



HOUSE OF LORDS

Management Board

10th Meeting
Wednesday 14 October 2015

MINUTES

Present:	David Beamish Simon Burton Rob Greig Elizabeth Hallam Smith David Leakey Andrew Makower Tom Mohan Edward Ollard Carl Woodall	Clerk of the Parliaments Corporate Services Digital Services Information Services Access and Security Financial Resources Human Resources Parliamentary Services Support Services
Apologies:	Liz Hewitt	Audit Committee external member
In attendance:	Paul Martin (item 1) Virginia Hawkins (item 2) Benet Hiscock (item 5)	Parliamentary Security Director Project Manager, Pay & Grading Review Director of Public Information

- 1 Security Risk Report [RESERVED] **MB/2015/66****
- 1.1 The Parliamentary Security Director (PSD) introduced the paper *[Additional information – Restricted Access]*.
- 1.2 The Board considered the paper *[Additional information – Restricted Access]*.
- 1.3 *[Additional information – Restricted Access]*
- 1.4 The Board **took note** and **agreed** the proposed target risk scores. *[Additional information – Restricted Access]*
- 2 Pay & Grading Review: Policy for posts graded differently [RESERVED] **MB/2015/67****
- 2.1 The Director of Human Resources introduced the paper *[Additional information – Restricted Access]*.
- 2.2 The Board considered the paper *[Additional information – Restricted Access]*.
- 2.3 The Board **agreed** the proposed policy ahead of its discussion with the Trade Unions. The Board thanked the pay and grading team for their work on this matter so far.

- 3 Draft Bicameral Review of Joint Working findings** **MB/2015/68**
- 3.1 David Beamish introduced the paper and noted that it had already been discussed at length during the Board awayday on 9 October, since when a number of revisions had been made to the report.
- 3.2 The Board considered the paper [*Additional information – Restricted Access*].
- 3.3 The Board **agreed** that handling and communication matters should be considered further offline by the Clerks, and possibly also by the Steering Group, before any final decisions were made.
- 4 QI 2015/16 Performance Report** **MB/2015/69**
- 4.1 The Board noted that a recovery plan had been implemented regarding problems with the House of Commons Agresso programme. The Director of Digital Services provided further context.
- 4.2 The Board noted Liz Hewitt’s suggestion that the performance targets could be included in future reports. The Board Secretary agreed to action this suggestion.
- 4.3 The Board **took note** of the reported CRS subsidy target and considered that further investigation was required.
- 4.4 The Board **took note** of the successful migration of the Publications.Parliament website in-house and thanked the Digital Service for the successful delivery of this project.
- 4.5 The Board noted the low score for the completion of annual appraisals. The Director of Human Resources noted that the current figure of 94% was a marked improvement. However, further improvement was still required regarding the agreement of Forward Job Plans with staff. A paper on performance management would be presented to the Board in due course.
- 4.6 The Board **took note** of the QI 2015/16 performance report.
- 5 Corporate risk register as at 5 October 2015** **MB/2015/70**
- 5.1 [*Additional information – Restricted Access*]
- 5.2 [*Additional information – Restricted Access*]
- 5.3 The Board **agreed** that the Director of Information Services should present a separate paper concerning mitigations at the next meeting.
- 5.4 The Board noted that the health and safety element of the Facilities and Buildings risk had been reduced as no major incidents had occurred during the summer recess.
- 5.5 The Board **took note** of the corporate risk register.

- 6 Period 5 Finance Report** **MB/2015/71**
 6.1 The Board **took note** of the Period 5 Finance Report.
- 7 Update on the Introduction of Continuous Improvement in Parliament** **MB/2015/72**
 7.1 The Board **took note** of the update on the introduction of Continuous Improvement in Parliament.
- 8 Any other business**
 8.1 The Director of Information Services informed the Board that fixed-camera television coverage of select committee meeting rooms would be made available to the broadcasters free of charge, which it was hoped would increase coverage of the work of select committees in the House of Lords.
- 9 Minutes of the meeting on 20 July 2015**
 9.1 The minutes had been previously agreed by correspondence.

Next Meeting: Wednesday 4 November 2015 at 10.00am

Management Board Secretary
16 October 2015

ACTIONS

Meeting date	Minute item	Action	Owner	Deadline/ Status
14 October 2015	4.2	Board Secretary to include performance targets in future quarterly performance reports.	MBT	4 November 2015
14 October 2015	4.3	Director of Facilities to check CRS subsidy figure in quarterly performance report.	CVW/ MBT	4 November 2015
14 October 2015	4.5	Board to consider paper regarding performance management in due course.	TVM	December 2015
14 October 2015	5.3	Board to consider paper regarding proposed mitigations at the next meeting.	EHS	4 November 2015