



# HOUSE OF LORDS

## Management Board

1st Meeting  
Wednesday 12 January 2011

### MINUTES

<b>Present:</b>	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>
	Joan Miller	<i>Director of Parliamentary ICT</i>
	Ted Lloyd-Jukes	<i>Yeoman Usher</i>

#### **I Corporate Risk Register at 5 January**

1.1 The Board took note of the risk register, and the reduced score and revised entry for risk 7 (reputation) following discussions at the management seminar. The Board agreed that it would consider the proposals made at the seminar at its next meeting.

1.2 Carl Woodall reported on the implications of the House of Commons' proposals (as part of their Savings Programme) on the provision of mail services. He planned to discuss this further with the House of Commons and would update the Board at its next meeting.

1.3 Board members agreed to provide feedback to Philippa Tudor on the Internal Audit review of cost sharing ratios for shared services. Board members agreed that this should be reviewed in the context of the forthcoming Internal Audit report on memoranda of understanding for shared services.

1.4 The Board noted the pressures arising from current legislation before the House, the prospect of very late sittings, and the consequent pressure on some offices. The Board discussed the all-staff meeting, to be held on 14 January; and received an update from Joan Miller on changes to the PICT management structure.

1.5 Rhodri Walters reported a potential data security vulnerability which had come to light at the end of the recess and the steps which were being taken to address it.

1.6 The Board agreed the terms of reference for the 2010/11 annual review of the Management Board, which would also consider the structure of the House of Lords Administration. It was agreed that this would be announced at the all staff meeting, and that it would not form part of the financial planning process. The Board agreed to hold a dedicated meeting with the reviewers.

## 2 **House Committee meeting on 18 January**

2.1 The Board took note of the proposed agenda.

## 3 **Risk Report: Security**

3.1 Ted Lloyd-Jukes spoke to his paper. The Board took note of recent events and work underway in this area. The Chairman thanked Ted Lloyd-Jukes for his work for the Board during Sir Freddie Viggers' illness.

*[Confidential annex]*

## 4 **Corporate Responsibility**

4.1 Rhodri Walters spoke to his paper. The Administration had largely focused efforts in this area on environmental sustainability, not least because there had been greater scope for action. Other actions already in place relating to corporate responsibility were set out in the paper and had largely been taken for granted as they represented longstanding HR measures. The staff survey had highlighted a desire amongst staff for the Administration to be conscious of corporate responsibility where it could be, and his paper addressed this issue.

4.2 The Board discussed the proposals and expressed its support. It was clear that there could be a tension between ensuring that the Administration achieved value for money with public funds, and corporate responsibility measures, and the Board agreed that the greater emphasis would remain on securing value for money. However, there were clear intangible benefits from allowing these activities to take place, particularly when they brought together cross-departmental teams. Similarly, a cross-departmental staff working group on this subject might be the most suitable means of taking forward the proposals in the paper.

4.3 The Board noted that the Education Service and Parliamentary outreach initiatives already contributed to corporate responsibility and had undertaken impact assessments to measure their work.

4.4 The Board agreed that the annual business plan and annual report should include boxes highlighting measures that are planned or have been introduced which demonstrate either environmental sustainability or corporate responsibility. The Board endorsed the amendment of the corporate value "Obtaining value for money" to "Obtaining value for money while recognising our corporate responsibility to wider society."

4.5 Rhodri Walters agreed to take forward the proposals in the paper.

## 5 **Sustainability Reporting**

5.1 The Board discussed the proposals in Philippa Tudor's paper. The Board took note, with approval, of the Finance Department's preparations for the introduction of sustainability reporting, and the proposed "dry run" covering 2010/11. The Board agreed that it would be more practical for the published information to relate to the Estate as a whole and for Carl Woodall to be responsible to the Board for sustainability reporting in consultation with Philippa Tudor and Rhodri Walters.

5.2 Concern was expressed that the publication of the environmental impact of staff commuting travel might demotivate staff who made considerable, and much appreciated, efforts to travel to work during times of disruption. In addition, the data

might be less useful for the Administration than similar data collected by other public sector bodies as it was a single-site employer in a major urban area. However, publication would give the opportunity for the Administration to demonstrate good practice in this area.

5.3 Philippa Tudor agreed to provide further information on: the means by which accurate data on staff commuting travel could be obtained by the Parliamentary Estates Directorate; data available relating to official travel; and whether any information regarding Member travel was available for publication in the requested HM Treasury format.

## **6 Gifts and Hospitality Policy**

6.1 Simon Burton spoke to his paper which had been prepared following consultation with HRSG, the Finance Department and the procurement team. The forthcoming update to the Finance Manual provided an opportunity to update the policy to ensure that it met current requirements and was clear to all staff.

6.2 The Board agreed that, while offers of gifts and hospitality to staff were rare, there was a clear need for a policy. Registration of gifts was required to give assurance that staff were not being unduly influenced by suppliers, individuals or organisations. The Board agreed that the new policy needed to be proportionate, not over-bureaucratic in operation, and applied consistently across all offices. There should not be a ban on the receipt of gifts and hospitality and there would be a presumption of transparency where possible.

6.3 The Board discussed some of the specific principles of the policy. It was agreed that soliciting of gifts and hospitality would be specifically prohibited. The policy would also prohibit the receipt both of cash in any circumstances and of gifts or hospitality offered by suppliers with an estimated value greater than £25. The Board agreed that gifts or hospitality valued below £10 did not need to be recorded.

6.4 The Board considered the guidance relating to occasions when staff accompanied Members representing the House and agreed that the same exemptions from registration should be in place for staff as were placed upon Members by the *Guide to the Code of Conduct*.

6.5 Simon Burton agreed to amend the proposed policy in line with the agreement reached in the meeting. It would be published in the Finance Manual in January and referred to in the next edition of the Staff Handbook.

## **7 Draft Minutes of the Meeting on 15 December**

7.1 The Board agreed the minutes.

## **8 Draft Minutes of the House Committee on 7 December**

8.1 The Board took note of the minutes

## **9 Draft Agenda for the Audit Committee on 26 January**

9.1 The Board took note of the proposed agenda.

## **10 Minutes of the BPG on 14 December**

10.1 The Board took note of the minutes.

## **11 Minutes of PICTAB on 6 December**

11.1 The Board took note of the minutes.

**12 Minutes of the House of Commons Management Board on 10 December**

12.1 The Board took note of the minutes.

**13 Parliamentary environmental performance: update**

13.1 The Board took note of the paper.

**Next Meeting:** Wednesday 2 February at 10am

Secretary to the Management Board  
12 January 2011

**ACTION PLAN**

Date	Minute item	Action	Responsible	Deadline/Status
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
July 2009	18	Arrange training on communications for all managers	SPB	October 2010
Nov 2010	8	Create working group on Millbank House occupation by Offices; Inform Trade Unions	MGP SPB	December 2010
Oct 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
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	July 2011
Dec 2010	2	Review whether Heads of Office require support to manage staffing requirements in shared service areas	SPB	December 2011