

Management Board

1st Meeting
Monday 16 January 2017

MINUTES

Present:	David Beamish Simon Burton Rob Greig David Leakey Andrew Makower Edward Ollard Carl Woodall Penny Young	Chairman Corporate Services Digital Services Black Rod Financial Resources Parliamentary Services Support Services Information and Research, House of Commons
Apologies:	Tom Mohan	Human Resources
In attendance:	James Taylor Alan Robson Peter Ashby Tom Healey Emma Wharton Rachel Williams David Clark	Deputy Director of Human Resources (<i>in place of Tom Mohan</i>) Feilden & Mawson, Consultant Architects Construction Design Manager, Strategic Estates Programme Director, (Restoration & Renewal) Deputy Director, Temporary Accommodation (Restoration & Renewal) Diversity & Inclusion Manager Parliamentary Education Centre

I **Abingdon Green feasibility study presentation**

MB/2017/1

1.1 Carl Woodall introduced the paper. Alan Robson (Feilden & Mawson, Consultant Architects) gave a presentation on the possible future uses of the space on Abingdon Green currently occupied by the underground carpark.

1.2 The Board **agreed that:**

- **any further work on future uses of Abingdon Green should be fully integrated with planning for Restoration & Renewal;**
- **the views of Westminster City Council should be sought at the earliest opportunity to gauge the likelihood of planning permission being granted;**
- **views of members be sought sooner rather than later to gauge appetite and levels of support.**

Action	Owner	Deadline/ Status
To ensure integration of further work on Abingdon Green with R&R programme	Carl Woodall	Ongoing
To alert Westminster City Council to outline proposals for Abingdon Green	Tom Healey/ Carl Woodall	February 2017
To consider which members to engage with on outline plans for Abingdon Green	David Beamish/ Ed Ollard/ Carl Woodall	February 2017

2 Risk Report: Staff

MB/2017/2

2.1 James Taylor introduced the paper in Tom Mohan's absence.

2.2 The Board took note of the current risk score and relevant mitigations.

2.3 The Board **agreed**

- **To review whether to add to the risk register a risk in relation to Diversity and Inclusion once the draft Diversity and Inclusion plan had been considered;**
- **To review staff notice periods with a view to addressing the gap between staff departing and new staff being recruited and security checked;**
- **To consider a structured system for alerting offices to spare capacity, in order to help with short term staffing gaps and other peaks and troughs of activity.**

Action	Owner	Deadline/ Status
To reconsider adding to the corporate risk register a risk in relation to D&I	The Board	March 2017 (when D&I plan to due to be presented)
To review staff notice periods	Tom Mohan	Before next pay settlement
To propose a structured system for alerting offices to spare capacity	Tom Mohan	March 2017

3 Parliamentary Education Centre update

MB/2017/3

3.1 Penny Young introduced the paper. David Clark spoke in support.

3.2 The Board took note of the paper.

3.3 The Board agreed that proposals to extend school visits to the Education Centre beyond current provision (based on English school term dates) would need to be considered in relation to the impact on planned maintenance work and commercial tours.

Action	Owner	Deadline/ Status
To ensure plans for extending activity beyond current term dates are considered in relation to impact on maintenance work and commercial tours	Penny Young/Simon Burton	During scoping exercise

4 Corporate risk register as at 4 January 2017

MB/2017/4

4.1 David Beamish introduced the paper.

4.2 [Additional information – restricted access]

4.3 [Additional information – restricted access]

4.4 [Additional information – restricted access]

4.5 [Additional information – restricted access]

4.5 [Additional information – restricted access]

4.6 The Board **took note**.

5 Information Governance: Decisions

MB/2017/5

5.1 Simon Burton introduced the paper, which implemented the agreement reached at the joint meeting of the two Boards on 17 November 2016.

5.2 The Board noted that there was no reporting mechanism proposed for the new Information Authority (IA), however, the work of the IA would be visible through papers that were due to come to the two Boards soon.

5.3 David Leakey noted that business resilience did not appear in the objectives of either the Information Authority or the Digital Strategy Board (DSB).

5.4 The Board agreed that business resilience should be considered at the

Action	Owner	Deadline/ Status
To add business resilience to the agenda of the next DSB meeting	Rob Greig	February 2017

6 Any other business

6.1 David Beamish updated the Board on the December meeting of the Commission, at which Joint Working had been discussed. A joint meeting of the two Commissions to discuss Joint Working was scheduled for the end of February. The Board would have sight of the Commission paper before it was circulated.

6.2 Simon Burton updated the Board on the new strategy for the House of Lords Administration, which had been agreed, with an amendment to the aim, at the last meeting of the Commission. A final version of the strategy would be sent to Board members.

6.3 *[Additional information – restricted access]*.

Action	Owner	Deadline/ Status
To circulate the revised strategy to Board members	Simon Burton/Judith Brooke	ASAP

7 Oral updates (see above)

8 House of Lords Portfolio Dashboard December 2016
8.1 The Board took note.

MB/2017/6

9 Minutes of the meeting on 20 December 2016

9.1 The minutes had been previously agreed by correspondence.

Next Meeting: Monday 30 January at 10.00am

Management Board Secretary
16 January 2017