HOUSE OF LORDS

Management Board

4th Meeting
Wednesday 7 March 2012

MINUTES

Present:	David Beamish	Clerk of the Parliaments (Chairman)
	Liz Hallam Smith	Information Services
	David Leakey	Black Rod's Department
	Andrew Makower	Financial Resources
	Joan Miller	Director of Parliamentary ICT
	Tom Mohan	Human Resources
	Edward Ollard	Parliamentary Services
	Carl Woodall	Facilities
	Malcolm McCaig	Audit Committee Member
Apologies:	Rhodri Walters	Corporate Services
In attendance:	Benet Hiscock (items 6 and 7)	Director of Public Information
	Paul Thompson (all items)	Head of Internal Audit
	Alison Couch (items 6 and 7)	Internal Communications Manager

1   **Palace of Westminster modernisation study**

1.1   Carl Woodall updated the Board on the pre-feasibility study for the Palace of Westminster modernisation programme. The outcome of the study would be a Preliminary Strategic Business Case covering options for the modernisation of the Palace of Westminster. *[Additional information – Restricted Access].*

1.2   A focus group of members had been identified to provide member input into the study and begin the process of "member socialisation". Members in the group were Sir Alan Haselhurst MP, Thomas Docherty MP, Lord Brabazon of Tara and Lord Faulkner of Worcester.

1.3   A meeting would be held with officials from the Canadian and Austrian parliaments on 21 March to seek to learn lesson from their parliaments' experience. Management Board members were invited to attend the meeting.

2   **Oral Updates**

2.1   Board members raised the following issues:

* Carl Woodall reported that a number of measures had been taken to advertise fire safety training to members including letters to party whips, messages on the intranet and a pop-up reminder on the intranet.
* Joan Miller said that a number of staff had attended a meeting of the e-parliament global group in Washington DC. A paper on lessons learnt would be sent to the Management Boards in due course.
* *[Additional information – Restricted Access].*
* Paul Thompson requested that Board members send him suggestions for the next internal audit plan for 2012/13.

| 3 | **Corporate Risk Register at 29 February** | **MB/2012/20** |

3.1   The Board discussed the Corporate Risk Register. It was suggested that the 30 minute delay for updating the Lords online Register referred to in risk 3 should be 15 minutes.

3.2   *[Additional information – Restricted Access].*

3.3   The Board **took note** of the Corporate Risk Register.

| 4 | **Risk Reports** | **MB/2012/21** |

a.   **ICT**

4.1   Joan Miller introduced the Risk Report. There were two main risks to report: LAN wiring was being replaced and the delay in replacing PIMS had resulted in an unstable service. *[Additional information – Restricted Access].*

4.2   In discussion the following points were raised:

- PICT was reviewing its risk management system. It was intended to adopt an approach that was compatible with both the Commons and Lords risk management frameworks.
- Future ICT risk reports would include reference to programme risks, such as those associated with the Procedural Data Programme. Risk registers were held by business owners of projects and considered by the PICT monitoring Board.

4.3   The Board **took note** of the risk report and agreed to **treat** the risk as proposed in the paper.

| 5 | **Performance Report: Q3 2011/12** | **MB/2012/22** |
| | | **22A-B** |

5.1   The Board discussed the Performance Report. The following issues were raised in discussion:

- Guidance on the impact of London 2012 on Parliament had been circulated within the Commons. This guidance was under consideration in the Lords by Human Resources and would be circulated to staff in due course. It was intended that messages to staff in the Commons, Lords and PICT should be as joined-up as possible.
- It was noted that the measure on staff feeling valued was green. From April, changes to staff pay and pensions would take effect which might have a negative impact on staff morale. Tom Mohan reported that there had still been no pay announcement from the Treasury; this was expected before 20 March and would be reported to the Board in due course.

5.2   The Board **took note** of the Report.

| 6 | **Information Management update 2012** | **MB/2012/23** |

Benet Hiscock and Alison Couch attended for this item.

6.1   Liz Hallam Smith introduced the update. Reasonable progress had been made on the Information Management (IM) Board, which would be reviewed after one year to evaluate its success. A key issue facing the Board was

overload as a large number of projects had been suggested. This included SPIRE after the programme ended and it became business as usual.

6.2   In discussion the following points were raised:

- The importance of resisting overload was emphasised. It was suggested that more prioritisation of ideas needed to be undertaken to avoid overload.
- It was important that the IM Board worked effectively with PICT. Joan Miller noted that the infrastructure programme manager and the data architect represented PICT on the IM Board. This should ensure the Board worked effectively with PICT.
- Financial implications arising from the Information Management Board would be reflected in individual bids for funding to PICTAB.
- *[Additional information – Restricted Access].*
- Information Management was increasingly important in other organisations, where there had been much change in the sharing and communication of information. It should be the role of the IM Board to coordinate these changes and understand opportunities presented by the changes.

6.3   The Chairman concluded that the Board was supportive of the approach set out in the paper and looked forward to receiving updates on the work of the Board. The Board **took note** of the update.

7   Upgrades to the House of Lords intranet and web pages; progress and next steps   MB/2012/24

Benet Hiscock and Alison Couch attended for this item.

