



Management Board

2nd Meeting
Wednesday 13 February 2013

MINUTES

Present:	David Beamish	Clerk of the Parliaments
	Liz Hallam Smith	Information Services
	David Leakey	Black Rod's Department
	Ian Luder	Audit Committee Member
	Andrew Makower	Financial Resources
	Joan Miller	Director of Parliamentary ICT
	Tom Mohan	Human Resources
	Edward Ollard	Parliamentary Services
	Rhodri Walters	Corporate Services
	Carl Woodall	Facilities
In attendance:	Megan Conway (for item 1)	Clerk, Public Bill Office
	Duncan Sagar (for item 4)	EU Liaison Officer

I **Draft House of Lords corporate business plan 2013/14**

**MB/2013/4
4A**

Megan Conway attended for this item.

1.1 Rhodri Walters introduced this item. This would be the last business plan to be based on the Strategic Plan to 2015. The Business Planning Group was in the process of reviewing the Strategic Plan and a draft would be presented to the Board for discussion in the spring. The Chairman of Committees had shown an interest in the process and it had been suggested that a small group of members including the Chairman of Committees, the Lord Speaker and the Chairman of the Information Committee could be involved in the process of setting strategic priorities. It was hoped this would give the House Committee a greater sense of ownership of the plan and priorities.

1.2 The following suggestions for substantive changes to the draft business plan were made:

- It was agreed that a paragraph should be included headed "Reform and composition" noting that a further increase in the size of the House would pose a further challenge for the Administration to maintain a high-quality level of service to members at a time of financial constraint.
- It was agreed that, where appropriate, bullet point priorities which appeared in the Strategic Plan were no longer relevant should be removed from the sections on the Tasks.
- *[Additional information – Restricted Access]*

1.3 The Board discussed the reduction of catering costs. David Beamish noted that, while the headline target in the Plan was for an overall reduction in net costs, it was also important to deliver reductions in the cost of providing catering rather than just a decrease in net costs caused by

increasing banqueting profits and retail sales.

1.4 The Board discussed participation in a taught parliamentary studies module in Universities. This was a bicameral activity being led by Parliamentary Outreach in partnership with the University of Sheffield. Board members suggested that this activity lacked visibility in some offices.

1.5 The Board **agreed**, with amendments, the draft business plan for consideration by the House Committee at its meeting on 26 February.

2 **Housekeeper pay [RESERVED]**

MB/2013/5

2.1 Tom Mohan introduced his paper. *[Additional information – Restricted Access]*

2.1 The Board **agreed**:

- A 1% increase in Housekeeper pay with effect from 1 April 2012, delivered by revalorising pay points.
- An underpin to bring the pay increase to £122 (in line with the £250 increase awarded to all other low-paid staff, pro rata).
- *[Additional information – Restricted Access]*

3 **London Living Wage [RESERVED]**

MB/2013/6

3.1 Tom Mohan introduced his paper. *[Additional information – Restricted Access]*

3.2 *[Additional information – Restricted Access]*

3.3 *[Additional information – Restricted Access]*

3.4 The Board **agreed** in principle to pay all staff the London Living Wage. *[Additional information – Restricted Access]*

4 **Review of corporate groups**

MB/2013/7

Duncan Sagar attended for this item.

4.1 The Board discussed recommendations two to five in the paper which proposed a structure for reviewing Board groups. The importance of the Board maintaining ownership of groups was noted. To achieve this, the Board should set the terms of reference of groups and disband them when they had served their purpose. The Board **agreed** that new groups should not be formed without clear direction from the Board, that terms of reference should be set by the Board and that the Board should disband groups once their purpose had been served.

4.2 The Board discussed the recommendation to merge the Staff Communications, Training Liaison Officers' and Records Officers' Group into a Corporate Guidance Group. Board members raised concerns that this did not recognise the specific functions of these groups and that a merger might dilute their usefulness. The Board **agreed** this recommendation should not be proceeded with.

4.3 *[Additional information – Restricted Access]*

4.4 The following points further were made in discussion:

- Some of the information in the paper on the groups and membership was out of date or inaccurate. The Board asked Duncan Sagar to work with the Board Secretary to ensure the list was up to date.
- If a group was set up with the purpose of providing a conduit for information to offices, Heads of Office should appoint members to the group who had the standing and ability to feed information back to their office.
- Guidance needed to distinguish between Board groups and groups which existed to disseminate information. The latter type of group did not need to be formally governed by the Board, but the Board should be informed of each such group's existence.

4.5 The Board **agreed**:

- That implementation of recommendations two to five of the report should be considered with guidelines based on the recommendations on the setting up of corporate groups and reporting from groups to the Board to be considered at a future Board meeting.
- That a full list of corporate groups should be developed and checked for accuracy for inclusion as an annex to the Management Board handbook.

5 **Corporate risk register as at 6 February**

Risk 2 (facilities)

5.1 *[Additional information – Restricted Access]*

5.2 *[Additional information – Restricted Access]*

5.3 *[Additional information – Restricted Access]*

Risk 6 (reputation)

5.4 *[Additional information – Restricted Access]*

5.5 *[Additional information – Restricted Access]*

5.6 *[Additional information – Restricted Access]*

Risk 8 (House of Commons)

5.7 *[Additional information – Restricted Access]*

5.8 The Board **took note** of the risk register.

6 **Risk report: Finance [RESERVED]**

6.1 Andrew Makower introduced his paper. *[Additional information – Restricted Access]*

6.2 *[Additional information – Restricted Access]*

MB/2013/8
MB/2013/9

MB/2013/10
10A

7 Third quarter reports:

• Performance report

7.1 The Board discussed the short and long term performance of the health and safety programme. *[Additional information – Restricted Access]*

7.2 Andrew Makower reported that PICTAB had noted with approval a revised Service Level Statement for PICT.

7.3 The Board **took note** of the performance report.

• Period 9 finance report

7.4 The Board **took note** of the performance report.

• CRS Profitability group update April – December 2012

7.5 Carl Woodall introduced the update. *[Additional information – Restricted Access]*

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

8 Any other business

• Draft House Committee agenda, 26 February

8.1 The following items were proposed for the House Committee agenda:

- A take-note paper on the London Living Wage, setting out the policy to be taken in relation to contractors. *[Additional information – Restricted Access]*.
- A paper on the Education Centre setting out the options and initial costs.
- The draft Business Plan.
- The letter from HM Treasury to the Lord Speaker on savings in the Lords.

MB/2013/11

MB/2013/12
MB/2013/13

• Oral updates

8.2 Board members gave the following updates:

- *[Additional information – Restricted Access]*.

MB/2013/14

9 Security SSA renewal programme update

9.1 A Board member asked why a separate programme board was required and whether the Parliamentary Security Board (PSB) could undertake this work. David Leakey and Andrew Makower explained that the programme board would undertake detailed work on the specific issue of the renewal of the contract which could not be undertaken effectively by the PSB.

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

10 Minutes of the meeting on 16 January

10.1 The minutes had been previously agreed by correspondence.

Next Meeting: Wednesday 6 March at 10am.

Management Board Secretary

15 February 2013