



# HOUSE OF LORDS

## Management Board

4th Meeting  
Thursday 7 April 2011

### MINUTES

<b>Present:</b>	Michael Pownall	<i>Clerk of the Parliaments (Chairman)</i>
	Liz Hallam Smith	<i>Information Services</i>
	David Leakey	<i>Black Rod's Department</i>
	Philippa Tudor	<i>Financial Resources</i>
	Joan Miller	<i>Director of Parliamentary ICT</i>
	Simon Burton	<i>Human Resources</i>
	David Beamish	<i>Parliamentary Services</i>
	Rhodri Walters	<i>Corporate Services</i>
	Carl Woodall	<i>Facilities</i>

**1 Corporate Risk Register at 30 March** **MB/2011/37**

1.1 The Board took note of the corporate risk register.

**2 House Committee meeting on 3 May**

2.1 The Board took note of items proposed for next meeting of the House Committee.

**3 House of Commons Savings Programme**

3.1 Andrew Makower attended for this item. The Board discussed the impact on the Administration of the Savings Programme in the House of Commons, and Joan Miller gave an overview of the purpose of each of the Programme's seven workstreams. The Board welcomed the collegiate approach that the House of Commons Service had taken to engagement with the Administration. Nevertheless, it would be important to ensure that the Programme did not lead to changes to bicameral services without the Administration's agreement.

3.2 Michael Pownall had received an invitation from Malcolm Jack, Clerk of the House, to nominate participants for the workstreams. The Board agreed that David Beamish should reply on behalf of the Administration. The proposed joint meeting of the Management Boards in June would need to address the next steps in the process, and the Board agreed to meet in late July to consider the proposals tabled by the workstreams.

DRB

**4 Risk Report: Data security** **MB/2011/38**

4.1 Alex Daybank attended for this item. Rhodri Walters spoke to his paper and highlighted progress that had been made in the last year on data security and Freedom of Information. He expected the proposed register of information assets to improve the assurance available to him as Senior Information Risk Owner. The amount of information published proactively had increased, and monthly publication of Members' expenses reimbursements would begin this year. The Board took note of the report.

**5 Risk Report: Projects & Millbank House MB/2011/39**  
**Property Update MB/2011/40**

5.1 Fiona Smith attended for this item and spoke to the Property Update, which synthesised and anticipated a longer paper being prepared for the Parliamentary Estates Board. Further progress had been made with the accommodation strategy although it now awaited further information regarding the scale of the mechanical and electrical work required on the Estate.

*Restricted access Annex*

5.2 The Board agreed to discuss these issues with Mel Barlex at its May meeting. The Board took note of the report on the refurbishment work in Millbank House.

**6 Risk Report: Staffing MB/2011/41**

6.1 Simon Burton spoke to his paper. The Board noted the annual report on absence data, the quarterly report by the recruitment panel, and the actions arising from the liP report.

6.2 The Board discussed the recent sitting patterns of the House and the impact on staff. The Board expressed its appreciation to staff who had demonstrated considerable flexibility and had worked during sitting hours which, while not unprecedented, were considerably longer than had been experienced in recent years. The Board noted that the impact of evening sittings varied between Offices and in an organisation as small as the Administration it was appropriate for oversight of working practices, and amelioration or adjustments for extended hours, to be delegated to local management.

6.3 The Board agreed that the Government's legislative programme suggested that it would be sensible to assume that the House would frequently rise between 10pm and 11pm, rather than at 10pm for the remainder of the current session. David Beamish undertook to discuss the issue with the Government Whips' Office. Board members agreed to return to the issue if the rising time of the House was repeatedly very late. In the meantime, it was suggested that the Human Resources Office should compile information about the management practices in each Office to inform any future discussion of the subject. DRB  
SPB

6.4 The Board noted the requirement for staff to provide up-to-date leave records promptly at the end of the reporting year as these may be required in connection with the preparation of the Administration's accounts. Board members also agreed to cascade a reminder that automatic e-mail responses and voicemail greetings should give details of alternative contacts during recess and leave periods.

6.5 The Board agreed that the Clerk of the Parliaments should monitor the implications for the House of changes to the deployment of Fast Stream posts within the Civil Service and the House of Commons.

**7 Information Management Update MB/2011/42**

7.1 The Board deferred consideration of this item to a future meeting when it could be discussed alongside the PICT Healthcheck.

