



HOUSE OF LORDS

Management Board

6th Meeting
Friday 15 April 2016

MINUTES

Present:

David Beamish	Chairman
Simon Burton	Corporate Services
Rob Greig	Digital Services
David Leakey	Black Rod
Andrew Makower	Financial Resources
Tom Mohan	Human Resources
Edward Ollard	Parliamentary Services
Carl Woodall	Support Services

**Audit
Committee
member:**

Liz Hewitt

In attendance:

Virginia Hawkins (item 1)	Deputy Director of Human Resources
James Taylor (item 1)	Project Manager, Pay & Grading Review
Lee Carragher (item 2)	Senior Project Leader, Accommodation & Conservation

1 Grading Review [RESERVED]

MB/2016/33

1.1 The Director of Human Resources introduced the paper *[Additional information – Restricted Access]*

1.2 *[Additional information – Restricted Access]*

1.3 *[Additional information – Restricted Access]*

1.4 *[Additional information – Restricted Access]*

1.5 The Board **agreed** policies for those posts which change grade and for appeals; a communication plan; and a timetable for next steps.

2 Final tender award: Millbank House Development

MB/2016/34

2.1 The Director of Facilities introduced the paper.

2.2 The Chairman asked about the outcome of the equality analysis. The Director of Facilities replied that no issues arose from the analysis that needed to be addressed.

2.3 A Board member noted the desire for no further scope increases and asked how this would be ensured, and whether there was a named individual who was responsible for any scope, cost or time changes. The Director of Facilities confirmed that he was that individual and was maintaining a strict approach to potential scope changes.

2.4 *[Additional information – Restricted Access]*

2.5 The Board **took note** of the update about the tender process to appoint the principal contractor for the Millbank House Development, ahead of the Clerk of the Parliaments being invited to sign the Final Business Case for the award of the contract.

3 Any Other Business

3.1 No further business was discussed.

Next Meeting: Wednesday 11 May 2016 at 10.00am

Management Board Secretary
18 April 2016