



HOUSE OF LORDS

Management Board

11th Meeting
Wednesday 2 November 2011

MINUTES

Present:	David Beamish	Clerk of the Parliaments (Chairman)
	Liz Hallam Smith	Information Services
	David Leakey	Black Rod's Department
	Andrew Makower	Financial Resources
	Malcolm McCaig	Audit Committee member
	Joan Miller	Director of Parliamentary ICT
	Tom Mohan	Human Resources
	Edward Ollard	Parliamentary Services
	Rhodri Walters	Corporate Services
	Carl Woodall	Facilities

1 Oral Updates

1.1 Board members provided brief updates on activity within their departments. In discussion, the following matters were raised:

- The King of Jordan was to visit the House of Lords in November.
- A number of appraisals were still outstanding. The Director of Human Resources encouraged Board members to follow up any still not completed in their departments.
- Union ballots were underway regarding strike action which involved some staff of the House.
- *[Additional information – Restricted Access]*

2 Draft agenda for House Committee meeting on 15 November

MB/2011/107

2.1 The Board **took note** of the House Committee agenda. *[Additional information – Restricted Access]*

3 Corporate Risk Register at 26 October

MB/2011/108

3.1 The Chairman introduced the Risk Register and informed members that the Audit Committee had considered the Register at their meeting the previous week and would continue to receive it at future meetings. The Board agreed that the version of the Register circulated to the Audit Committee should be the version which had most recently been reviewed by the Board, rather than a more recent version. Where this version would be out-of-date by the time the Audit Committee considered it, the most recent version of the Register could be considered by the Board in advance of circulation to the Committee by correspondence or other means.

3.2 *[Additional information – Restricted Access]*

3.3 *[Additional information – Restricted Access]*

3.4 The Board **took note** of the Register.

- 4 Performance Measurement Report: Q2 2011/12 MB/2011/109 & 109A**
- 4.1 The Secretary introduced the Performance Measurement Report and noted that the summer recess, which had fallen in the second quarter, had had a significant impact on a number of the ratings. The impact of recess on the measures used would be considered as part of the Business Planning Group's review of the Report at the end of the financial year.
- 4.2 Board members commented that the Report was still in the process of bedding down and a number of the measures merited reconsideration or reconfiguration by the Business Planning Group. The positive benefits of the Report were noted. The Board **took note** of the Report.
- 5 Risk Report: I Millbank MB/2011/110**
- 5.1 The Board **deferred consideration** of this item to a future meeting.
- 6 Risk Report: Externalities and Infrastructure MB/2011/111**
- 6.1 The Board **deferred consideration** of this item to a future meeting.
- 7 Risk Report: Reputational Risk MB/2011/112**
- Benet Hiscock and Mary Ollard attended for this item.*
- 7.1 Liz Hallam Smith spoke to the risk report. Considerable work had gone into revising the treatment of the risk at a corporate level since consideration of reputational risk at the 2010 Management Seminar. Significant improvements could be still be made in the consideration of the risk in Office Risk Registers.
- 7.2 Benet Hiscock commented that reputational risks could arise both from business of the House or in relation to actions of the Administration. The Administration could attempt to mitigate the former by providing a context to the business and preparing. The Management Board had a role in mitigating risks by identifying and correcting possible risks and by preparing through media training and by working with the press team to mitigate the impact of certain news stories.
- 7.3 *[Additional information – Restricted Access]*
- 7.4 *[Additional information – Restricted Access]*
- 7.5 *[Additional information – Restricted Access]*
- 7.6 *[Additional information – Restricted Access]*
- 7.7 The Board **took note** of the risk report and agreed to **treat** the risk as identified in the paper. The Board also emphasised the need for departments to identify and mitigate potential reputational risks proactively. It was suggested that an update on reputational risk be given at the forthcoming Management Seminar; this was agreed subject to the timing of other events.
- 8 Legal Compliance Internal Audit report MB/2011/113**
- 8.1 Carl Woodall spoke to his paper.