**8 Panache ‘Light Touch Review’ MB/2011/43,43A & 43B**

8.1 Tim Lamming attended for this item and reported that Catering & Retail Services were on course to meet their subsidy target for 2010/11. A further reduction in subsidy had been requested in 2011/12, and this would require further changes in the operation of the Department. Carl Woodall explained that he had asked Panache to conduct this update to their original review in the light of the expanded membership of the House and extended sitting hours.

*Restricted access Annex*

8.2 The Board welcomed the proposals in the light touch review and agreed that they should be discussed with the Refreshment Committee and, where appropriate, the House Committee.

**9 Gratuities & Function Service Charge MB/2011/44 & 44A**

9.1 Jonathan Sellar and Jonathan Smith attended for this item. Jonathan Smith spoke to the report of the working group he had chaired which had considered these issues on behalf of the Board.

*Restricted access Annex*

9.2 The Board thanked Jonathan Smith, and the working group, for their work, and agreed that the status quo was untenable. The Board agreed to all of the proposals put forward by the working group relating to the function service charge, which should be distributed to all CRS staff at B grade and below. The Board also agreed to the recommendations relating to the proposed abolition of the discretionary 10% service charge on tables of 6 or more, and that cash tips should be allocated to a tronc, operated by a troncmaster and not by the Administration.

9.3 The Board agreed to subsume table gratuities into the function service charge pot, and to the creation of a single pot covering the function service charge and gratuities. The Board agreed that this transition should take place over a four year period and that this represented the most equitable solution.

9.4 The Board agreed that it was unlikely that these changes could be introduced on 1 September as proposed by the working group, and asked Carl Woodall to suggest an alternative implementation date as soon as possible thereafter. The Board agreed that the Refreshment, House and Audit Committees should be informed of these decisions. CW

**10 Period 11 Finance Report MB/2011/45& 45A**

10.1 Jonathan Smith attended for this item. Philippa Tudor spoke to her paper. The Board welcomed efforts that had been made by Offices to reduce spending, and noted that some underspends were inevitable if savings accrued earlier than expected. However, concern was expressed at the size of the underspend in relation to the relatively recent forecast outturn exercise, and the Board discussed different approaches to promoting communication between budgetholders and the Finance Department during the outturn exercise.

10.2 The Board took note of the paper.

**11 Draft Minutes of the Meeting on 9 March**

11.1 The Board approved the draft minutes.

**12 Minutes of the House Committee on 22 March**

12.1 The Board took note of the minutes.

**13 Minutes of the Audit Committee on 2 March**

13.1 The Board took note of the minutes.

**14 Minutes of the HRSG on 21 March**

14.1 The Board took note of the minutes.

**15 Minutes of the Whitley Committee on 8 March**

15.1 The Board took note of the minutes.

**16 Minutes of the Health & Safety Committee on 14 February**

16.1 The Board took note of the minutes.

**17 Draft agenda for the Audit Committee on 28 April**

17.1 The Board took note of the draft agenda.

**18 Minutes of the House of Commons Management Board on 17 February**

18.1 The Board took note of the minutes.

**19 Internal Audit Programme 2011/12**

**MB/2011/46**

19.1 The Board took note of the proposed programme.

**20 Logistics**

**MB/2011/47**

20.1 The Board took note of the paper.

**21 Parliamentary Archives Accommodation: Update**

**MB/2011/48**

21.1 The Board took note of the paper.

**22 Delivering House of Lords Strategic Task 5**

**MB/2011/49**

22.1 The Board took note of the paper.

**23 Management Board Forward Plan**

**MB/2011/50**

23.1 The Board took note of its forward plan.

**24 Any Other Business**

The Board thanked Michael Pownall for his contributions to the Board, both as a member and as Chairman.

**Next Meeting:** 11 May at 10am

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Secretary to the Management Board  
12 April 2011

## ACTION PLAN

Date	Minute item	Action	Responsible	Deadline/Status
Apr 11 Apr 11	6 9	ORAL UPDATES AT FUTURE MEETINGS: - discussion with GWO on sitting hours - implementation date for review of function service charge and gratuities	DRB CW	
July 2009	18	Arrange training on communications for all managers	SPB	October 2010
Apr 2011	3	Respond to request for participants in HoC Savings Programme	DRB	April 2011
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	July 2011
Dec 2010	2	Review whether Heads of Office require support to manage staffing requirements in shared service areas	SPB	December 2011