



HOUSE OF LORDS

Management Board

15th Meeting
Friday 16 December 2011

MINUTES

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

1 Oral Updates

1.1 The following matters were raised:

- The House Committee had agreed the financial plan at its meeting on 13 December. The Board thanked Andrew Makower and the finance team for their hard work on the plan.
- The Board commended the editor and deputy-editor of Hansard for producing Hansard on the day of the recent strike.
- *[Additional information - Restricted Access]*

1.2 *[Additional information - Restricted Access]*

2 Corporate Risk Register at 9 December

MB/2011/135

2.1 Rhodri Walters said that the Business Planning Group had considered a number of recommendations of the internal audit report on risk management arrangements. A paper would be considered by the Board at the next meeting. The Board agreed that members of the BPG not on the Board should be invited to attend for the discussion.

2.2 *[Additional information - Restricted Access]*

2.3 The Board **took note** of the Risk Register.

3 Risk Reports: ICT

MB/2011/136

3.1 Joan Miller spoke to the risk report. *[Additional information - Restricted Access]*

3.2 *[Additional information - Restricted Access]*

3.3 The Board agreed to **treat** the risk as set out in the risk report.

4 Accommodation Strategic Principles and Plan Update

MB/2011/137

4.1 Carl Woodall introduced his paper. *[Additional information - Restricted Access]*

Access]

4.2 [Additional information - Restricted Access]

4.3 [Additional information - Restricted Access]

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

5 ICT Strategy update and implementation plan

Simon Burton attended for this item.

**MB/2011/138,
138A & 138B**

5.1 Joan Miller introduced the two papers on the updated Strategy and implementation plan. A feasibility study had been completed, which had found that it was possible to proceed as set out in the Strategy. Work in the next twelve months would concentrate on how the Strategy could be delivered. The programme strategy was overseen by the ICT Strategy Board and any large decisions that were required on implementation would be made by the Management Board. Small scale pilots of cloud computing were underway on accident reporting. There would be no large migrations to cloud working until April 2013.

5.2 A Board member suggested that it was important that future proofing work, including scanning the horizon for new technology, and contingency and roll back arrangements were set out explicitly in the Strategy. A Board member noted the considerable cost savings that could be possible through cloud working.

5.3 The Board **took note** of the annual update of the ICT Strategy and **approved** the implementation plan.

6 Operator Bureau procurement and options

**MB/2011/139,
139A**

6.1 Joan Miller introduced her paper. [Additional information - Restricted Access]

6.2 The Board **approved** any of the options set out in the paper for consideration by the Procurement Board. [Additional information - Restricted Access]

7 Draft minutes of the meeting on 30 November and Joint Meeting on 2 November

7.1 The Board **approved** the draft minutes.

8 Membership of groups reporting to PICTAB

MB/2011/140

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

9 Annual Review of Business Resilience Policy

**MB/2011/141,
141A**

9.1 The Board **took note** of the paper and **approved** the change of name of the Business Risk and Resilience Group (BRRG) to the Business Resilience Group (BRG).

10 Draft minutes of Audit Committee on 27 October

10.1 The Board **approved** the draft minutes.

- 11 Draft Audit Committee Agendas for 11 and 18 January**
11.1 The Board **took note** of the items proposed for the next meetings of the Audit Committee.
- 12 Minutes of Business Planning Group on 21 November**
12.1 The Board **took note** of the minutes.
- 13 Minutes of House of Commons Management Board on 11 November**
13.1 The Board **took note** of the minutes.
- 14 Minutes of PICTAB on 24 October and 21 November**
14.1 The Board **took note** of the minutes.
- 15 Minutes of House Committee on 15 November**
15.1 The Board **took note** of the minutes.
- 16 Proposal for hosting the Association of European Senates** **MB/2011/142**
16.1 The Board **took note** of the paper.
- 17 Leasehold disposal issues** **MB/2011/143**
17.1 The Board **took note** of the paper.
- 18 Fire safety: late night sittings in the House of Lords** **MB/2011/144**
18.1 The Board **took note** of the paper.
- 19 Management Board forward plan** **MB/2011/145**
19.1 The Board **took note** of the forward plan.
- 20 Any Other Business**
20.1 The Board discussed the All-Staff Seminar scheduled for 13 January. It was suggested that the Clerk of the Parliaments should be given longer to speak than the 20 minutes allowed in the draft agenda. The Board agreed that questions would be conducted in the formal style suggested.
- 20.2 The Board agreed to hold a Board seminar on 3 February. Board members were asked to email suggestions for topics to the Board secretary.

Next Meeting: 16 January at 10.00 am

Secretary to the Management Board
21 December 2011

ACTION PLAN

Date	Minute item	Action	Responsible	Deadline/Status
Apr 11	6	Report on discussion with GWO on sitting hours	ECO	as necessary

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
Dec 2010	2	Update corporate risk register: consider inclusion of impact of larger house	RHW	April 2012
Dec 2010	2	Review whether Heads of Office require support to manage staffing requirements in shared service areas	TVM	December 2011
May 2011	1	Report on refurbishment scoping work	CVW	July 2012
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	January 2012
Dec 2011	4	Report on review of space requirements	CVW	Feb 2012
Dec 2011	4	Report on fire safety decant requirements	CVW	Feb 2012