HOUSE OF LORDS

Management Board

3rd Meeting
Wednesday 9 March 2011

MINUTES

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

1 The Maintenance Challenge

1.1   This item was deferred to a future meeting.

2 Oral Updates
Corporate Risk Register at 2 March

2.1   Carl Woodall informed the Board of a consultation for staff in the Department of Facilities on the introduction of time management, which would continue until 27 April. The offsite consolidation centre had now opened.

2.2   The Board took note of the progress of construction work in Millbank House and agreed that it should become a standing agenda item until occupation was complete.

2.3   The Chairman asked Board members to encourage colleagues to prepare year-end accounting statements promptly at the end of the financial year. This was particularly important in cases where management staff were moving offices in April. Details of memoranda of understanding and service level agreements, and responses to the review by the auditors of shared service ratios, should be submitted to the Finance Director as soon as possible.

2.4   Elizabeth Hallam Smith reported on the discussion she had had with the Audit Committee on works of art, following the internal audit report in this area. She planned to propose to the Works of Art Committee that the payment into the Purchase Fund for 2011/12 should be reduced by 50% to £25,000.

2.5   The UK branch of the IPU had decided not to join the IRD when it was established next month. The House of Commons Finance and Services Committee had approved the terms of reference for the House of Commons savings programme. The Board agreed that a joint meeting with the Board of the House of Commons should be proposed for the summer term, with savings as the main agenda item.

2.6   The Board <u>took note</u> of the corporate risk register. Carl Woodall explained that he was working to synchronise the entry for his risks with the PED register. The Chairman updated the Committee on the previous week's meeting of the Audit Committee and noted that he had agreed to circulate the risk register to the Committee with its papers.

Annex (Restricted Access)

3   House Committee Meeting on 22 March
3.1   The Board <u>took note</u> of the proposed agenda.

4   Risk Report: ICT
4.1   Joan Miller spoke to her paper and drew attention to the further improvements in ICT business continuity/disaster recovery arrangements. The Network Renewal and Convergence Programme was preparing a design and feasibility study for work on the network programme, which would mitigate risks in this area.

4.2   The Board discussed the number of initiatives currently being undertaken, and the demand placed on PICT teams to complete work for some projects before the end of the financial year. The underlying source of this problem was not the number of projects, but a failure to coordinate their workload. More liaison was needed between PICT and the Administration in order to prioritise calls on PICT services in peak periods. This needed to occur on an ongoing basis so that the effects of any delays to projects on scheduling could be considered; liaison would also help to ensure that PICT recognised which projects were priorities for the Administration.

4.3   The Board noted that, in line with the focus on savings, the BPG would encourage offices to prioritise business as usual and the completion of current programmes and projects, and to reduce the number of new initiatives. Some new projects would nevertheless be required to improve efficiency and generate further savings. Board members agreed to remind offices to dedicate sufficient staff resource to the completion of existing project work.

4.4   Rhodri Walters reported that PICTAB would be considering the Procedural Data Programme at its next meeting, and would consider its progress and call on resources.

4.5   Elizabeth Hallam Smith agreed to produce an Information Management Update for the next Board meeting, and to include in it examples from PICT of high demand from concurrent projects, and examples from the Administration of delays to projects caused by ICT scheduling constraints.

4.6   The Board <u>took note</u> of the risk report.

5   Risk Report: Finance
5.1   Philippa Tudor spoke to her paper. The Board noted the work undertaken by the Finance Department to introduce IFRS accounting standards.

5.2   The Board <u>took note</u> of the risk report. Simon Burton agreed to circulate the draft terms of reference for the value for money review on professional qualifications within the next month.

6   Mail Services
6.1   Fiona Smith, Head of Property & Office Services, attended for this item. Carl Woodall spoke to his paper. The Board noted that mail services had not been revised for over ten years, during which time there had been a significant decline in mail volumes. The Board supported the proposals in the paper, subject to further work to prepare a communications plan for staff and Members, and the need to ensure that there would be no impact on the distribution of Committee papers and the monitoring of volumes of mail delivered to Members' rooms in recesses.

Restricted Access Annex

7   Property Update
7.1   Fiona Smith, Head of Property & Office Services, attended for this item. Carl Woodall spoke to his paper. The Board supported the proposals.

Restricted Access Annex

8   Cleaning Services in Millbank House
8.1   Fiona Smith, Head of Property & Office Services, attended for this item. Carl Woodall spoke to his paper. The Board supported the proposals.

Restricted Access Annex

9   House of Lords Business Plan 2011/12
9.1   Rhodri Walters introduced the draft corporate Business Plan and noted that the inclusion of an initiative in the corporate Business Plan gave an indication of its priority to the Administration. The Board agreed the draft Plan.

10   House of Lords HR and Finance ICT Programme: Business Case
10.1   The Chairman explained that he had agreed to Philippa Tudor's proposal that this business case should be considered by the Board as she might be considered unable to provide impartial advice as Finance Director as she was also the SRO.

Restricted Access Annex

10.2   The Board discussed the business case, and supported the recommended option. The Board agreed that the Chairman, as Accounting Officer, should make a decision about the business case in the usual way.

11   Draft Minutes of the Meeting on 2 February
11.1   The Board <u>agreed</u> the minutes.

12   Minutes of the House Committee on 27 January
12.1   The Board <u>took note</u> of the minutes.

13   Minutes of the BPG on 1 and 14 February
13.1   The Board <u>took note</u> of the minutes, and of the proposal to work with corporate risk owners to examine some of the higher scoring risks in Office risk registers.

14   Minutes of the HRSG on 21 December 2010 and 9 February 2011
14.1   The Board <u>took note</u> of the minutes.

15   Minutes of PICTAB on 31 January 2011
15.1   The Board <u>took note</u> of the minutes.

16   Minutes of the House of Commons Management Board on 27 January and 4 February

16.1   The Board <u>took note</u> of the minutes.

17   House of Lords Printing & Publishing contract
17.1   David Beamish spoke to his paper. The Board supported his approach to the contract negotiations.

18   Cast Iron Roofs: OGC Gateway 4 Report
18.1   The Chairman congratulated Carl Woodall on the report. The Board <u>took note</u> of the paper.

19   Catering & Retail Services: Function Service Charge
19.1   The Board <u>took note</u> of the paper.

20   Progress Against 2010/11 Business Plan
20.1   The Board <u>took note</u> of the paper.

Next Meeting: Thursday 7 April at 10am

Secretary to the Management Board
10 March 2011

ACTION PLAN

Date	Minute item	Action	Responsible	Deadline/Status
Mar 2010 ii	6	Prepare Terms of Reference for staff qualifications VfM review for agreement by correspondence	SPB	September 2010
July 2009	18	Arrange training on communications for all managers	SPB	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	July 2011
Dec 2010	2	Review whether Heads of Office require support to manage staffing requirements in shared service areas	SPB	December 2011