



HOUSE OF LORDS

Management Board

4th Meeting
Thursday 17 March 2016

MINUTES

Present:

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

Apologies: Liz Hewitt

In attendance: James Taylor (item 1) Deputy Director of Human Resources
Virginia Hawkins Project Manager, Pay & Grading Review
Sarah Burke (item 2) Internal Communications Manager

1 Grading Review

MB/2016/21

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 **took note** of the proposed grading of all posts in Bands A to E; of the equalities assurance and the financial impact of the proposed grading; and of ongoing negotiations with the Trade Union Side on policies for those posts which change grade; and **agreed** to hold an additional meeting, following further discussions with the Trade Union Side, to discuss and agree an appeals policy, the timetable for communicating the results of the review to staff and other outstanding issues, including how to fill regraded posts at a higher grade.

2 2016 Staff Survey Proposal

MB/2016/22

2.1 The Director of Human Resources introduced the paper. It was proposed to hold the survey in June 2016 with a follow-up programme of activity, an approach which was in line with the House of Commons.

2.2 A Board member suggested ensuring that the survey questions were aligned to the Board's strategic objectives and priorities, as well as trying to achieve greater alignment between the staff and member surveys. What the Board wanted to achieve from the survey should be ascertained at the outset.

2.3 A Board member noted that it was proposed that the survey would commence in June, which was at around the same time as the new strategy was due to be agreed. If as last time the survey included consideration of the Administration's values by staff, the two processes needed to be connected.
[Additional information – Restricted Access]

2.4 The Director of Human Resources said that further consultation would take place with Board members, including asking for feedback on the previous set of questions and what the benchmark questions should be. He emphasised that the previous staff survey had already been used by the HR Office to inform the approach to pay and the preparation of the People Business Plan. He would be interested to understand how other Offices had used it as a corporate tool. Regarding the timing, he agreed that it was difficult to find an optimum time to conduct such a survey.

2.5 The Board **agreed** a two-year programme of staff engagement activity. Further consultation of Board members was expected to take place by correspondence.

3 Any Other Business

3.1 On behalf of the Board, the Chairman thanked the Director of Information Services for her contribution as a long-serving member of the Board and to the House.

4 Minutes of the meeting on 9 March 2016

4.1 The minutes had been previously agreed by correspondence.

Next Meeting: Wednesday 13 April 2016 at 10.00am

Management Board Secretary
18 March 2016