



## Management Board

15th Meeting  
Wednesday 7 November

### MINUTES

<b>Present:</b>	David Beamish	Clerk of the Parliaments
	Liz Hallam Smith	Information Services
	David Leakey	Black Rod's Department
	Andrew Makower	Financial Resources
	Edward Ollard	Parliamentary Services
	Rhodri Walters	Corporate Services
	Carl Woodall	Facilities
	Tom Mohan	Human Resources
	Ian Luder	Audit Committee Member
	Malcolm McCaig	Audit Committee Member
<b>Apologies:</b>	Joan Miller	Director of Parliamentary ICT
<b>In attendance:</b>	Fergus Reid (for item 3)	Director of Resources, PICT
	Ira Madan (for item 6)	Head of Safety, Health and Welfare Service
	Peter Mason (for item 7)	Parliamentary Security Director
	Tim Collins (for item 7)	Security Contract Manager

## I Oral updates

### I.1 Board members raised the following matters:

- Carl Woodall updated the Board on next steps for taking forward the Restoration and Renewal proposals. *[Additional information – Restricted Access]*.
- *[Additional information – Restricted Access]*.
- Forthcoming outreach events included a chamber event on 7 December, Parliament week from 19 to 25 November and the beginning of the Debate Mate partnership on 19 November.
- A new Parliamentary Security Director had been appointed and would take up his post from 4 February.
- A fire safety evacuation training drill would be held in the Chamber. The Government Chief Whip was very supportive of the drill.
- A list of decisions of the Board meeting would be published on the intranet the day after each Board in response to comments in the staff survey that the Board did not communicate its decisions effectively.

## 2 House Committee agenda 20 November

**MB/2012/108**

2.1 The Board took note of the draft agenda.

## 3 Corporate risk register at 26 September

**MB/2012/109**

3.1 The Board considered the risk register. The Board discussed the ICT risk. *[Additional information – Restricted Access]*.

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3.2 The Board agreed the ICT risk should be considered in detail with Joan Miller at the next Board meeting. The ICT risk report would be recirculated to facilitate this discussion. *[Additional information – Restricted Access]*.

3.3 The following further points were made in discussion on the risk register:

- Office Registers of Sensitive Information would be reviewed following the Amethyst review of sensitive information.
- The accretor role, part of the Information security governance structure, would be filled shortly.
- Target risks and appetites would be agreed for all risks by the end of 2012.
- *[Additional information – Restricted Access]*.

3.4 The Board took note of the corporate risk register.

#### **4 ICT risk report**

**MB/2012/110**

Fergus Reid attended for this item.

4.1 Fergus Reid introduced the report, in place of Joan Miller.

4.2 *[Additional information – Restricted Access]*.

4.3 The Board agreed the proposed risk appetite, response and risk score. *[Additional information – Restricted Access]*.

[The report would be recirculated at the next Board meeting to facilitate the discussion of the issues raised in paragraph 3.2].

#### **5 Q2 Performance Report**

**MB/2012/111**

5.1 The Board noted that figures for Hansard daily pages and Library activity were inaccurate. A revised set of activity data would be circulated.

5.2 The Board **took note** of the Report.

#### **6 Alcohol policy**

**MB/2012/112**

Ira Madan attended for this item.

6.1 Tom Mohan introduced his paper. *[Additional information – Restricted Access]*.

6.2 Ira Madan introduced her paper. She noted that attitudes to alcohol had changed in most workplaces in the last thirty years, but she understood it to be still acceptable to drink during working hours in Parliament. Drinking in the workplace both caused health problems for individuals and had an impact on the workplace by reducing efficiency. The two main ways to reduce drinking at work were to increase prices and decrease availability. Prices in bars had gone up, but alcohol was still available in staff outlets. This helped facilitate a culture of drinking. It was important that the organisation provide a lead in moving away from this culture.

6.3 Carl Woodall explained that alcohol prices had been benchmarked against prices in the House of Commons, which themselves had been benchmarked against prices of alcohol in London. This had resulted in a decrease in alcohol sales. Non-alcoholic cocktails had also been promoted. Future changes to discourage alcohol sales would include not putting alcohol out in display units until lunchtime and continuing to price alcohol in line with market prices.

6.4 The Board discussed whether the Administration's alcohol policy needed to be revised. *[Additional information – Restricted Access]*.

6.5 *[Additional information – Restricted Access]*.

6.6 The following further points were made in discussion:

- Education of staff was an important part of the process of culture change.
- *[Additional information – Restricted Access]*.

6.7 *[Additional information – Restricted Access]*.

## **7 Security Contract Review**

**MB/2012/113**

Peter Mason and Tim Collins attended for this item.

7.1 *[Additional information – Restricted Access]*.

7.2 *[Additional information – Restricted Access]*.

7.3 *[Additional information – Restricted Access]*.

## **8 Management Seminar 2012**

**MB/2012/114**

8.1 Rhodri Walters introduced his paper. He noted that Peter Mason would present the security item and that there would be no external speaker.

8.2 The Board **took note** of the agenda for the Seminar which would include sections on the following items:

- Palace of Westminster Restoration and Renewal.
- Security.
- Management and the staff survey.

## **9 Any other business**

9.1 There was no other business.

## **10 Draft Minutes of the meeting on 26 September, 3 October and 12 October**

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

## **11 SPIRE update**

**MB/2012/115**

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

## **12 Finance report**

**MB/2012/116**

12.1 The Board took note of the update.

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## **13 Parliament's public engagement activities 2012**

**MB/2012/117**

13.1 The Board took note of the update.

**Next Meeting:** Wednesday 28 November at 10am.

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Management Board Secretary  
8 November 2012