



Management Board

4th Meeting

Wednesday 8 March 2017

MINUTES

Present:	David Beamish	Chairman
	Simon Burton	Corporate Services
	Rob Greig	Digital Services
	David Leakey	Black Rod
	Andrew Makower	Financial Resources
	Edward Ollard	Parliamentary Services
	Carl Woodall	Support Services
	Penny Young	Information and Research, House of Commons
Apologies:	Tom Mohan	Human Resources
In attendance:	Emma Briggs	Unified Communications, PDS (for item 1)
	Tracey Jessup	Deputy Director of PDS (for item 1)
	Robert Cooper	Project Leader, Strategic Estates (for item 2)
	Sarah Burke	Internal Communications (for item 3)

I. Unified Communications Programme

MB/2017/19

- I.1 Tracey Jessup and Emma Briggs attended for this item. Rob Greig introduced the paper.
- I.2 The Board agreed the recommended approach in paragraph 20, i.e. that:
- the default option for individual members of the Administration staff should be a headset, not a handset;
 - functions will be identified where handsets are needed instead, e.g. restaurants and kitchens;
 - those staff who are not issued with personal IT equipment (e.g., chefs, doorkeepers) will not be issued with personal headsets. They will have access to a handset in the areas where a need has been identified.
- I.3 The Board noted recommendations for engagement with and provision of equipment for members of both Houses and their staff. A number of Board members volunteered to participate in the pilot from June onwards.

2. Millbank House Development update**MB/2017/20**

- 2.1 Robert Cooper attended for this item. Carl Woodall introduced the paper.
- 2.2 The Board took note of the update.
- 2.3 It was agreed that the external member of the Millbank House Development Project Board should be asked to write a paper for the Board. The paper would review what had led to the overrun in cost and time; and how this could be avoided in future. The note would also reflect the outcome of a meeting with the consultants due to take place in the week commencing 20 March, at which any further changes to the programme would be finalised.

Action	Owner	Deadline/Status
To commission a paper from the external member of the Millbank House Development Programme Board	Carl Woodall	For meeting on 5 April

3 Implementation of strategy for the House of Lords Administration 2016-21**MB/2017/21**

- 3.1 Sarah Burke attended for this item. Simon Burton introduced the paper.
- 3.2 The Board agreed the allocation of responsibility for elements of the Strategic Implementation Plan; it took note of actions underway to communicate the Strategy; and it agreed the processes to embed the Strategy.

4 Risk report: House of Commons [RESERVED]**MB/2017/22**

- 4.1 David Beamish introduced the paper.
- 4.2 *Additional information - restricted access.*
- 4.3 The Board agreed the proposed risk score, appetite, target risk and response, as set out in the paper.

5 Corporate Risk register**MB/2017/23**

- 5.1 David Beamish introduced the paper.
- 5.2 *Additional information - restricted access.*
- 5.3 The Board took note.

6 Tracking of outstanding audit recommendations

MB/2017/24

6.1 David Beamish introduced the paper.

6.2 The Board took note.

7 JESP update [RESERVED]

MB/2017/25

Additional information - restricted access.

7.1 David Beamish introduced the paper.

7.2 The Board took note of the outcome of the review.

7.3 Additional information - restricted access.

7.4 Additional information - restricted access.

For information

8 House of Lords Portfolio dashboard

The Board took note.

MB/2017/26

9 Any other business

There was no other business discussed.

10 House of Commons Board agendas

The Board took note.

Next Meeting: Wednesday 22 March at 10 am

Management Board Secretary
8 March 2017