



Management Board

6th Meeting
Friday 11 May

MINUTES

Present:	David Beamish Liz Hallam Smith David Leakey Andrew Makower Tom Mohan Edward Ollard Rhodri Walters Carl Woodall Malcolm McCaig	Clerk of the Parliaments (Chairman) Information Services Black Rod's Department Financial Resources Human Resources Parliamentary Services Corporate Services Facilities Audit Committee Member
In attendance:	Alex Daybank (for item 2a) Charlotte Simmonds (for item 6) Fiona Smith (for item 7)	Information Compliance Manager Head of Fire Safety and Environment Head of Property and Office Services
Apologies:	Joan Miller	Director of Parliamentary ICT

1 Oral updates

1.1 Board members raised the following issues:

- The annual performance reporting round would be launched the following week, with a deadline of 29 June. Board members were encouraged to ensure that this deadline was met by staff within their offices.
- *[Additional information – Restricted Access]*.
- The corporate portal on the website had been redesigned; migration of biographical data had not yet been completed.
- Staff would be notified of the earlier than originally announced rising of the House for the Whitsun recess by an article in red Carpet News rather than an all staff email. *[Additional information – Restricted Access]*.

2 House Committee agenda 22 May

2.1 The Board discussed the House Committee agenda for 22 May.

[Additional information – Restricted Access]

3 Corporate Risk Register

3.1 The Board discussed the risk register. It was noted that five different risk scores and appetites had been given for risk 2. Carl Woodall said that this intended to be more helpful for the Board by separating out the five diverse limbs of the risk. The extra detail could be omitted if this was preferred by the Board.

3.2 *[Additional information – Restricted Access]*.

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

4 Risk reports:

a. Information

Alex Daybank attended for this item.

4.1 Rhodri Walters introduced the risk report. Alex Daybank noted that

**MB/2012/49
49A**

MB/2012/50

online training was being improved, including training modules for all staff.

4.2 *[Additional information – Restricted Access]*

4.3 *[Additional information – Restricted Access]*. In discussion on the risk appetite the following points were raised:

- A Board member asked whether the risk owner had sufficient traction to reduce the risk to the target risk proposed. Rhodri Walters said that the Data Security Group had improved the traction of the Senior Information Risk Owners in both Houses to reduce information risk. This Group enabled effective validation of attempts to address the risk.
- *[Additional information – Restricted Access]*.

4.4 In discussion, the following further points were made:

- The information risk associated with tablet devices was significant.
- It was important to ensure decisions on information risk were communicated throughout the Administration.
- *[Additional information – Restricted Access]*

4.5 *[Additional information – Restricted Access]*.

b. Facilities (ii) and (iii)

MB/2012/51

4.6 Carl Woodall introduced the risk report. *[Additional information – Restricted Access]*.

4.7 *[Additional information – Restricted Access]*.

4.8 The Board discussed a recent power failure in Portcullis House. This had been caused by incorrect calibration of a generator which had since been rectified. The Board expressed concern at the slow restoration of power and noted that the impact of the incident was reduced by it occurring at 6.30pm during a recess.

4.9 *[Additional information – Restricted Access]*.

4.10 The Board **took note** of the paper and agreed to consider the proposed risk appetite and target risk at the next meeting.

5 Q4 Performance Measurement Report

MB/2012/52

5.1 The Board noted the fall in hits recorded on the House of Lords section of the Parliamentary website from over 98,000 in Q3 2011/12 to below 37,000 in Q4. Liz Hallam Smith agreed to investigate this change and report back to the Board at the next meeting.

5.2 The Board **deferred consideration** of this item to a future meeting.

6 Income generation business case

MB/2012/53

6.1 Andrew Makower introduced his paper MB/2012/53B and suggested that the House Committee should consider the subject at its next meeting on 22 May. *[Additional information – Restricted Access]*.

53A
53B

6.2 [Additional information – Restricted Access]

6.3 [Additional information – Restricted Access]:

6.4 [Additional information – Restricted Access].

6.5 [Additional information – Restricted Access]

7 Environmental management

MB/2012/54

Charlotte Simmonds attended for this item.

7.1 Rhodri Walters introduced the paper, which had been discussed by the House of Commons Management Board the previous day. [Additional information – Restricted Access].

7.2 In discussion, the following points were raised:

- Communication of the proposals to introduce a temperature threshold was important. The thresholds would never be achieved in some areas (for example, the Royal Gallery), but it was important to have a framework against which requests for change of temperature could be assessed.
- A dummy trial of temperature sensors in Committee Rooms was underway. A live trial would be undertaken shortly.
- The Commons Board had agreed to stop floodlighting of certain buildings. The Lords would not propose any further floodlighting; no Lords outbuildings were floodlit.
- Communication of the recycling policy should make clear how sensitive papers could be disposed of.
- All recycled paper would be tested for compatibility with printers and photocopiers before purchasing in bulk.
- Parliament was joining the Waste Resources Action Programme's voluntary agreement for the hospitality and food service sector.
- The feasibility of installing solar panels on the Palace's flat roofs was being considered as part of Phase 2 of the Cast Iron Roofs Programme.
- Targets for water usage should be revised to be more challenging in a time of drought.
- Cost savings as a result of the work set out in the paper were offset against the increase in energy costs.
- It was hard to compare the energy efficiency of buildings using Display Energy Certificate Ratings. Changes in the rating did however give a useful indication of trends in energy efficiency in each building.

7.3 The Board **agreed** the proposals in the paper, which would be considered by the Administration and Works Committee in due course. The Board congratulated Charlotte Simmonds on her work.

8 Property update

MB/2012/55

Fiona Smith attended for this item.

8.1 Carl Woodall introduced the paper. [Additional information – Restricted Access]. Additional decant requirements were related to Fire Safety requirements; implementation of the recommendations of the Fire Safety review were under consideration. It was suggested that the problems in the

paper related to Fielden House should be reflected in the risk register.

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

9 Board review of effectiveness

MB/2012/56

9.1 Discussion of this item was deferred to a separate meeting on 14 May.

10 Any Other Business

10.1 There was no other business.

11 Draft Minutes of the meeting on 18 April

11.1 The Board **approved** the draft Minutes.

12 Catering and Retail Services: report on 2011/12

MB/2012/57

12.1 The Board **took note** of the report.

13 Security and accessibility during the Olympics

MB/2012/58

13.1 The Board **took note** of the paper.

14 Minutes of PEB on 19 March

14.1 The Board **took note** of the minutes.

15 Minutes of House of Commons Management Board on 15 March

15.1 The Board **took note** of the minutes.

Next Meeting: Wednesday 13 June at 10am.

Secretary to the Management Board
15 May 2012

ACTION PLAN

Date	Minute item	Action	Responsible	Deadline/Status
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
July 2011	6	Report on success of PICTAB governance arrangements (1 year review)	JM	July 2012
July 2011	1	Report on review of Information Office	EHS	July 2012
Dec 2011	4	Report on findings of audit of space	CVW	April 2012
Dec 2011	4	Report on fire safety decant requirements	CVW	April 2012
Jan 2012	4	Propose a terms of reference and membership for a reconstituted Human Resources Steering Group.	TVM	May 2012
Feb 2012	4	Report on assessment of update of web and intranet pages.	EHS	March 2012
Feb 2012	7	Report on figures for changes to staff complement.	TVM	March 2012

Date	Minute item	Action	Responsible	Deadline/Status
April 2012	I	Report on review of revised Information Security governance arrangements		2012 (following appointment of new PSD)