



HOUSE OF LORDS

Management Board

8th Meeting
Friday 19 July 2013

MINUTES

| | | |
|-----------------------|---|---|
| Present: | David Beamish | Clerk of the Parliaments |
| | Liz Hallam Smith | Information Services |
| | Ian Luder | Audit Committee Member |
| | Andrew Makower | Financial Resources |
| | Joan Miller | Director of Parliamentary ICT |
| | Tom Mohan | Human Resources |
| | Edward Ollard | Parliamentary Services |
| | Rhodri Walters | Corporate Services |
| | Carl Woodall | Facilities |
| Apologies | David Leakey | Black Rod's Department |
| In attendance: | Emily Baldock (for security risk report) | Assistant Parliamentary Security Director |
| | Tom Wilson (for House of Commons risk report) | Private Secretary to the Clerk of the Parliaments |
| | Michael Torrance | Incoming Board Secretary |

I Risk reports: Security

MB/2013/61

I.1 Emily Baldock introduced the item. The Management Board would look at a detailed report of the risk in the autumn in the light of a newly developed security risk register. The target scores and risk appetites would be subjected to fuller discussion at that point.

I.2 The 2013 security review, which might not be finalised until 2014, sought to establish a clear picture of security in Parliament. It would form the basis of a new Parliamentary Security Plan for 2014-19.

I.3 *[Additional information – Restricted Access]*

I.4 *[Additional information – Restricted Access]*

I.5 *[Additional information – Restricted Access]*

I.6 *[Additional information – Restricted Access]*

I.7 *[Additional information – Restricted Access]*

I.8 *[Additional information – Restricted Access]*

I.9 *[Additional information – Restricted Access]*

I.10 Rhodri Walters, Senior Information Risk Owner for the House of Lords,

said that the SIROs of both Houses had written to all staff to stress the need for vigilance when opening email attachments. Attention had also been drawn to the need for information control training, information was to be distributed regarding mobile phone security, and the access provided to personal devices would be examined. The key in each respect was to adjust personal habits.

1.11 *[Additional information – Restricted Access]*

1.12 *[Additional information – Restricted Access]*

House of Commons

1.13 David Beamish introduced the item. The report outlined the main areas of development.

Education Centre

1.14 One particularly significant development pertained to the Education Centre, which had been the subject of consideration by the House Committee on 16 July. *[Additional information – Restricted Access]*

1.15 The following points were raised in discussion:

- Despite difficulties regarding the project, relations had been strong between officials in both Houses during the project. *[Additional information – Restricted Access]*

Restoration and Renewal

1.16 A Board member said that the project highlighted the need for full consideration of project governance arrangements for the Restoration and Renewal project. *[Additional information – Restricted Access]*

[Additional information – Restricted Access]

1.17 *[Additional information – Restricted Access]*

1.18 *[Additional information – Restricted Access]*

2 Senior Band non-consolidated pay [Reserved]

MB/2013/66

2.1 Tom Mohan introduced the paper, which set out several options for the distribution of the Senior Band non-consolidated pay pot. *[Additional information – Restricted Access]*

2.2 *[Additional information – Restricted Access]*

2.3 *[Additional information – Restricted Access]*

2.4 *[Additional information – Restricted Access]*

2.5 After consultation and discussion, and having taken account of public sector pay policy, the Clerk of the Parliaments **decided** that the non-consolidated pay pot should be distributed among all satisfactory performers

on a weighted ratio according to appraisal box markings. The Board **agreed** that the ratio should be 6:5:4 for box markings 1:2:3.

3 Tracking of outstanding audit recommendations

MB/2013/62

3.1 David Beamish introduced the paper. The Administration faced embarrassment when agreed internal audit recommendations were not implemented a prolonged period after they were made, especially when the lack of implementation was highlighted to the Audit Committee in follow-up reports. In order to avoid such embarrassment, a list of outstanding recommendations would be considered by the Management Board twice a year, to ensure that action could be taken ahead of the Audit Committee's scrutiny.

3.2 The following points were made in discussion:

- Some recommendations had not been filtered through to those staff tasked with implementing them. The mechanics and communication of audit recommendations had to be considered to ensure that all relevant staff were aware of required actions. The House of Commons had a Sharepoint resource to highlight outstanding recommendations, an option which the Administration should explore.
- It was important to ensure that resources were available for implementing recommendations before the Management response agreed to them.

3.3 The Board **took note** of the new system, and **took note** of the outstanding audit recommendations ahead of the October meeting of the Audit Committee.

4 Senior Management and Management Board awaydays 2013

MB/2013/63

4.1 Rhodri Walters introduced the paper. Three items were proposed for each awayday.

4.2 For the Senior Management awayday, a horizon-scanning exercise would begin the day, followed by consideration of the proposed People Strategy and finished with a discussion about the implications of the strategic plan on the work of the Administration. The Management Board awayday would begin with a discussion of the People Strategy, followed by a discussion of individual issues affecting the Administration, with consideration of new ways of working to conclude proceedings.

4.3 The following points were raised in discussion:

- Board members suggested that joint working with the Commons would be a suitable topic for discussion as a key individual issue affecting the Administration. *[Additional information – Restricted Access]*

4.4 The Board **agreed** the agendas for the Senior Management and Management Board awaydays.

5 Millbank Island Site Refurbishment – Closure Report

5.1 Carl Woodall introduced the report, which recommended that the Millbank Island Site Refurbishment project be closed formally. *[Additional information – Restricted Access]*

5.2 The following points were raised in discussion:

- The report should be amended to include reference to the recent cable strike incident. *[Additional information – Restricted Access]*

5.3 The Board **agreed in principle** to close the project formally, subject to clarification as to the final underspend. Final agreement would be by correspondence.

6 Any other business

6.1 Tom Mohan said that the new pay deal for bands A-E had been implemented, as had the consolidated pay changes for Senior Band employees. The non-consolidated changes for the Senior Band would be implemented in either August or September. Draft sections for the staff handbook had also been distributed, and comments were sought by the end of August.

6.2 The Board congratulated Carl Woodall on his upcoming wedding.

7 Minutes of the meeting on 3 July 2013

7.1 The minutes were to be agreed by correspondence.

Next Meeting: Wednesday 2 October 2013 at 10am.

Management Board Secretary
22 July 2013