



HOUSE OF LORDS

Management Board

9th Meeting

Monday 26 June 2017

MINUTES

Present:	Ed Ollard	Chairman
	Simon Burton	Parliamentary Services
	Eric Hepburn	Director of Security for Parliament
	David Leakey	Black Rod
	Jonathan Smith	Financial Resources
	Jake Vaughan	Corporate Services
	Carl Woodall	Support Services
	Tom Mohan	Director of Human Resources
Apologies:	Rob Greig	Digital Services
	Jane May	External member
In attendance:	Charlotte Simmonds	(for item 3) Head of EPMO
	Mal McDougall	(for item 4) Head of Parliamentary Safety

1. The Chairman opened by thanking the cyber security team for all their hard work in response to the attack on the parliamentary network. The action taken was swift and efficient, and members and staff had been impressed.

2. **Draft Annual Report and Accounts 2016-17**

MB/2017/51

Jonathan Smith introduced the paper. After discussion, the Board agreed the combined annual report and accounts, subject to any recommendations made by the NAO and the Audit Committee.

3. **Enterprise Portfolio Management Office (EPMO) update**

MB/2017/52

Charlotte Simmonds introduced the paper, and recorded her thanks to Andrew Makower for his support to the EPMO over the last year. The Chairman congratulated Charlotte Simmonds on her leadership of the EPMO. After discussion, the Board agreed to recommendations for the direction of, and priorities for, Parliamentary portfolio management in 2017/18 as set out in paragraph 18.

4. Improving the effectiveness of the Parliamentary Safety Assurance Committee (PSAC)

MB/2017/53

Mal McDougall attended for this item. Carl Woodall introduced the paper. The plans were ambitious and would require additional resourcing. Carl Woodall would return to the Board with details of the required funds.

The Chairman noted that the Board had taken safety very seriously in the past and continued to do so. The proposal for improving the effectiveness of PSAC would enhance the administrative focus on safety and this was to be welcomed.

After discussion the Board agreed to changing the status of the Parliamentary Safety Assurance Committee to a Parliamentary Safety Assurance Board (PSAB) and to the proposed terms of reference, as set out in appendix A.

Action	Owner	Deadline/Status
To return to the Board with a proposal for resources required for PSAB	Carl Woodall	End of 2017

5. Current issues around pay

Additional information – restricted access.

6. Security

Eric Hepburn provided an update on security.

Additional information – restricted access.

Jon Murphy had delivered his review of perimeter security on the parliamentary estate to the two Speakers. The two Speakers had asked Eric Hepburn to produce an action plan in response to the recommendations. The security programme was proceeding with support of the EPMO; an implementation manager had been appointed. It was an ambitious programme and would need effective resourcing.

7. Millbank House Development Project update

Carl Woodall alerted the Board to a further delay in the completion of the Millbank House Development project in the light of the delay in connecting to a high voltage electricity supply. A paper would be brought to the next meeting of the Board.

8. Corporate risk register

MB/2017/54

Ed Ollard introduced the paper. The Board considered the fire safety risk and endorsed raising the profile of fire safety training in order to maximise defences.

Additional information – restricted access.

The Board **took note**.

9. R&R update

The Chairman updated the Board on forthcoming meetings of the Lords and Commons Commissions at which the letting of the Client Advisory Services contracts was to be considered.

For information

10. Finance and HR systems – decision path and benefits

MB/2017/55

The Board took note.

11. Minutes of the meeting held on 24 May agreed by correspondence

MB/2017/56

[RESERVED]

The Board took note.

12. Minutes of Board sub-committees

The Board took note.

Next Meeting: Wednesday 5 July at 10 am

Management Board Secretary
26 June 2017