



Management Board

5th Meeting
Friday 10 May 2013

MINUTES

Present:	David Beamish Liz Hallam Smith Andrew Makower Joan Miller Tom Mohan Edward Ollard Rhodri Walters Carl Woodall	Clerk of the Parliaments Information Services Financial Resources Director of Parliamentary ICT Human Resources Parliamentary Services Corporate Services Facilities
Apologies	Ian Luder David Leakey	Audit Committee Member Black Rod's Department
In attendance:	Alex Daybank (for item 6a)	Information Compliance Manager

1 **5 Great College Street [RESERVED]**

MB/2013/37

1.1 Carl Woodall introduced his 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 accommodation options appraisal. The Board **agreed** that the House Committee should be updated on the issue, possibly as part of their consideration of the financial plan. *[Additional information – Restricted Access]*.

2 **House of Lords Pension Scheme and PCSPS**

MB/2013/38

MB/2012/90

2.1 Andrew Makower and Tom Mohan introduced their paper. A preliminary discussion had been undertaken with the Trade Union Side on the proposals and no objections in principle had been raised. They would however seek a number of assurances in relation to the proposals.

2.2 The Board **agreed** in principle to seek the merger of the Pension Scheme with the Civil Service Pension Scheme at an appropriate point, but that a final decision on whether and when to launch formal consultation would be taken once the House of Commons had merged their pension scheme with the PCSPS.

3 **Guidance on Corporate Groups**

MB/2013/39

3.1 The Board **agreed** the guidance on corporate groups, including an annual review process. The review process would be implemented for the first time in Summer 2013, at which point the new guidance would be applied to existing groups and a definitive list of corporate groups compiled. The Board Secretary would hold responsibility for the maintenance of this list and the guidance on corporate groups.

4 **Cloud computing: email and office business case**

MB/2013/40

4.1 Joan Miller introduced the paper, which would be circulated to the Information Committee for information.

4.2 The following points were raised in discussion:

- Only a few Government departments had moved to Office 365 as most outsourced their ICT provision. DEFRA and the NHS had begun the move to Office 365.
- Office 365 had been accredited to an IL2 security rating and was part of the G-cloud. This IL rating covered 99% of Parliament's data and was a higher rating than PICT currently offered.
- Office 365 had a slightly higher risk relating to data sovereignty, but Microsoft's and the Houses' lawyers had considered the issue and felt that the chance of the risk materialising was low.
- The PICT pilot of Office 365 would test the migration of existing and archive files.
- Office 365 would ensure greater resilience against connection problems causing delays to emails as there were more access points to Microsoft's servers than to Parliamentary servers.
- Templates across both Houses would need to be redeveloped to work with Office 365. Training would be needed to realise the additional benefits of the software.

4.3 The Board **endorsed** the deployment of Microsoft Office 365 to members and staff. The Board **agreed** that, from the 2015 election, Office 365 would be the only version of Office offered.

5 **Corporate risk register as at 10 April**

MB/2013/27

5.1 *[Additional information – Restricted Access]*

Risk 8 – House of Commons

5.2 David Beamish updated the Board on a proposal for a bicameral "continuous improvement" initiative to follow the Commons Savings Programme, where he hoped the two Administrations could work together constructively. A paper would be considered by the two Boards, before being considered by the Commission and House Committee.

5.3 The Board **agreed** to continue to treat risks 6 and 8.

6 Risk reports:

MB/2013/41

(a) Information

Alex Daybank attended for this item.

6.1 Rhodri Walters introduced the paper.

6.2 The Board discussed inconsistent scores in relation to Information risk in office risk registers. A Board member said that some of the scoring showed complacency at office level in regards to information risk. It was suggested that inconsistent scoring was not unique to the Information Risk. The Business Planning Group had agreed to consider two risks in detail in each quarter which would provide the opportunity to ensure scores were more consistent.

6.3 The following further points were raised in discussion:

- The Information Management Board had considered information asset ownership. A paper would be considered by PICTAB in due course.
- New government rules would mean that spend over £500 on Government Procurement Cards would be published. This could be done but might carry an administrative overhead.

6.4 The Board a risk score, target risk, risk appetite and Board response.

(b) ICT [Reserved]

6.5 Joan Miller introduced her paper. She updated the Board on a recent internet access failure which had been caused by the failure of a proxy server which controlled access to external websites. Remedial action had been taken and discussions would be held with a contractor regarding the response time. Increasing use of cloud computing would increase internet resilience by providing more access points to Parliamentary information.

MB/2013/28

6.6 The Board a risk score, target risk, risk appetite and Board response.

7 Any other business

7.1 Joan Miller informed the Board that the telephone operator bureau had relocated to Southampton.

8 Minutes of the meeting on 26 April 2013

8.1 The minutes would be agreed by correspondence.

Next Meeting: Wednesday 5 June at 10am.

Management Board Secretary
13 May 2013