



HOUSE OF LORDS

Management Board

9th Meeting
Wednesday 2 October 2013

MINUTES

Present:	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
In attendance:	Talitha Rowland	Private Secretary to the Clerk of Parliaments
	Richard Ware (for item 1)	Restoration and Renewal Programme Manager
	Alison Couch (for item 2)	Internal Communications Manager

I **Palace of Westminster Restoration and Renewal – update**

**MB/2013/70 &
70A**

1.1 Richard Ware introduced the item. The report provided an update on progress with the Restoration and Renewal Programme and considered the potentially wider impacts and implications of the programme in the longer term. Two key themes were emphasised. Smart planning would be required regarding the interdependencies, and adequate capabilities would have to be made available to manage the process properly. The establishment of a joint authority for this purpose, in due course, may involve secondments from both Houses, which would have staff and resource implications. The following points were raised in discussion:

- A Board member said more emphasis needed to be placed on information management.
- *[Additional information – Restricted Access]*

1.2 *[Additional information – Restricted Access]*

1.3 *[Additional information – Restricted Access]*

1.4 A Board member said that Restoration and Renewal would become an increasing part of the day job and should become mainstreamed rather than treated solely as a separate work-stream. *[Additional information – Restricted Access]*

1.5 *[Additional information – Restricted Access]*

1.6 The Board **took note** of the report and **agreed** that future updates would be welcome.

2 Workplace Equality Networks

MB/2013/68

2.1 David Beamish introduced the item and invited the Board to agree that the four WENs should be put on a properly Parliament-wide basis. He also suggested that the WENs could be incorporated into the forthcoming House of Lords People Strategy.

2.2 A Board member agreed with the proposal but drew attention to the risk identified in the paper that House of Lords staff involved in the WENs may assume that the Commons Diversity and Inclusion Scheme, and the Commons level of resourcing, applied in the House of Lords by analogy; the Board should consider whether they should. With reference to the last bullet point in the annex the Board member did not agree that WEN committee members should be invited to attend the annual All Staff Meetings, All Staff Seminars and staff socials, as long as many other bicameral groups were not. Alison Couch said that some other bicameral groups were invited to All Staff Meetings but it could perhaps be approached in a more systematic and even-handed manner.

2.3 *[Additional information – Restricted Access]*. Tom Mohan agreed that the WENs should be considered in the People Strategy.

2.4 *[Additional information – Restricted Access]*

2.5 *[Additional information – Restricted Access]*

2.6 Board members were encouraged to contact Alison Couch with expressions of interest to participate in the WENs. A Board member suggested that Board members' participation in the WENs would demonstrate the House of Lords' commitment to their purpose.

2.7 The Board **agreed** that it was desirable for the four WENs to become bicameral and supported their promotion to House of Lords members and staff, as well as the inclusion of a reference to the WENs in the next edition of the Staff Handbook.

3 Unified Parliamentary Procurement Function

MB/2013/67

3.1 Andrew Makower introduced the item and invited the Board to agree the proposal subject to the outcome of consultation with staff and the Trade Union Sides. *[Additional information – Restricted Access]*. Consultation on the changes closed on 4 October and would be assessed the following week. The Board noted the letter from Sir Robert Rogers of 1 October 2013, which was tabled, setting out the House of Commons Management Board's support for a unified procurement function to be hosted by the House of Lords.

3.2 David Beamish thanked Andrew Makower and noted that the initiative had stemmed from the enthusiasm of the two Audit Committees. A Board member said that the Audit Committees would be very pleased with this outcome and that it reflected well on the relationships between the two Clerks and Finance Directors.

3.3 Board members welcomed this initiative and the positive reference to Parliamentary Archives in the letter. A Board member welcomed the House of Commons Management Board's statement that joint services need not be housed by the majority stakeholder and suggested that this should be followed up formally. *[Additional information – Restricted Access]*

3.4 A Board member noted that PICT's procurement functions had already been incorporated into the Commons Commercial Services Directorate. This arrangement had been working well for PICT so far over the last few months and there was no reason to assume that the service standards would not continue to improve. Another Board member said that balance of advantage was in favour of a unified service but that the outcomes would require greater clarity in due course.

3.5 The Board **agreed** that the House of Lords should host a unified parliamentary procurement function, subject to the outcome of consultation with staff and the Trade Union Sides.

4 Estates Strategy development and outbuilding refurbishment

**MB/2013/69 &
69A**

4.1 Carl Woodall introduced the item, which arose from a request by the Parliamentary Estates Board to ask both Management Boards to decide whether there should be one Senior Responsible Officer (SRO) for outbuilding refurbishment or one from each House. The House of Commons Management Board had agreed that there should be one for each House, which was also Carl Woodall's preference. The need for two SROs reflected the distinct accommodation strategies and priorities in both Houses.

4.2 A Board member said that in terms of planning a mechanism needed to be found to identify what Members' and offices' business needs were in order to bring them into the process. Carl Woodall agreed and said that this applied to both Houses.

4.3 A Board member asked how the strategy would be tied in with the Restoration and Renewal Programme. Another Board member suggested that the House of Lords accommodation strategic principles and plan could be refreshed to take account of Restoration and Renewal, having been written prior to it assuming such importance. Carl Woodall agreed with this suggestion.

4.4 The Board **took note** of the proposed governance arrangements and **agreed** that there should be a separate Programme for each House rather than a joint Programme under a single Senior Responsible Officer.

5 First quarter reports: Finance and Performance Reports

**MB/2013/72
MB/2013/71 &
71A**

5.1 A Board member queried whether, as implied by the Performance Report, 36 new staff had been appointed and Tom Mohan promised to check this figure.

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5.2 Andrew Makower said the financial dimension was missing from the Performance Report and this would be incorporated into the next Report.

5.3 *[Additional information – Restricted Access]*

5.4 With reference to the '3(a) – Security' section Ian Luder said that the poor culture in relation to challenging those individuals who did not display a pass did not appear on the agenda of the next Audit Committee but may merit consideration then. *[Additional information – Restricted Access]*. Ian Luder said that it may be something for the joint meeting of both Houses' Audit Committees in January 2014.

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5.5 The Board **took note** of the first quarter finance and performance reports.

6 Corporate Risk Register as of 24 September

MB/2013/73

6.1 A Board member invited the Board to welcome the fact that the equal pay audit had been conducted (staff risk 4) and had not revealed any anomalies.

6.2 *[Additional information – Restricted Access]*

6.3 The Board **took note** of the Corporate Risk Register.

7 Any other business

- **Draft House Committee agenda, 22 October**

7.1 The Board discussed the draft agenda.

- **Oral updates**

7.2 Rhodri Walters said that the Hungarian Parliament was leading a joint project to work with the Bosnia-Herzegovina Parliament, similar to the project for the Kosovo Assembly, and once again House of Lords staff would be invited to participate.

7.3 Tom Mohan requested help checking the draft Staff Handbook which was going to the unions shortly.

7.4 Rhodri Walters noted that the period allotted for business planning by Heads of Offices would end on 11 October.

8 Minutes of the meeting on 19 July

8.1 The minutes had been previously agreed by correspondence.

Next Meeting: Wednesday 6 November at 10am.

Management Board Secretary
8 October 2013