



MANAGEMENT BOARD

12 January, 10am to 12noon in Committee Room G

Agenda

1. **Corporate Risk Register at 5 January** **MB/2011/1**
LIMITED
RESTRICTED ACCESS: SECURITY
Progress Against 2010/11 Business Plan
RESTRICTED ACCESS: MANAGEMENT **MB/2011/2**
Oral Updates
2. **House Committee meeting on 18 January** **MB/2011/3**
RESTRICTED ACCESS: PRIVILEGE
3. **Risk Report: Security** **MB/2011/4**
RESTRICTED ACCESS: SECURITY
Memorandum by Ted Lloyd-Jukes
4. **Corporate Responsibility** **MB/2010/140 (re-**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Rhodri Walters
circulated)
5. **Sustainability Reporting** **MB/2011/5**
Memorandum by Philippa Tudor
6. **Gifts & Hospitality Policy** **MB/2011/6**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Simon Burton

For formal decision/information:

7. **Draft Minutes of the Meeting on 15 December**
8. **Draft Minutes of the House Committee on 7 December**
RESTRICTED ACCESS: PRIVILEGE
9. **Draft Agenda for the Audit Committee on 26 January**
RESTRICTED ACCESS: PRIVILEGE
10. **Minutes of the BPG on 14 December**
RESTRICTED ACCESS: MANAGEMENT
11. **Minutes of PICTAB on 6 December**
12. **Minutes of House of Commons Management Board on 10 December**

**13. Parliamentary environmental performance:
update**

MB/2011/7

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Memorandum by Rhodri Walters

14. Any Other Business



Sustainability Reporting

Responsible Board Member(s) Philippa Tudor

Date 13 December 2010

Summary of actions requested:

- To note the Finance Department's preparations for the introduction of sustainability reporting, starting with the "dry run" in 2010/11;
- To agree that in principle the information relating to the Parliamentary Estate should relate to the Estate as a whole;
- To consider which member of the Management Board should be responsible for sustainability reporting;

1. The purpose of this paper is to bring the HM Treasury requirements in relation to sustainability reporting to the Board's attention. The guidance (44 pages) is available on the Treasury's website, and is worth reading.
2. The current administration's openness agenda is increasing the Finance Department's workload, and at present we are behind in complying with the new standards for Transparency in Government, under which all Departments have committed to publish any spend over £25,000 since May 2010. Our priority has been the introduction of quarterly publication of information in relation to Members' financial support (achieved last month) and the planning of monthly/rolling publication, which the House Committee will discuss at its meeting in January.
3. The introduction of sustainability reporting is part of the openness agenda. As with the introduction of International Financial Reporting Standards, the Treasury has announced that 2010/11 is to be a "dry run" year for sustainability reporting. Colleagues in Lords and Commons Finance and PED met to discuss the reporting requirements for this last month. We anticipate that the NAO will audit our sustainability reporting alongside their other audit activities, and there is a sensible requirement to align financial and sustainability reporting.
4. PED are already collating and reporting a lot of the information already and the material (which I circulated round the Table at a recent Management Board meeting) does not look too dissimilar to the HMT requirements.
5. The most practical way of presenting the information in relation to the Estate would be for the Parliamentary Estate as a whole (so this part of the Commons and Lords reports would be exactly the same and report the same data). This is because PED are unable to split the energy consumption/CO2 emissions by House, mainly because of the shared use of the Palace of Westminster. Preparatory work has proceeded on this basis. A disadvantage would be that the two Houses would then be dependent on each other's timing before being able finally to publish their annual reports. One solution to that, subject to the agreement of others, would be for the Parliamentary Estate Board (because it is joint) to agree that part of the sustainability report prior to transmission to the Management Board, though I should stress that this is not something which I have yet discussed with others.

6. There are two matters specific to the Lords. First, which member of the Management Board will be responsible for sustainability reporting, including compliance with the Treasury guidance? I understand that John Borley will be responsible to the Commons Board on this subject.
7. Second, in terms of CO2 emissions for official travel, what would we look to include here (and what would be possible)? I understand that the Commons are currently thinking of reporting data for official travel made by members only i.e. excluding staff travel and travel costs paid by IPSA. This is a matter on which we are likely to need a steer from the House Committee. Considerations include
 - a. in relation to staff travel to and from work, how would we obtain accurate data?
 - b. in relation to members' travel to and from Parliament, where we do have the data in relation to all members who claim travel expenses, would the effort involved in compiling the information in the Treasury format be disproportionate?

A further issue is that although the House of Lords administration in theory pays the carbon offset costs of certain official travel, in practice the invoicing for this is erratic and so these costs cannot be taken as a reliable indicator.

I shall put together more information about what data is available, and the effort required in compilation, and return to the Board. Any guidance that Board members feel able to give at this stage would be welcomed.

8. **I invite the Board:**
 - a. **To note the Finance Department's preparations for the introduction of sustainability reporting, starting with the "dry run" in 2010/11;**
 - b. **To agree that in principle the information relating to the Parliamentary Estate should relate to the Estate as a whole;**
 - c. **To consider which member of the Management Board should be responsible for sustainability reporting.**

13 December 2010

Philippa Tudor