2011/103**
13.1 The Board **took note** of the update.

Next Meeting: Management Board Awayday on Friday 7 October

Secretary to the Management Board

ACTION PLAN

Date	Minute item	Action	Responsible	Deadline/Status
Apr 11	6	Report on discussion with GWO on sitting hours	DRB	as necessary
July 2009	18	Arrange training on communications for all managers	TVM	October 2010
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	summer 2011
Dec 2010	2	Review whether Heads of Office require support to manage staffing requirements in shared service areas	TVM	December 2011
May 2011	1	Report on refurbishment scoping work	CVW	July 2012
July 2011	6	Report on governance arrangements	JM	July 2012
July 2011	4	Update on arrangements when ceasing to occupy a building	CVW	Autumn 2011

Date	Minute item	Action	Responsible	Deadline/Status
July 2011	1	Report on review of Information Office	EHS	Autumn 2011