



HOUSE OF LORDS

Management Board

14th Meeting
Wednesday 30 November 2011

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

I Oral Updates

1.1 The Board discussed the impact of strike action underway across the public service on the Administration. *[Additional information - Restricted Access]*

1.2 The impact of the Autumn Statement and the cap on pay increases in the public sector was discussed. *[Additional information - Restricted Access]*

1.3 *[Additional information - Restricted Access]*

1.4 In discussion the following further matters were raised:

- *[Additional information - Restricted Access]*
- The Human Resources Office was working on a shorter and clearer form for annual staff appraisals to take place in Spring 2012. The Office intended to chase up late returns vigorously.
- The terms of reference for the Information Management Board would be agreed by PICTAB the following Monday. This Board would replace the Group on Information Management.
- Work was underway to improve online content, in particular on the parliamentary website and the Lords Online Member Centre.
- The terms of reference for the Parliamentary Estate Board were being updated and Carl Woodall was consulting stakeholders. The revised Terms of Reference would be circulated to the Board for agreement.

1.5 The following Terms of Reference were proposed for the Income Generation Contact Group by Carl Woodall:

“To engage with the Income generation strand of the House of Commons Savings Programme on behalf of the Board, using the Boars; response to the Savings Programme consultation document as a mandate; and to refer back to the Clerk of the Parliaments or the Board if there are significant developments of fresh decisions called for.”

The membership of the Group would be Elizabeth Hallam Smith, Andrew Makower and Carl Woodall. The Board **agreed** the Terms of Reference and the

membership.

- 2 Draft agenda for House Committee meeting on 13 December** **MB/2011/127**
- 2.1 The Board **took note** of items proposed for the next meeting of the House Committee.
- 3 Corporate Risk Register at 23 November** **MB/2011/128**
- 3.1 The Board **took note** of the Risk Register.
- 4 Risk Report: 1 Millbank** **MB/2011/110**
- 4.1 Carl Woodall spoke to the risk report. *[Additional information - Restricted Access]*
- 4.2 The Board **took note** of the report, agreed to **tolerate** the risk and that the risk be reported on a biannual basis.
- 5 Risk Report: Externalities and Infrastructure** **MB/2011/111**
- 5.1 Carl Woodall spoke to the risk report. The score for the risk had fallen and was aligned with the risk score adopted by the Parliamentary Estates Directorate. The Board **took note** of the report and agreed to **treat** the risk as identified in the paper. David Beamish noted that it was positive that the aggressive maintenance policy had led to a reduction in the risk rating.
- 6 Risk Report: Projects** **MB/2011/129**
- 6.1 Carl Woodall spoke to the risk report. *[Additional information - Restricted Access]*
- 6.2 *[Additional information - Restricted Access]*
- 6.3 The Board **took note** of the report and agreed to **treat** the risk as identified in the paper.
- 7 Risk Report: Security, contingency planning and business continuity** **MB/2011/130**
- 7.1 The Board **took note** of the report and agreed to **tolerate** the risk.
- 8 Outturn, estimate, financial plan and savings** **MB/2011/131**
Martina Marshall attended for this item.
- 8.1 Andrew Makower introduced his paper.
- 8.2 *[Additional information - Restricted Access]*
- 8.3 *[Additional information - Restricted Access]*
- 8.4 *[Additional information - Restricted Access]*
- 8.5 *[Additional information - Restricted Access].*
- 8.6 *[Additional information - Restricted Access]*

8.7 The Board **agreed**:

- The forecast outturn and supplementary estimate for 2011/12, subject to technical adjustments.
- The Estimate for 2012/13 and Financial Plan to 2015.
- To confirm the savings target for the time being.
- *[Additional information - Restricted Access]*.

Andrew Makower agreed to amend and recirculate. The Board agreed that a decision on whether the paper should be circulated to those attending the Management Seminar be delayed pending the next draft.

8.8 The Board **agreed** to hold an extended Management Board discussion of savings issues, subject to the comments of the House Committee on the savings target, at an extended meeting in late January/ early February 2012. [Now provisionally booked for the morning of Friday 3 February.]

9 **Biannual update: Business Risk and Resilience Group**

MB/2011/116, 116A

9.1 The Board **took** note of the paper and agreed to take part in a short table-top exercise (possibly jointly with the House of Commons) before the annual exercise in 2012.

10 **Tothill Street Audit Report**

MB/2011/13, 132A

10.1 The Board **took note** of the Audit Report.

11 **Draft Minutes of the meetings on 2 November and 7 November**

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

12 **London 2012 Project Board**

MB/2011/133, 133A

James Whittle attended for this item.

12.1 The Board discussed paragraph 11 of the paper. *[Additional information - Restricted Access]* The Board **endorsed** the recommendation that additional home working was neither necessary nor desirable during the Olympics. This did not preclude staff from working at home during this time, but there would be no overall policy encouraging staff to work at home during this period.

12.2 The Board **noted** the work of the Board and **agreed** the recommendations in the paper.

13 **Minutes of House Committee on 18 October**

13.1 The Board **took note** of the minutes.

14 **Draft minutes of Business Planning Group on 28 October, 4 November and 11 November**

14.1 The Board **took note** of the minutes.

15 **Minutes of House of Commons Management Board on 12 October**

15.1 The Board **took note** of the minutes.

16 **Agenda for Management Seminar 2011**

MB/2011/134

16.1 The Board **took note** of the Agenda.

Next Meeting: Monday 19 December at 10 am

Secretary to the Management Board
1 December 2011

ACTION PLAN

Date	Minute item	Action	Responsible	Deadline/Status
Apr 11	6	Report on discussion with GWO on sitting hours	DRB	as necessary
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	Summer 2011
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	4	Update on arrangements when ceasing to occupy a building	CVW	Autumn 2011
July 2011	1	Report on review of Information Office	EHS	Autumn 2011