7.1   Liz Hallam Smith introduced the paper. The extra resources deployed on web and intranet content had given the Lords greater capability to control web and intranet content and social media channels. Benet Hiscock agreed that the extra resources had allowed focused work with the Web and Intranet Service (WIS) on specific projects. Working in close partnership with WIS was essential in order for content to be delivered effectively. *[Additional information – Restricted Access].*

7.2   *[Additional information – Restricted Access].* Work was ongoing toward the "end-game" where members would have access to isolated information, seeing only what they needed to see. Work had been undertaken to track where members went on the intranet so links could be focused on these areas. Work on the human resources pages was ongoing and would be delivered in around four months.

7.3   In discussion the following points were made:

- Resources needed to be maintained for Business as Usual upkeep of the web and intranet as well as development.
- *[Additional information – Restricted Access].*
- Work should be undertaken to optimise search engine results for the House of Lords.
- It was important to avoid duplication of content on the intranet and internet pages as this increased storage space usage.

- It was important for business owners to engage in the update of content to ensure that progress was made.

7.4   *[Additional information – Restricted Access].*

7.5   It was suggested that further prioritisation of work was required. The Administration's corporate priorities for the web and intranet were not clear. The Board **agreed** that an information management workshop should be held in July to consider these issues and appropriate stakeholders invited to the workshop.

7.6   The Board **agreed** the continuation of the web and intranet development work and noted their support for the proposed direction of travel on the issues set out in the paper.

8   **Summer works 2012**   MB/2012/25
8.1   Carl Woodall spoke to his paper. Scaffolding would be erected within Westminster Hall over the summer recess. Work would also be undertaken on the Western Railings, although this had been delayed until after the Olympics.

8.2   The Board **took note** of the summer works programme.

9   **Income Generation**   MB/2012/26
9.1   Carl Woodall spoke to his paper. *[Additional information – Restricted Access].*

9.2   *[Additional information – Restricted Access].*

9.3   *[Additional information – Restricted Access].*

9.4   *[Additional information – Restricted Access].*

9.5   *[Additional information – Restricted Access].*

9.6   *[Additional information – Restricted Access].*

9.7   The Board **agreed** that the contact group should continue to engage with the Income Generation Initiative and maintain the position as set out in the Lords response on Income Generation on Income Generation. This set out a number of questions which would need to be answered in a business case, some of which remained unanswered.

10   **Safety Assurance**   MB/2012/27
10.1 Carl Woodall spoke to his paper. Tom Mohan said that the purpose of the proposed Safety Assurance Committee was to provide assurance to the two Clerks on the Health and Safety framework. The two chairs (Tom Mohan and Andrew Walker) were deliberately not operationally involved in Health and Safety.

10.2 *[Additional information – Restricted Access].*

10.3 The Board **agreed** the proposed governance structure and terms of

reference for the Safety Assurance Committee.

11 **Accommodation Strategy and 5 Great College Street**
No paper was circulated in relation to this item.
11.1 Carl Woodall orally updated the Board on accommodation issues.

11.2 *[Additional information – Restricted Access].*

12 **Incident Management Framework exercise and table-top exercise follow-up**   **MB/2012/29**
12.1 The Board **took note** of the paper. The Incident Management Framework would be considered in detail by the Business Resilience Group once the note of the exercise on Friday 2 March had been received.

13 **Any Other Business**
13.1 There was no other business.

14 **Draft Minutes of the meetings on 3 and 8 February**
14.1 The Board **approved** the draft Minutes.

15 **Value for money study: professional training**   **MB/2012/30**
15.1 The Board **took note** of the proposed method of implementation of   **30A-D**
the recommendations of the study.

16 **Peers' Car Park**   **MB/2012/31**
16.1 The Board **took note** of the update.   **31A**

17 **Draft minutes of Parliamentary Estates Board on 30 January**
17.1 The Board **took note** of the draft Minutes.

18 **Draft minutes of PICTAB on 23 January**
18.1 The Board **took note** of the draft Minutes.

Next Meeting: Wednesday 18 April at 10am.

Secretary to the Management Board
9 March 2012

ACTION PLAN

Date	Minute item	Action	Responsible	Deadline/Status
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
May 2011	1	Interim report from modernisation of Palace of Westminster pre-feasibility study group	CVW	March 2012
July 2011	6	Report on success of PICTAB governance arrangements (1 year review)	JM	July 2012
July 2011	1	Report on review of Information Office	EHS	July 2012
Dec 2011	4	Report on findings of audit of space	CVW	April 2012
Dec 2011	4	Report on fire safety decant requirements	CVW	April 2012
Jan 2012	4	Propose a terms of reference and membership for a reconstituted Human Resources Steering Group.	TM	May 2012
Jan 2012	4	Report on non-consolidated payment systems used in House of Commons and elsewhere in public sector.	TM	April 2012
Feb 2012	4	Report on assessment of update of web and intranet pages.	EHS	March 2012
Feb 2012	7	Report on decision on whether a further value for money review should be started.	DRB	April 2012
Feb 2012	7	Propose revised CRS subsidy targets .	JV	April 2012
Feb 2012	7	Report on figures for changes to staff complement.	TM	March 2012