



HOUSE OF LORDS

Management Board

5th Meeting
Wednesday 13 April 2016

MINUTES

Present:	David Beamish	Chairman
	Simon Burton	Corporate Services
	Rob Greig	Digital Services
	David Leakey	Black Rod
	Andrew Makower	Financial Resources
	Tom Mohan	Human Resources
	Edward Ollard	Parliamentary Services
	Carl Woodall	Support Services

**Audit
Committee
member:**

Liz Hewitt

In attendance:	Ian Ailles (item 1)	Director General, House of Commons
	John Borley (item 2)	Director General of Facilities, House of Commons
	Charlotte Simmonds (item 3)	Acting Head of Parliamentary Programme and Project Assurance
	John Greenaway (item 4)	Programme Director, Relocation Contingencies Programme
	Paul Thompson (items 7 & 8)	Head of Internal Audit
	Judith Brooke	Board Secretary (Incoming)

I Strategy for the House of Commons Service for 2016-2021

MB/2015/23

1.1 The Director General of the House of Commons introduced the new Commons Strategy, which emphasised outcomes rather than process. While the Strategy was for the Commons only, some of the language reflected the public perception of Parliament as a whole.

1.2 The Board discussed the paper and the following points were raised in discussion:

- A Board member welcomed the collaboration on the production of each House's new strategy so far and noted the forthcoming development of metrics for shared areas. They asked how Lords partner offices would be involved in the development of the shared services referred to in the Strategy. The Director General replied that the subsidiary strategies would be reset in line with the new Strategy, which would cascade down and provide a hook.
- *[Additional information – Restricted Access]*
- *[Additional information – Restricted Access]*

1.3 The Director General provided an update on his review of the Commons Service. A core set of measures for the Strategy would be developed and Lords input to shared areas would be welcome. *[Additional*

information – Restricted Access]. The Chairman noted that the Lords Board would need to consider how it would interact with the new Commons structure in future. The outcome of the Review would be communicated on 26 April 2016, following its consideration by the House of Commons Commission.

1.4 The Board **took note** of the Strategy for the House of Commons Service 2016-2021.

2 **Establishing a Strategic Estates Portfolio**

MB/2015/24

2.1 The Commons Director General of Facilities introduced the paper [*Additional information – Restricted Access*]

2.2 [*Additional information – Restricted Access*]

2.3 [*Additional information – Restricted Access*]

2.4 The Board **agreed**:

- That a greater degree of co-ordination in this area was desirable.
- The proposed scheduling support.
- That the question of the delivery authority should be considered at a later stage.
- That a clarified proposal should be produced which focused on the relationship between R&R and the Northern Estate Programme; addressed the relationship between the SEP and the new Strategic Estates team in the Commons; and was clearer about Lords R&R decant.
- To hold a workshop to consider the clarified proposal, after which it would be in a position to make decisions about the preferred governance arrangements.

3 **Enterprise Programme Management Office**

MB/2015/25

3.1 A Board member asked how the Enterprise Programme Management Office (EPMO) was expected to interact with the proposed SEP and the Internal Audit functions. Charlotte Simmonds replied that the EPMO was expected to play an important role regarding SEP in terms of acting as an intelligent client and maintaining corporate control. She also intended to work more closely with both Internal Audit functions, having recently assumed responsibility for the assurance function.

3.2 The Board **agreed** to:

- The establishment of a central bicameral Enterprise Programme Management Office (EPMO) supporting the Joint Investment Board that would unite and supplement the existing Portfolio and Assurance Offices; tasked with addressing the proposed action plan, and seeking to achieve level 2 of the Government's P3M3 maturity model by the end of 2016/17.
- Review progress of the EPMO at the end of 2016/17 and determine the optimal level of maturity for corporate programme and project management.

- 4 Update on Relocation Contingencies Programme RESERVED** **MB/2015/26**
- 4.1 Black Rod introduced the paper *[Additional information – Restricted Access]*
- 4.2 *[Additional information – Restricted Access]*
- 4.3 The Board **took note** of developments and progress on relocation contingencies and endorsed the Next Steps approach to the short and long term solutions set out in the paper, including the adoption of local contingency arrangements. *[Additional information – Restricted Access]*
- 5 Corporate risk register as at 6 April 2016** **MB/2015/27**
- 5.1 The Chairman introduced the corporate risk register. *[Additional information – Restricted Access]*
- 5.2 The Board **took note** of the corporate risk register.
- 6 Draft Corporate Governance Statement 2015/16** **MB/2015/28**
- 6.1 The Chairman introduced the paper.
- 6.2 A Board member suggested making the Statement's reference to the Leader's Group on Governance provisional as it had not yet been agreed. The Board **agreed**. The Board member also suggested that the Statement could be streamlined with the other corporate publications.
- 6.3 The Board **took note** of the draft corporate governance statement for 2015/16 ahead of its consideration by the Audit Committee on 25 April 2016.
- 7 Internal Audit Programme 2016/17** **MB/2015/29**
- 7.1 *[Additional information – Restricted Access]*
- 7.2 The Board **took note** of the proposed Internal Audit programme for 2016/17.
- 8 Tracking of outstanding audit recommendations** **MB/2015/30**
- 8.1 The Board **took note** of the audit recommendations that were outstanding ahead of the Audit Committee on 25 April 2016.
- 9 Houses of Parliament: Safeguarding Children and Vulnerable Adults Policy Statement** **MB/2015/31**
- 9.1 Board members suggested that the document could be more explicit about relevant compliance matters and the definition of vulnerable adults. Simon Burton replied that, as a member of the safeguarding board, he would feed these points back.
- 9.2 The Board **took note** of the Safeguarding Children and Vulnerable Adults Policy Statement.
- 10 House of Lords Portfolio Dashboard** **MB/2015/32**
- 10.1 The Board **took note** of the House of Lords portfolio dashboard.

11 Any other business

11.1 No further business was discussed.

12 Minutes of the meeting on 17 March 2016

12.1 The minutes had been previously agreed by correspondence.

Next Meeting: Friday 15 April 2016 at noon.

Management Board Secretary
15 April 2016

ACTIONS

Meeting date	Minute item	Action	Owner	Deadline/ Status
13 April 2016	1.3	Lords Board to consider how it would interact with the new Commons structure in future.	DRB/ MBT	May/June 2016
13 April 2016	2.4	Workshop to be held to consider clarified proposals for Strategic Estates Portfolio.	CVW	May/June 2016