



MANAGEMENT BOARD

7 September, 10am to 12 noon in Room G01, 14 Tothill Street

Agenda

1. **Oral Updates**
2. **Corporate Risk Register at 5 September**
RESTRICTED ACCESS: SECURITY **MB/2011/95 (To be circulated on 5 September)**
3. **Performance Measurement Report**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Rob Whiteway **MB/2011/96,96A&96B**
4. **Risk Report: Millbank House**
RESTRICTED ACCESS: COMMERCIAL
Memorandum by Carl Woodall **MB/2011/97**
5. **Peers' Car Park**
RESTRICTED ACCESS: SECURITY
Memorandum by Black Rod **MB/2011/98&98A**
6. **Update on 5 Great College Street**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Carl Woodall **MB/2011/99**

For formal decision/information:

7. **Draft Minutes of the Meeting on 20 July**
8. **Minutes of House Committee on 19 July**
9. **Minutes of PICTAB on 13 June**
10. **Quarterly update from Catering Group**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Jake Vaughan **MB/2011/100**
11. **House of Lords Accounts and Annual Report**
12. **SPIRE update**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Liz Hallam Smith **MB/2011/101**
13. **Information Committee annual report 2010-11**
Memorandum by Liz Hallam Smith **MB/2011/102**

**14. Commonwealth Parliamentary Conference
Update**

Memorandum by Rhodri Walters

MB/2011/103

15. Any Other Business



Report on the Commonwealth Parliamentary Conference 2011

Responsible Board Member(s) Rhodri Walters
Paper prepared by Libby Hammond
Date 1 September 2011

Summary of actions requested:

- The Management Board is invited to note the report below by Libby Hammond (the Commons Clerk who served as Conference Manager) of a successful Commonwealth Parliamentary Conference held at Westminster at the end of July. The Clerk of the Parliaments and the Clerk of the House of Commons will be giving a party in the River Room on 14 September to thank the staff involved.

1. The 57th Commonwealth Parliamentary Conference took place in London from Thursday 21 until Thursday 28 July 2011. The theme of the conference was "Reinforcing Democracy". Keynote addresses were made by HRH the Princess Royal, the Prime Minister, the Foreign Secretary and the Secretary of State for International Development.
2. Approximately 500 people participated from 137 CPA branches. Delegates were accommodated at the Park Plaza Westminster Bridge hotel and conference centre, which was also the venue for most of the conference meetings. Meetings of the Executive Committee, CWP Steering Committee and Society of Clerks-at-the-Table took place in Parliament, as did the Opening Ceremony and several other evening events including a cultural evening and dinner to mark the centenary of the Association.
3. The conference, which was hosted by the Speaker and Lord Speaker, and organised by a committee of parliamentarians and officials chaired by the Chair of the CPA UK, was widely held to have been a great success, with positive feedback from within Parliament and across the Commonwealth. The Chair of CPA UK Executive Committee, the Rt Hon. Sir Alan Haselhurst, defeated two other candidates to secure the Chair of the International Executive Committee until 2014.
4. During the conference, staff from CPA UK and BG IPU supported the project team (comprising Libby Hammond (DCCS), Ashley Bachrynowski (DIS), Victoria Bower (CPA UK), Morna Richards (CPA UK), and Matthew Salik (DCCS)), alongside 41 volunteers from the House of Commons and 18 from the House of Lords. Staff from many other departments of both Houses also made significant contributions to the success of the event by going above and beyond the call of duty.
5. The budget for the conference, approved by the House of Commons Commission in December 2010, was £1,627,237.03. However, as requested by the Commission, the conference team worked very hard, in conjunction with colleagues across Parliament, to drive down costs. The forecast outturn, which is not expected to change significantly, is £798,939.77, a saving of £828,297.26 against the approved budget. A

proportion of this cost will be met by CPA UK with the remaining costs split 70:30 between the House of Commons and House of Lords.

1 September 2011

Rhodri Walters