



HOUSE OF LORDS

Management Board

11th Meeting
Wednesday 20 October 2010

MINUTES

Present:	Michael Pownall	<i>Clerk of the Parliaments</i>
	David Beamish	<i>Parliamentary Services</i>
	Rhodri Walters	<i>Corporate Services</i>
	Liz Hallam Smith	<i>Information Services</i>
	Simon Burton	<i>Human Resources</i>
	Carl Woodall	<i>Facilities</i>
	Philippa Tudor	<i>Financial Resources</i>
	Ted Lloyd-Jukes	<i>Yeoman Usher (for Freddie Viggers)</i>
	Joan Miller	<i>Director of Parliamentary ICT</i>
Apologies	Sir Freddie Viggers	<i>Black Rod's Department</i>

1 Corporate Risk Register at 10 October

Oral Updates

1.1 The Board noted the sad news of the death of David Jones, formerly Librarian of the House.

1.2 Michael Pownall reported that the Leaders' Group on Working Practices would be writing to all Members and would also invite proposals from staff and the public. He would consult with colleagues and prepare a response on behalf of the Administration.

1.3 The Board reviewed the risk register and agreed to remove Risk 5b (relating to preparations for the new system of Members' Expenses). Rhodri Walters reported that the BPG would be looking at changes to the strategic plan arising from the discussions at the senior management awayday. Carl Woodall reminded the Board that the refurbishment of Black Rod's Garden Entrance would commence on 15 November.

[Confidential Annex]

2 House Committee meeting on 2 November

2.1 The Board took note of the items likely to be discussed at the House Committee meeting in November.

3 Draft Financial Plan 2011/12

3.1 Martina Marshall, Deputy Head of Finance, attended for this item. The Board considered the draft presentation for the December meeting of the House Committee. Several uncertainties relating to the budget for 2011/12 were identified and Board members agreed to provide further detail to the Finance Department at or before the next Board meeting.

3.2 Over the planning period, the picture was positive: significant savings had already been made on the baselines established in December 2008, further provision would be returned to HM Treasury this financial year, and the Administration was seeking to absorb the extra work generated by an expanding membership without budget increases. The Board agreed, however, that it needed to be vigilant, maintain pressure to find savings and new ways of working, and resist the temptation to simply postpone expenditure. It agreed to create a Strategic Savings Panel as a sub-group of the Board, led by Rhodri Walters and Philippa Tudor. This would identify further savings and consider ideas from all Offices, and report to the next Board meeting.

3.3 After further discussion, the Board agreed to send a message to staff as soon as possible and to ensure that the Information Office was briefed to answer any media enquiries which were received. A press statement would not be prepared until the financial plan was agreed by the House Committee in December.

[Confidential Annex]

4 Funding for ICT-related programmes and projects in 2011/12

4.1 The Board agreed to the proposals in the paper, noting that many of the savings identified in 2011/12 arose from the reprofiling of projects so that costs would be incurred later in subsequent years. It agreed that many of the programmes were necessary to bring about long-term savings and more efficient working practices.

5 Staff Survey 2010: Update on actions

5.1 The Board discussed the proposals in the paper. The Board agreed to an in-house Fast Stream process in 2011, and asked that the proposed minor changes to the scheme be explained to candidates. The Board also agreed to keep pay and pay systems, and career progression, under review.

5.2 The Board agreed to ask the Group on Communications with Members to review the mechanisms by which the provisions of the Members Handbook relating to treatment of staff are promoted to Members; and to ask the Internal Communications Group to consider how its provisions could be promoted to staff.

5.3 The Board welcomed the request from staff to receive more information about environmental initiatives being undertaken by the Administration, and noted that information on sustainability measures would be included in the annual accounts. Carl Woodall agreed to provide information about environmental initiatives to the Internal Communications Manager as they arose.

6 Connecting staff with the Management Board

6.1 Rhodri Walters explained that this paper also arose from the staff survey results. The Board strongly supported the changes which would ensure that communication with staff, including those without regular intranet access, was improved. The Board agreed that Heads of Offices should be encouraged to invite other members of the senior management team and Board members to their Office meetings, but this would be left to their initiative rather than being mandatory.

6.2 The Board agreed to the proposals in the paper and asked the Internal Communications Manager to monitor overlap between the Board e-mail address and the staff suggestion scheme, and to co-ordinate and organise the Meet the Board activity. Board members noted that they would not always be able to answer questions

on areas outside their responsibility, but in these cases they would ensure that a prompt answer was provided in writing.

7 Risk Reports: Reputation, Infrastructure & Externalities, Projects & I Millbank

7.1 The Board took note of the risk reports, and supported the reduction in risk scores for some risks. Elizabeth Hallam Smith noted that a large number of measures to mitigate the reputation risk were in hand and she hoped to lower the score for this risk before the next Board meeting. Carl Woodall explained that a vacancy had arisen in the management team for the I Millbank project and that he would raise the score on this risk until the situation was resolved.

8 Draft Minutes of Meeting on 26 July

8.1 The Board agreed the minutes.

9 Draft Agenda for the Audit Committee on 4 November

9.1 The Board took note of the Agenda.

10 Minutes of the House of Commons Management Board on 22 July and 16 September

10.1 The Board took note of the Minutes.

11 PICT Annual Report

11.1 The Board took note of the annual report.

12 Proposed Learning and Development Strategy 2010-14

12.1 The Board took note of the paper and agreed it could be the basis for consultation and further discussion at future meetings.

13 Resource Accounts and Final Outturn 2009/10

13.1 The Board took note of the paper.

14 Offsite Consolidation Centre Update

14.1 The Board took note of the paper.

15 Medium Term M&E project update

15.1 The Board took note of the paper.

16 Parliamentary Estates Directorate Business Plan

16.1 The Board took note of the plan.

17 Progress Against 2010/11 Business Plan

17.1 The Board took note of the paper.

18 Management Board Forward Plan

18.1 The Board took note of the paper.

Next Meeting: Wednesday 24 November at 10am

Secretary to the Management Board
25 October 2010

ACTION PLAN

Date	Minute item	Action	Responsible	Deadline/Status
July 2009	7	Draft paper for HRSG suggesting how the HL administration can demonstrate CSR	RHW	Outstanding
July 2010	9	Discuss detail of Member Information & Communication Group	MGP, LHS, DRB, RHW	September 2010
Mar 2010 ii	6	Prepare Terms of Reference for staff qualifications VfM review for agreement by correspondence	SPB	September 2010
May 2010 ii	7	Deliver senior management seminar on liP	SPB	October 2010
July 2009	18	Arrange training on communications for all managers	SPB	October 2010
May 2010 ii	4	Report on recess leave arrangements and impact of possible future September sittings	SPB	November 2010
Nov 2010	5	Confirm Group on Communications with Members & ICG have considered provisions of the Members Handbook relating to treatment of staff	DRB, RHW	March 2011