8.2 *[Additional information – Restricted Access]*

8.3 The Board discussed the importance of vetting of contractors to ensure that they complied with all legal requirements. It was noted that the proposal to create a contract management function would help ensure that third parties' legal compliance was validated at the outset of a contract. It was suggested that it would be helpful for a list of where legal compliance is required by third parties to be produced.

8.4 The Board **agreed** the actions recommended in the paper and suggested that the paper be shared with the House of Commons to encourage joint working on the issue.

9 **Property Update** **MB/2011/114**

Fiona Smith attended for this item.

9.1 Fiona Smith spoke to the paper. Progress on the study on future uses of 5 Great College Street had been delayed by the recent move into Millbank House.

9.2 *[Additional information – Restricted Access]*

9.3 The Board **took note** of the update.

10 **Palace of Westminster Modernisation** **MB/2011/115**

10.1 Carl Woodall spoke to the paper.

10.2 *[Additional information – Restricted Access]*

10.3 *[Additional information – Restricted Access]*

10.4 *[Additional information – Restricted Access]*

10.5 *[Additional information – Restricted Access]*

10.6 The Board **agreed in principle** the proposals set out in the paper for the modernisation of the Palace of Westminster programme.

11 **Draft Minutes of the Meetings on 7 September and 7 October**

11.1 The Board **approved** the draft minutes.

12 **Biannual update: Business Risk and Resilience Group** **MB/2011/116 & 116A**

12.1 The Board **deferred consideration** of this item to its next meeting.

13 **Minutes of House of Commons Management Board on 22 July and 14 September**

13.1 The Board **took note** of the minutes.

14 **Minutes of the Audit Committee meeting on 13 and 14 July**

14.1 The Board **took note** of the minutes.

- 15 Agenda of Audit Committee meeting on 27 October**
15.1 The Board **took note** of the agenda.
- 16 Quarter Two Finance Report** **MB/2011/117&117A**
16.1 The Board **took note of the finance report.**
- 17 Follow-up to Insider Threat Briefing** **MB/2011/118**
17.1 The Board **took note** of the briefing.
- 18 Quarterly update from Catering and Retail Service Profitability Group** **MB/2011/119**
18.1 The Board **took note** of the update.
- 19 Recruitment panel quarterly report** **MB/2011/120**
19.1 The Board **took note** of the report.
- 20 Progress on Standoff Protection Northern Estate Project** **MB/2011/121 & 121A**
20.1 The Board **took note** of the update.
- 21 Letter from John Borley to Carl Woodall on Catering and Retail Cooperation** **MB/2011/122 & 122A**
21.1 The Board **took note** of the letter.
- 22 John Pullinger Administration Committee inquiry response** **MB/2011/123 & 123A**
22.1 The Board **took note** of the response.
- 23 Internal Audit report on Tothill Street Services** **MB/2011/124 & 124A**
23.1 The Board **took note** of the Report.
- 24 Any Other Business**
24.1 There was no other business.

Next Meeting: Monday 7 November at 10 am

Secretary to the Management Board
3 November 2011

ACTION PLAN

Date	Minute item	Action	Responsible	Deadline/Status
Apr 11	6	Report on discussion with GWO on sitting hours	DRB	as necessary
July 2009	18	Arrange training on communications for all managers	TVM	October 2010
Nov 2010	5	Report on cloud-based services feasibility study	JM	July 2011
Dec 2010	2	Update corporate risk register: consider inclusion of impact of larger house	RHW	summer 2011

Date	Minute item	Action	Responsible	Deadline/Status
Dec 2010	2	Review whether Heads of Office require support to manage staffing requirements in shared service areas	TVM	December 2011
May 2011	1	Report on refurbishment scoping work	CVW	July 2012
July 2011	6	Report on PICTAB governance arrangements	JM	July 2012
July 2011	4	Update on arrangements when ceasing to occupy a building	CVW	Autumn 2011
July 2011	1	Report on review of Information Office	EHS	Autumn 2011