HOUSE OF LORDS

Management Board

8th Meeting
Wednesday 13 June

MINUTES

Present:

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

1 Oral updates
1.1 Board members raised the following matters:
- The members' survey would begin in July, for completion by the summer recess.
- The House of Commons Administration Committee had published a report on Visitor Services. This would be considered at the next meeting of the Administration and Works Committee.
- The PICT model office, showing how ICT might be used in the office in future, had been a success.
- The main works included in the stand-off protection project would be completed before the Olympics within budget.
- *[Additional information – Restricted Access].*

2 House Committee agenda 26 June
2.1 There were no items suggested for discussion at the House Committee on 26 June.

3 Corporate risk register at 6 June   MB/2012/59
3.1 The Board **took note** of the corporate risk register.
Proposed change to reputation risk [RESERVED]   MB/2012/60
3.2 Liz Hallam Smith introduced her proposed change to corporate risk 6, reputation. The revised text was intended to take a more proactive approach to mitigating and controlling the risk.

3.3 *[Additional information – Restricted Access].*

3.4 *[Additional information – Restricted Access].*

3.5 *[Additional information – Restricted Access].*

3.6 The Board **agreed** that reputation should remain a corporate risk. Malcolm McCaig would assist in redrafting the risk to focus on handling of

reputation and a revised draft would be brought back to the Board.

4   Risk reports:
a.   Facilities (i)   **MB/2012/61**
4.1   Carl Woodall introduced the risk report. The paragraphs on fire safety had been overtaken by events. *[Additional information – Restricted Access]*.

4.2   The Board discussed the relationship between the Fire Safety and M&E Programmes. A paper would be considered by the Board before the summer recess on when modernisation work would begin.

4.3   *[Additional information – Restricted Access]*.

4.4   *[Additional information – Restricted Access]*.

b.   Facilities (ii) and (iii)   **MB/2012/62**
4.5   Carl Woodall introduced the paper, which had been considered by the Board at its last meeting. The paper proposed a revised risk appetite of cautious which was more appropriate given the proposed target risk score. *[Additional information – Restricted Access]*.

5   Performance reporting: **MB/2012/63**
a.   Q4 Performance Report
5.1   The Board **took note** of the performance report.

b.   2011/12 end of year report   **MB/2012/64**
5.2   The Board **deferred consideration** of this item to its next meeting.

c.   Review of performance reporting framework   **MB/2012/65**
5.3   Rhodri Walters introduced his paper, which proposed that the   **& 65A**
performance reporting framework be continued with some minor alterations. The most significant change would be the inclusion of the House of Commons summary portfolio dashboard report in each quarterly report. The Board **agreed** the proposed changes[1] and would review the inclusion of the summary portfolio dashboard report when considering the next quarterly report.

6   Alcohol policy   **MB/2012/66**
6.1   Tom Mohan introduced his paper.   **& 66A**

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   Respect policy [RESERVED]   **MB/2012/67**
7.1   Tom Mohan introduced his paper. The House of Commons respect   **& 67A**
policy had been in place for one year. *[Additional information – Restricted Access]*.

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[1] Following the meeting, it came to light that the decision to change measure 2B to measure lift unavailability in sitting hours only was not practicable as it was not currently possible to separate figures for lift availability according to time of day.

Robert Rogers had made respect a priority and had taken on the role of respect champion himself. The House of Lords had a respect policy and the statement of principles was almost identical to those in the Commons policy.

7.2   *[Additional information – Restricted Access].*

7.3   *[Additional information – Restricted Access].*

7.4   *[Additional information – Restricted Access].*

7.5 The Board **agreed** that staff needed to know that senior managements would support them in cases of inappropriate treatment by members. The Board would return to consider the issue in the light of the staff survey results which included a number of questions on the issue. *[Additional information – Restricted Access].*

8	**Anniversaries in 2015: initial plans**	MB/2012/68

8.1   Liz Hallam Smith introduced her paper. A number of anniversaries would take place in 2015. It was important to avoid clashes with the general election that would take place in 2015 and preparations for House of Lords reform, which might take place in 2015.

8.2   The Board **agreed** that a selective and moderate approach should be taken to the anniversaries, keeping in mind other activities that would take priority for the Administration in 2015.

9	**Internal Audit report on corporate governance**	MB/2012/70

9.1   David Beamish introduced the report, which would be considered by the Audit Committee at its next meeting. He welcomed comments on the report and would share a draft of the covering note for the Audit Committee with Board members. The Board **took note** of the paper.

DRB

10   Any other business
10.1 There was no other business.

11   Draft minutes of the meetings on 11 and 14 May
11.1 The Board **approved** the draft Minutes of both meetings.

12	**Management Board forward plan**	MB/2012/69

12.1 The Board **took note** of the forward plan.

13   Draft minutes of Audit Committee on 25 April
13.1 The Board **took note** of the draft Minutes.

14   Minutes of PEB on 30 April
14.1 The Board **took note** of the Minutes.

15   Minutes of House of Commons Management Board on 19 April
15.1 The Board **took note** of the Minutes.

Next Meeting: Wednesday 4 July at 10am.

Secretary to the Management Board
15 June 2012

ACTION PLAN

Date	Minute item	Action	Owner	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	July 2012
Dec 2011	4	Report on fire safety decant requirements	CVW	July 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
April 2012	1	Report on review of revised Information Security governance arrangements	RHW	2012 (following appointment of new PSD)
June 2012	3	Propose revised reputation risk	EHS	July 2012
June 2012	5	Board to review the inclusion of the summary portfolio dashboard report when considering the next quarterly report.	RGW	July 2012
June 2012	6	Report on the outcome of the Commons consultation on alcohol policy; Board to revisit issue.	TVM	Autumn 2012
June 2012	7	Board to reconsider proposal for respect policy in the light of the staff survey results.	TVM	Autumn 2012