



## Management Board

3rd Meeting  
Wednesday 6 March 2013

### MINUTES

<b>Present:</b>	David Beamish	Clerk of the Parliaments
	Liz Hallam Smith	Information Services
	David Leakey	Black Rod's Department
	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	

#### 1 **Fraud policy**

**MB/2013/15  
15A**

1.1 Andrew Makower introduced the revised fraud policy. The most urgent change was to incorporate guidance on the provisions of the Bribery Act 2010. Heads of Office would be asked to encourage staff to complete the Civil Service Learning fraud training course.

1.2 Tom Mohan explained that the Staff Handbook was reviewed every year at the Whitley Committee, although it was not updated annually. An external person would be employed to review the staff handbook and policies to ensure they were clear and accurate and available on the intranet. The work was expected to be completed in October 2013.

1.3 The Board **agreed** the revised fraud and bribery policy for inclusion in the Staff Handbook.

#### 2 **Income Generation**

**MB/2013/16  
ABC**

2.1 Andrew Makower introduced the paper of the Income Generation Contact Group. No security issues had been identified as showstoppers, although risks and uncertainties would remain until specific income generation proposals were brought forward. The Parliamentary Security Director would be invited to attend the Administration and Works discussion of the proposals to provide assurance to the Committee on Security issues.

2.2 *[Additional information – Restricted Access]*

2.3 *[Additional information – Restricted Access]*

2.4 *[Additional information – Restricted Access]*

2.5 *[Additional information – Restricted Access]*

2.6 The following points were made on proposals to extend charged tours to non-sitting Fridays and short recesses:

- Liz Hallam Smith asked whether the House of Commons had provided assurance that the proposals were in accordance with Treasury guidance on fees and charges.
- The Board asked to receive assurance as to whether extending tours on non-sitting Fridays would reduce the flexibility of the use by the Administration of rooms on the line of route such as the Robing Room.
- It was suggested that a review of income generation activities should be planned in order to ensure they achieved value for money.
- Clarification should be sought on whether extending the tours would have an impact on the number of member-sponsored tours available.

Andrew Makower agreed to follow up these points with the House of Commons.<sup>1</sup>

2.7 The Board **agreed** to offering charged tours on non-sitting Fridays and in short recesses, subject to agreement by the Administration and Works Committee. The Board **confirmed** the general approach set out in the paper including the Contact Group's approach on retail and branding.

### 3 Fire safety update

**MB/2013/17**

3.1 Carl Woodall introduced his paper. He reported that members were being encouraged to allow their staff to be approached to act as fire marshals. This was having a positive impact and the geographical coverage provided by the fire marshals was increasing. Smoke detection systems were being installed in the Robing Room and Royal Gallery to address a weakness in fire detection.

3.2 A Board member noted the importance of raising the profile of Fire Safety, and the need for more fire marshals, amongst members. The Chairman noted that Baroness Smith of Basildon was providing advice as a member of the Fire Safety Committee. Other suggestions for raising the awareness among members included an article in Red Benches, or a member asking a Parliamentary Question.

3.3 A Board member suggested that a line rescue emergency service should be available in Victoria Tower as well as Elizabeth Tower. Carl Woodall agreed to follow up this suggestion.

3.4 The Board **took note** of the update.

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<sup>1</sup> [Following the meeting, further information was received in relation to the issues raised in paragraph 2.6. This is attached as an Appendix.]

- 4 CRS Change Programme [RESERVED] MB/2013/18  
18A**
- 4.1 Carl Woodall introduced his paper. *[Additional information – Restricted Access]*
- 4.2 *[Additional information – Restricted Access]*
- 4.3 *[Additional information – Restricted Access]*
- 4.4 *[Additional information – Restricted Access]*
- 4.5 The Board **agreed** the direction of travel for the Programme Board set out in the paper, including the Terms of Reference and Objectives for Change and the proposed membership of the Programme Board. The Board **agreed** that further information was required on the cost of catering outlets and the targets that should be set for reducing this cost. Jake Vaughan would be invited to carry out this work for consideration at a future meeting. The Board agreed that the funding of the proposal for using consultants should be settled offline. The Board asked for an update on the proposed use of the Strategically Managed Expenditure at the next meeting.
- 5 Corporate risk register at 28 February MB/2013/19**
- 5.1 The Board **approved** the risk register and **agreed** to continue to treat risk 6 (reputation).
- 6 Risk report: Facilities ii and iii MB/2013/20**
- 6.1 Carl Woodall introduced the risk report. The Board discussed electrical resilience. *[Additional information – Restricted Access]*
- 6.2 The Board discussed the Cast Iron Roofs Programme. The competitive dialogue procurement process was coming to an end. The programme was running around 2 months late because the procurement had taken longer than expected. Scaffolding was expected to be installed onsite between State Opening and the summer recess.
- 6.3 *[Additional information – Restricted Access]*
- 6.4 The Board noted that the target risk for 2ii was the same as the risk score. The risk would nonetheless continue to be treated to ensure it did not increase.
- 6.5 *[Additional information – Restricted Access]*
- 6.6 *[Additional information – Restricted Access]*
- 7 Incident Management Framework MB/2013/21  
21A**
- 7.1 David Leakey introduced the revised Framework. This would be reviewed annually and presented to the Board alongside the annual review of the Business Resilience Policy. A redacted version of the Framework would be available online in due course. 5 chiefs of staff had been recruited, including representatives from both Houses and PICT. Training would take place for all 8 applicants, with the 5 successful candidates to take their place on the rota from 1 May. Further consideration would be given to how the Framework should be socialised with

members.

7.2 The Board **agreed** the revised Incident Management Framework.

**8 Any other business:**

• **Draft Audit Committee Agenda**

**MB/2013/22**

8.1 A Board member suggested that the Audit Committee could be invited to consider one or two risks in detail at each meeting rather than the whole risk register. David Beamish agreed to consider this suggestion with the Chairman of the Committee.

• **Oral updates**

8.2 Board members gave the following updates:

- The Liaison Committee had agreed to recommend extending Committee activity by one unit, having been authorised by the House Committee to do so.
- *[Additional information – Restricted Access]*

**9 Readiness of SPIRE Programme to move into day-to-day operations**

**MB/2013/23**

9.1 The Board **took note** of the update.

**10 Minutes of the meeting on 13 February**

10.1 The minutes had been previously agreed by correspondence.

**Next Meeting:** Wednesday 17 April at 10am.

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Management Board Secretary  
8 March 2013