



HOUSE OF LORDS

Management Board

11th Meeting
Wednesday 20 July 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

Apologies: None

In attendance: Paul Martin (throughout)
Dan Franklin (for item 1)
Greg Brown (for item 2)
Virginia Hawkins (for item 4)
Sarah Burke (for item 5)

I Cyber Security Briefing

1.1 Dan Franklin gave a presentation on cyber security. The presentation was a companion to the online learning module and intended to provide more context for the importance of cyber security. Similar presentations were due to be rolled out to all staff and members' staff, and would form part of new staff induction.

1.2 After discussion, members of the Board commented that the rules about access to the parliamentary network, including password quality and the use of add-on devices (such as USB sticks), needed to be clearly communicated. It was suggested that such rules could be made mandatory and any breaches subject to disciplinary action.

1.3 More guidance was requested from the Digital Service on password manager software. This was due to be developed in time for the wider roll-out of the cyber security programme in the autumn. Rob Greig agreed to email members of the Management Board details of approved password manager and internet protection software.

1.4 The Board **took note of the briefing.**

2 Measuring Health and Safety Performance: Construction Risk

2.1 Carl Woodall introduced the paper.

2.2 In discussion the following points were raised:

- The Parliamentary Safety Team (PST) was based in the Governance office and was entirely independent of Strategic Estates and Inhouse services;
- in paragraph 13b, the clear expectations for principal contractors needed to be not only defined and communicated, but accepted by the contractor; this element was missing from the current objectives;
- It was intended for PST to become a centre for excellence; this was a concept arising from the DG Review and was not a term in use in the House of Lords; accountability arrangements in relation to the House of Lords needed consideration;
- Contracts currently included health and safety requirements but it was not clear what the penalties for non-compliance or breaches were;
- Penalties for any breaches of health and safety requirements needed to be included in contracts going forward;
- Breaches of health and safety rules by parliamentary staff needed to be treated as gross misconduct, and this should be clearly communicated;
- The MOU between the House of Lords and House of Commons in relation to Estates was being re-drafted to reflect the change in the organisational structure following the DG Review; the content of the MOU would be reflected in the parliamentary health and safety policy;
- It would be helpful for Mal McDougall to attend a future Board meeting to discuss the work of PST;
- The staff handbook should state clearly that health and safety breaches could constitute gross misconduct;
- The Parliamentary safety team should review the House of Lords staff handbook to check that current passages on health and safety breaches met their needs.
- The pressure to get projects underway could mean that corners were cut; the results in relation to health and safety could be very serious;
- Staff should be encouraged and empowered to seek necessary assurance in relation to health and safety, and resist any pressure to commence or continue projects without the necessary assurance;
- The Management Board agreed that it was fully prepared to be supportive of the professional standards of the Estates Team in this respect. The Audit Committee had expressed the same view at its meeting on 11 July, i.e. that it would be fully supportive of the professional standards set by the Estates Team members.

2.3 The Board **agreed the goals and objectives set out in paragraph 12 and 13, subject to paragraph 13b being amended.**

3 Safety Away from the Estate (SAFE) briefing

3.1 Paul Martin provided a briefing on the SAFE programme.

3.2 The Board **took note of the briefing.**

4 Grading review: policy for senior staff [RESERVED]

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4.1 Tom Mohan introduced his paper.

4.2 *[Additional information – Restricted Access]*

4.3 *[Additional information – Restricted Access].*

4.4 The Board **agreed to the policy, as amended.**

5 Annual corporate events 2016-17

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5.1 Simon Burton introduced the paper.

5.2 The Chairman suggested that, in view of the imminent arrival of the new Diversity and Inclusion manager, any general discussion of the principles governing the scheduling of corporate events should await her input.

5.3 In discussion the following points were raised:

- It was important for such meetings to involve two-way communication and not simply cascading information to staff;
- It was a big change to restrict the management seminar to people managers and would exclude many people who would benefit from attendance;
- Enabling managers to manage better should be tackled through training rather than annual corporate events;
- It was important to make good use of an audience of senior staff and managers; *[Additional information – Restricted Access];*
- One proposal was to use the management seminar to introduce the new post-holders, such as the Lord Speaker and Senior Deputy Speaker, to a wider audience.

5.4 The Board **agreed to revisit the scheduling of annual corporate events once the Diversity and Inclusion manager was in post.**

5.5 The Board **agreed to the proposed events, with the exception of the timing and purpose of the management seminar, which would be reviewed at a future Board meeting.**

6 Any other business

6.1 No further business was discussed.

7 Minutes of the meeting on 6 July 2016

The minutes had been previously agreed by correspondence.

8 Annual environment update
The Board took note of the update.

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Next Meeting: Wednesday 14 September 2016 at 10.00am

Management Board Secretary
21 July 2016

ACTIONS

Meeting date	Minute item	Action	Owner	Deadline/ Status
14 June	2	Consideration of wider staff impacts of R&R	TM	Before staff briefings on R&R take place
14 June	4	Review of how permissions for access to parliamentary network accounts from mobile devices is managed	TM/RG	n/a
6 July	5	BRG to take ownership of lessons learnt in relation to recent incidents of flooding and fire	DL	n/a
20 July	1	Rob Greig to email details of approved password manager and internet protection software to members of the Management Board.	RG	Completed
20 July	2	The Parliamentary safety team should review the House of Lords staff handbook to check that current passages on health and safety breaches met their needs.	CW	asap
20 July	5	Review of purpose and audience for management seminar.	SPB/TM	October meeting