



MANAGEMENT BOARD

20 November 2013, 10am to 12 noon in Room 1-02, Millbank House

Agenda

1. **Income Generation [RESERVED]** **MB/2013/83**
[Carl Woodall, 15 minutes]
RESTRICTED ACCESS: MANAGEMENT
2. **Cost of Catering and Retail Services [RESERVED]** **MB/2013/84**
[Carl Woodall, 10 minutes]
RESTRICTED ACCESS: MANAGEMENT
3. **Refreshing the 2010 Accommodation: Strategic Principles and Plan** **MB/2013/85**
[Carl Woodall, 10 minutes]
RESTRICTED ACCESS: MANAGEMENT/COMMERCIAL
4. **Staff Handbook: alcohol policy [RESERVED]** **MB/2013/86**
[Tom Mohan, 15 minutes]
RESTRICTED ACCESS: MANAGEMENT
5. **Staff Handbook: professional training policy** **MB/2013/87**
[Tom Mohan, 10 minutes]
RESTRICTED ACCESS: MANAGEMENT
6. **Risk reports: Reputation and ICT**
 - a. **Reputation** **MB/2013/88**
[Elizabeth Hallam Smith, 5 minutes]
RESTRICTED ACCESS: MANAGEMENT
 - b. **ICT [RESERVED]** **MB/2013/89**
[Joan Miller, 10 minutes]
RESTRICTED ACCESS: MANAGEMENT
7. **Proposed changes to future performance reports** **MB/2013/90**
[Rhodri Walters/Michael Torrance, 5 minutes]
RESTRICTED ACCESS: MANAGEMENT
8. **Public Health Responsibility Deal** **MB/2013/91**
[Carl Woodall/Tom Mohan, 5 minutes]
RESTRICTED ACCESS: MANAGEMENT
9. **Management Seminar 2013** **MB/2013/92**
[Rhodri Walters, 2 minutes]
10. **Business Planning Group membership** **MB/2013/93**
[Rhodri Walters, 2 minutes]



11. Any other business:
Oral updates

For information:

12. Commons dashboard portfolio
RESTRICTED ACCESS: MANAGEMENT

MB/2013/94

The following minutes are circulated electronically only for information:

- House of Commons Management Board, 10 October 2013
- Business Planning Group minutes
 - 30 October 2013
 - 4 November 2013 (draft)
 - 8 November 2013 (draft)



Management Seminar 2013

Responsible Board Member Rhodri Walters, Reading Clerk and Chair of the Business Planning Group

Paper prepared by Michael Torrance, Board Secretary

Date 11 November 2013

Summary: This paper sets out the proposed agenda for the Management Seminar 2013.

Summary of actions requested:

- The Board is invited to take note of the proposed agenda.

1. The Management Seminar will take place in the morning of Friday 13 December in the Attlee Suite, Portcullis House. The Business Planning Group agreed the agenda below at its meeting on 30 October.

9.30am	Refreshments
10.00am	Introduction from the Clerk of the Parliaments
10.15am	People Strategy <ul style="list-style-type: none">• Presentation from James Taylor, Deputy Director of Human Resources• Feedback from breakout group exercise• Further discussion
11.15.am	Coffee
11.40pm	House of Lords Strategy for the Administration 2014-19 <ul style="list-style-type: none">• Presentation from Rhodri Walters, Reading Clerk• Q&A session
12.00noon	Information risk, mobile devices and use of social media <ul style="list-style-type: none">• Presentation by external speaker• Q&A session
12.55pm	Closing remarks from David Beamish
1.05pm	Lunch

People Strategy

2. The development of a People Strategy has already been discussed by the senior management awayday on 30 September and the Management Board awayday on 11 October. It is proposed that the Seminar would provide a good opportunity to widen the discussion out, and receive feedback, before it is finalised in the New Year. It is suggested that, as with the 2012 Seminar, the breakout groups should meet in advance of the 2013 Seminar, with each group providing feedback on the day. Positive feedback was received about this approach following the 2012 Seminar.

House of Lords Strategy for the Administration 2014-19

3. A suggestion was made during the senior management awayday that the new strategic plan could be discussed at the Seminar, including its implications for those in attendance. It is proposed that this short session would provide a good opportunity to increase the visibility of the Strategy throughout the Administration.

Information risk, mobile devices and use of social media

4. It is proposed that this session could concentrate on information risk, including careless use of the internet, the use of portable (including personal) devices social media. It would also provide an opportunity to trail the Administration's Bring Your Own Devices policy, which is being developed. A popular Information Matters event, hosted by both Houses, took place on 17 January 2013. One of the external speakers at this event was particularly effective and has agreed to speak at the Seminar.
5. The Management Board is invited **to take note** of the proposed agenda.

11 November 2013

Rhodri Walters
Chair, Business Planning Group



Business Planning Group membership

Responsible Board Member Rhodri Walters, Reading Clerk and Chair of the Business Planning Group

Paper prepared by Michael Torrance, Board Secretary

Date 11 November 2013

Summary: This paper sets out recent changes to the membership of the Business Planning Group (BPG).

Summary of actions requested:

- The Board is invited to approve the appointment of the new BPG members on an interim basis.

1. Pending approval from the Board, the BPG took note of the following changes to its membership at their meeting on 30 October:
 - Alex Brocklehurst, replacing Isolde Victory.
 - Steven Mark (or nominated alternatives), replacing Fergus Reid.
 - Christopher Johnson, replacing Jake Vaughan.
2. The new members have already started attending the current round of BPG challenge meetings.
3. Chloe Mawson will also become a member of the BPG on her return from maternity leave.
4. Following the retirement of the Reading Clerk on 1 March 2014, the membership of the BPG will be reviewed so the appointment of the new members will be on an interim basis only.
5. The Board is invited **to approve** the appointment of the new Business Planning Group members on an interim basis.

11 November 2013

Rhodri Walters
Chair, Business Planning Group