



MANAGEMENT BOARD

2 February, 10am to 12noon in Room G01, 14 Tothill Street

Agenda

1. **Corporate Risk Register at 26 January** **MB/2011/09**
LIMITED
RESTRICTED ACCESS: SECURITY
Oral Updates
2. **House Committee meeting on 15 February** **MB/2011/10**
RESTRICTED ACCESS: PRIVILEGE
3. **Risk Report: Externalities & Infrastructure** **MB/2011/11**
RESTRICTED ACCESS: COMMERCIAL
Memorandum by Carl Woodall
4. **Risk Report: Projects & 1 Millbank** **MB/2011/12**
RESTRICTED ACCESS: COMMERCIAL
Memorandum by Carl Woodall
5. **Reputation risk: draft notes & feedback of the December 2010 management seminar** **MB/2011/13**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Elizabeth Hallam Smith
6. **Third Quarter Financial Report** **MB/2011/14**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Philippa Tudor
7. **OSCC update** **MB/2011/15**
RESTRICTED ACCESS: SECURITY
Memorandum by Carl Woodall
8. **Parliamentary Archives: accommodation** **MB/2011/16**
LIMITED
RESTRICTED ACCESS: SECURITY
Memorandum by Elizabeth Hallam Smith & Carl Woodall
9. **Performance measurement** **MB/2011/17**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Rhodri Walters
10. **PICT Business Plan 2011/12** **MB/2011/18**
Memorandum by Joan Miller

For formal decision/information:

11. **Draft Minutes of the Meeting on 12 January**

- 12. Minutes of the BPG on 14 January**
RESTRICTED ACCESS: MANAGEMENT
- 13. Investors in People Report** **MB/2011/19**
Memorandum by Simon Burton
- 14. Proposals for alcohol review** **MB/2011/20**
Memorandum by Carl Woodall
- 15. Catering & Retail Services Profitability Group:
Quarterly Report** **MB/2011/21**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Andrew Makower
- 16. Management Board Forward Plan** **MB/2011/22**
RESTRICTED ACCESS: MANAGEMENT
Memorandum by Simon Blackburn
- 17. Any Other Business**



Investors in People Report

Responsible Board Member(s) Simon Burton
Paper prepared by Simon Burton
Date 21 January 2011

liP report

1. The report produced by the Investors in People (liP) assessor is circulated with this note. This report follows the successful re-accreditation in December 2010. The report notes a number of strengths of the administration – including in business planning and learning and development – and suggests areas for possible action.

Finance and communications

2. The report can be made available to staff and will be publicised through Red Carpet News. There are no financial implications in noting the report.

Recommendation

3. **The Board is invited to note the report.** I will prepare an action plan which will reflect the light touch nature of the review and will be coordinated with the implementation of the Staff Survey Action Plan already agreed by the Board.

21 January 2011

Simon Burton



Proposals for alcohol review

Responsible Board Member(s) Carl Woodall
Paper prepared by Carl Woodall
Date 20 January 2011

Summary: To update the Management Board on Parliamentary Medical Panel recommendations on alcohol

Summary of actions requested: • The Management Board is asked to agree the recommendations by the Parliamentary Medical Panel for the Director of Facilities to implement

Purpose

1. To inform the Management Board with respect to the decision taken by the Parliamentary Medical Panel to accept the recommendations of the Consultant Occupational Physician (Dr Ira Madan) on 18 January 2011.

Recommendations accepted by the Medical Panel

- i. The House of Commons and Lords should ensure that the prices of alcoholic drinks for sale in the Parliamentary bars are reviewed on an annual basis and should be kept in line with the price of equivalent drinks in local public houses.
- ii. The House of Commons and House of Lords should consider making more low alcohol wines available in their dining rooms and at receptions.
- iii. Wine by the glass should be available in 125ml capacity glasses in all catering outlets where wine is available.
- iv. The choice and variety of non-alcoholic drinks available at receptions should be increased.
- v. The catering outlets should be encouraged not to promote the consumption of alcohol during working hours.
- vi. The SHWS should assist Catering & Retail Services in producing educational material which informs individuals of the harmful effect of alcohol on health. The educational materials should be widely distributed in the Parliamentary bars and catering outlets selling alcohol.
- vii. The consumption of alcohol on the Parliamentary premises should be monitored by Catering & Retail Services.

Recommendations to the Management Board

2. Unless the Management Board expresses concerns, I intend to apply these non-controversial measures as “light touch” after the Easter recess. The Refreshment Committee will also be informed of the recommendations.

20 January 2011

Carl Woodall