



HOUSE OF LORDS

Management Board

3rd Meeting

Wednesday 8 February 2017

MINUTES

Present:	David Beamish	Chairman
	Simon Burton	Corporate Services
	Rob Greig	Digital Services
	David Leakey	Black Rod
	Andrew Makower	Financial Resources
	Edward Ollard	Parliamentary Services
	Carl Woodall	Support Services
	Penny Young	Information and Research, House of Commons
Apologies:	Tom Mohan	Human Resources
In attendance:	Simon Manchipp	Director of Strategy and Co-founder, Agency of Someone (for item 1)
	Lee Davies	Design Director, Agency of Someone (for item 1)
	Beth Baines	Project Manager, Agency of Someone (for item 1)
	Benet Hiscock	Director, External Communications (for item 1)
	Seonaid Whitley	Head of Marketing, Communications (for item 1)
	Philippa Helme	Programme Director, AV Programme (for item 2)
	John Angeli	Director of Parliamentary AV (for item 2)
	Jon Prawer	AV Programme Manager (for item 2)
	Martin Trott	Director of Efficiencies and Joint Working (for item 3)
	Mal McDougall	Head of Parliamentary Safety (for item 4)
	Carlos Bamford	Managing Director, In-House Services (for item 4)
	Brian Finnimore	Managing Director, Strategic Estates (for item 4)
	Georgina Gray	Business Resilience Manager (for item 5)

I. **Developing a Parliamentary visual identity – concept for endorsement** **MB/2017/12**

I.1 Simon Burton introduced the paper. Simon Manchipp, Lee Davies and Beth Baines, from Agency of Someone, presented proposals for a new parliamentary identity for use on the parliamentary website.

I.2 The Board agreed to endorse using UK Parliament as the wordmark, rather than Houses of Parliament, for digital application on the Parliament website, associated microsites and apps; and for offline application (for print and materials

including exhibition stands) by public-facing and internal-facing parliamentary services.

1.3 **The Board further agreed to approve** the redrawn portcullises which had been created for digital application across a range of platforms; the new font family and the new colour palette.

2 **Target operating model for audio/video services in Parliament** **MB/2017/15**

2.1 Philippa Helme introduced the paper.

2.2 The Board took note of the work that had been carried out by the AV Programme to design a reformed operating model for AV services in Parliament.

2.3 The Board endorsed the RACI model (as set out in the paper in paras 14–19) as most likely to be productive and asked for it to be pursued further.

3 **Joint Working: draft paper to the Commission [RESERVED]** **MB/2017/14**

3.1 David Beamish introduced the paper.

3.2 It was agreed that the paper to the House of Lords Commission (MB/2017/14A) should be amended to reflect the discussion, and that it should be circulated for comment to the Board members before circulation to the Commission.

3.3 It was agreed that a record of the Board's discussion should be forwarded to the Joint Working Programme Board as soon as possible.

Action	Owner	Status/Deadline
To amend the paper for the Commission and circulate to Board members for comment	Rob Whiteway	Prior to circulation to the Commission
To produce a record of the Board's discussion for the Joint Working programme board	Judith Brooke	Complete

4 Health & Safety risk**MB/2017/13**

4.1 Carl Woodall introduced the paper.

4.2 The Board took note of:

- (a) The reasons for the health and safety risk remaining at red in the House of Lords corporate risk register during 2016;
- (b) The positive progress which had been made by Strategic Estates in company with the Parliamentary Safety Team with respect to construction safety risk ;
- (c) The new statutory compliance regime and spot checks being undertaken within In-House Services in partnership with the Parliamentary Safety Team.

4.3 The Board noted the reasons for different risk scores in the two Houses, but suggested it was for the directors of Strategic Estates and In-House Services to provide adequate assurance to the Director of Facilities to enable him to change the risk score in the House of Lords.

4.4 *Restricted Access – additional information.*

Action	Owner	Status/Deadline
<i>Restricted Access – additional information</i>		
To provide an update to the Chair on the latest HSE inspection with an on site contractor	Carl Woodall	ASAP

5 Business resilience policy and strategy 2017-19 & Business resilience update**MB/2017/16
MB/2017/16A**

5.1 David Leakey introduced the paper.

5.2 The Board **approved**:

- (a) the Business Resilience Policy and Strategy 2017-2019; and
- (b) the revised terms of reference for Business Resilience Group.

5.3 The Board **took note** of the Business Resilience update.

5.4 The Board **agreed** to review the Business Resilience Policy and Strategy annually.

6 Any other business

6.1 There was no other business discussed.

7 Financial Monitoring Report – Quarter 3

MB/2017/17

7.1 The Board **took note**.

8 House of Lords Portfolio dashboard 25 January 2017

MB/2017/18

8.1 The Board **took note**.

9 Minutes of the meeting on 30 January 2017

The minutes had been previously agreed by correspondence.

10 House of Commons Board agenda

The Board took note.

Next Meeting: Wednesday 8 March at 10 am

Management Board Secretary
8 February 2017