



## Management Board

7th Meeting

Wednesday 10 May 2017

### MINUTES

**Present:**

Ed Ollard	Chairman
Simon Burton	Parliamentary Services
Rob Greig	Digital Services
Eric Hepburn	Director of Security for Parliament
David Leakey	Black Rod
Andrew Makower	Financial Resources
Jane May	External member
Jake Vaughan	Corporate Services
Carl Woodall	Support Services

**Apologies:** Tom Mohan Director of Human Resources

**In attendance:**

Emma Wharton	Director, Temporary Accommodation (for item 4)
Mark Baptist	Programme Manager (for item 5)

The Chairman opened the meeting by welcoming Jake Vaughan and Jane May to their first meeting of the House of Lords Management Board. He noted that this may be Andrew Makower’s last meeting as he was due to become Clerk of Legislation, although exact handover dates were yet to be agreed. He informed the Board that Penny Young had stood down, and he thanked her for her contribution during her time on the Board.

He informed the Board that he was keen to review working practices, and how the Board wished to operate going forward. The Board Secretary would soon be contacting Board members for their views, and this would lead to a discussion at a future meeting.

#### 1. Business Improvement and Change

**MB/2017/38**

- 1.1 The Chairman introduced the paper.
- 1.2 After discussion, the Board **took note** of the paper and supported the establishment of the new team to help to create a different climate in which to pursue the implementation of the House of Lords Strategy 2016-21, and the business plan for 2017-18. The use of these resources would be reviewed in due course.

Action	Owner	Deadline/Status
To agree a time frame and criteria for review of the new business improvement and	Jake Vaughan/Ed Ollard	End of July 2017

change team		
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MB/2017/39

**2. Risk Report: Governance [RESERVED]**

- 2.1 The Chairman introduced the paper.
- 2.2 It was agreed that staff should seek the advice of the Clerk to the Finance Committee and the Services Committee when preparing to present papers, or to appear in person at such meetings.
- 2.3 *Additional information – restricted access.*
- 2.4 *Additional information – restricted access.*
- 2.5 The Board **agreed** the risk score, risk appetite, target risk and board response proposed in the paper.

**3. Parliamentary Security Department Risk Review: update [RESERVED]**

MB/2017/40

- 3.1 Eric Hepburn introduced the paper.
- 3.2 The revised approach to risk scoring and reporting was welcomed. *Additional information – restricted access.*
- 3.3 The absence of target dates for the departmental risks was queried; this was due a spreadsheet error which was being resolved.
- 3.4 During the discussion, Eric Hepburn informed the Board that priority security projects were being drawn into a Security Programme, for which he would be SRO.
- 3.5 The Board **took note** of the outcome of the risk review, the revised risk register, and the aligned reporting process.

**4. R & R House of Lords Temporary Accommodation: Progress Update [RESERVED]**

MB/2017/41

- 4.1 Emma Wharton attended for this item. The Chairman provided context to the paper by outlining the most recent developments in relation to R& R.
- 4.2 *Additional information – restricted access.*
- 4.3 *Additional information – restricted access.*
- 4.4 The Board **took note**.

Action	Owner	Deadline/Status
To add an overview of proposed plans affecting the Westminster area to the agenda for a joint Boards meeting	Board Secretary	Joint Board meeting on 14 July 2017

**5. Finance and HR systems**

MB/2017/42

- 5.1 Mark Baptist attended for this item. Andrew Makower introduced the paper. He invited the Board to factor it into discussion of business change and individual Board members to say if they wished to be represented in governance.
- 5.2 There was a discussion about the benefits of the programme. Andrew Makower

explained that this work was in pursuance of one of three strands of the Joint Working programme to which the two Houses had signed up. Further detail of the benefits and the costs would be provided at a future stage. A business case was now being prepared for consideration by Ed Ollard and Ian Ailles. The Board was not being invited to make a decision at this stage.

- 5.3 The Board **noted** the update provided in the paper and requested specific visibility of the benefits at a later stage, as well as the cost envelope in due course. Clarification and agreement of the approval processes for significant strategic investment proposals was required.
- 5.4 The Board **took note**.

Action	Owner	Deadline/Status
To bring a fuller paper on benefits of the programme and detailed costs to a future board meeting	Finance Director	End of July 2017
Clarification and agreement of approvals processes for strategic investment proposals	Chairman	End July 2017

## 6 Corporate Risk Register as at 27 April 2017

**MB/2017/43**

- 6.1 The Board considered the Portfolio dashboard alongside the risk register. Anomalies in the scoring between the two documents were noted, and Board members were asked to ensure that it was consistent going forward. Other anomalies in the dashboard were noted and the Finance Director offered to raise them with the EPMO secretariat. Good information was being collected but it needed to be presented in an accurate and consistent manner.
- 6.2 *Additional information – restricted access.*
- 6.3 The Board **took note**.

Action	Owner	Deadline/Status
To ensure consistency between risk register entries and the portfolio dashboard	Board members and board secretary	Next iteration of the dashboard and risk register (21 June)

For information

## 7 Any other business

**MB/2017/44**

- 7.1 There was no other business discussed.

## 8. Corporate groups membership changes

**MB/2017/45**

- 8.1 The Board **took note**.

**9 House of Lords Portfolio dashboard**

9.1 The Board took note.

**10 Minutes of Board sub-committees**

10.1 The Board took note.

**Next Meeting:** Wednesday 24 May at 10 am

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Management Board Secretary  
10 May 2017