



HOUSE OF LORDS

Management Board

8th Meeting

Wednesday 24 May 2017

MINUTES

Present:	Ed Ollard	Chairman
	Simon Burton	Parliamentary Services
	Rob Greig	Digital Services
	David Leakey	Black Rod
	Jane May	External member
	Tom Mohan	Director of Human Resources
	Jake Vaughan	Corporate Services
	Carl Woodall	Support Services
Apologies:	Eric Hepburn	Director of Security for Parliament
	Andrew Makower	Financial Resources
In attendance:	Steven Mark	Director of Cyber Security Programme (for item 2)
	Mark Hutton	Programme Director O365, (for item 3)
	Stephen Perkins	Head of Catering and Retail Services (for item 4)
	Jonathan Smith	Deputy Head of Finance

1. Security update

1.1 The Chair provided a brief update on the latest security advice. Only passholders were to be allowed into the Palace of Westminster until further notice on the advice of the police. The deployment of army personnel in support of Parliamentary security staff in the Palace had been authorised. Outbuildings were not affected.

1.2 The Board **took note**.

2. Update on cyber security

2.1 *[Additional data – restricted access]*.

2.2 Individual staff could help to maintain the security of the network by ensuring that their PCs were up to date with any necessary software updates. It was important to allow machines to shut down and restart to install updates.

2.3 It was noted that investment in the Cyber security programme had been timely.

2.4 The Chairman asked Rob Greig to pass on thanks and congratulations on behalf of the Board to the cyber security team for their hard work.

2.5 The Board **took note**.

Action	Owner	Deadline/Status
Organise a visit to cyber security operations centre for interested board members	Board Secretary	June/July 2017

3 Office 365 / Meridio replacement roll-out

MB/2017/46

3.1 Mark Hutton attended for this item and introduced the paper.

3.2 The Board noted that a new approach to information management was being rolled out at the same time as Office 365. Mark Hutton said that the policy on information sharing was set by the Information Authority but that the Office 365 programme would be implementing it.

3.3 A new approach would be needed for applying access restrictions and teams would need to think carefully how their work was going to be affected. This was particularly important in relation to sensitive information held in Human Resources or Finance.

3.4 The Chairman concluded that information management was important, and a workshop with Heads of Offices was needed to consider how the new approach would work.

3.5 The Board **took note** of the plans for the roll-out of Office365 and supported the approach being taken.

Action	Owner	Deadline/Status
To arrange a Heads of Office meeting to consider new information management approach	Board Secretary	Meeting in July 2017, after Office 365 pilots have reported.

4 Non-sponsored commercial banqueting

MB/2017/47

4.1 Stephen Perkins attended for this item. Carl Woodall introduced the paper.

4.2 It was noted that this was a sensible use of existing assets, i.e. facilities and staff time. The paper had presented staff costs as additional, but these might not arise if good use of existing resources was made. As a result, the projected profits

should be considered a floor rather than a ceiling.

- 4.3 The key risk was reputational. A structure for managing the risk would need to be worked out.
- 4.4 The proposal would need to be considered by the Services Committee in due course.
- 4.5 The Board **approved** the proposal for non-sponsored commercial banqueting, subject to the reputational risks being managed carefully. This would need to be considered in greater detail before consideration by the Services Committee. The Chairman noted that he expected the projected profits to be exceeded due to better use of staffing models.

Action	Owner	Deadline/Status
To take a paper on non-sponsored commercial banqueting to the Services Committee	Carl Woodall	Meeting in July 2017

5 Portfolio dashboard

MB/2017/48

- 5.1 Charlotte Simmonds attended for this item and introduced the paper. She outlined planned improvements to the reporting format, such as providing the dashboard online with capability for board members to drill down into the data, including live data.
- 5.2 Board members asked for the information in the summary to be more concise and to provide a clear steer in terms of overall trends, and for any Board action required.
- 5.3 Charlotte Simmonds welcomed the interest from Board members as the additional scrutiny provided useful feedback to programme and project teams.
- 5.4 The Board **took note**.

6 AOB

- 6.1 Carl Woodall gave a brief update on Millbank House. The project board was due to meet on 25 May and 8 June. *[Additional data – restricted access]* A further update would be provided to the Board on 21 June.
- 6.2 The Board Secretary informed the Board that it would be necessary to change the current schedule of meetings for the autumn in order to accommodate the requirements of the business and financial planning cycle, as well as the need for alignment with the Commons. New dates would be circulated this week.

For information

Minutes of the meeting held on 10 May 2017 [RESERVED]

Agreed by correspondence.

Next Meeting: Wednesday 21 June at 10 am

Management Board Secretary
24 May 2017