



HOUSE OF LORDS

Management Board

9th Meeting
Wednesday 20 July 2011

MINUTES

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

I Oral Updates

1.1 Carl Woodall reported that the Millbank House Project Group had agreed there would be a “plan freeze” from Friday 22 July to Monday 17 October, where no further requests for changes to office allocations would be considered. The Chairman congratulated the team working on the move for scheduling all moves to be completed by 3 October, despite the early return of the House from recess.

1.2 Liz Hallam Smith reported that she would be conducting a “light-touch” review of the Information Office and that a paper setting out the results would be considered by the Board at a future meeting. The National Library of Scotland had invited the Library to partner it in a bid to JISC (previously, Joint Information Systems Committee) for funding which, if successful, would enable the Library to digitise the 19th century House of Lords Sessional Papers.

EHS

1.3 Edward Ollard reported that negotiations on renewal of the TSO printing contract had begun.

1.4 Black Rod reported that the national threat assessment had been reduced, but this would not lead to any visible change in security arrangements in the House.

2 First Quarter Financial Report and Forward Look **MB/2011/86**

2.1 Andrew Makower spoke to his paper. The Commons Management Board would consider a draft medium-term financial plan overview. One of the proposals of the plan was for a Joint Board meeting in October to discuss financial issues.

2.2 Andrew Makower commented that the cost sharing ratio between the two Houses for Joint Services had been considered and that it had been agreed that for 2011/12 financial year they should remain at the same levels as for 2010/11.

Restricted Access Annex

2.3 It was suggested that the Board should develop a narrative of strategic priorities and that decisions on prioritisation of spending should be made using these priorities. Other Board members commented that there were a number of large areas of expenditure which should be considered in the context of cost savings.

2.4 The Board discussed the expected underspend in the 2011/12 financial year. Board members noted that underspend could be re-invested in order to save in the long term.

2.5 The Board discussed the House of Commons savings programme in comparison to that of the House of Lords. It was suggested that the most effective comparison was baseline costs, which were lower in the House of Lords, making it harder to make large savings.

2.6 The Board **took note** of the 2011/12 first quarter financial results.

3 Health and Safety Policy **MB/2011/87**

3.1 The Chairman spoke to the paper. The Board discussed the need to clarify who held responsibility for each area of the Health and Safety Policy and agreed that this would be considered further bilaterally.

3.2 The Board **agreed** the revised Health and Safety Policy.

4 Accommodation Property Update **MB/2011/88**

4.1 Carl Woodall spoke to his paper, which summarised the Strategic Property Review.

Restricted Access Annex

4.2 The Board discussed the consolidation of office space; it had been the previous priority to consolidate office space on the Millbank Island site. It was noted, however, that having a number of buildings was helpful from a business continuity perspective. This should be considered when deciding on the consolidation of office space.

4.3 The Board discussed the procedure followed when the House ceased to occupy a building, including liability for dilapidations and reverse premium, compensation for improvements and so on. Carl Woodall explained that a team in PED was responsible for exiting a building properly. Board members suggested that this work had not been properly completed in the past. The Board agreed that a paper providing an update on this process should be considered at a future meeting.

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

CW

5 Membership of Business Planning Group **MB/2011/89**

5.1 The Chairman spoke to his paper. The Chairman would ask the Group to consider the terms of reference, the results of which would be discussed by the Board at a future meeting. Joan Miller told the Board that Fergus Reid would

represent PICT on the Group.

5.2 The Board **agreed** the revised membership of the Business Planning Group.

6 Draft Minutes of the Meeting on 6 July

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

7 Draft Minutes of the Business Planning Group on 27 June

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

8 PICT annual report

MB/2011/90

8.1 The Board **took note** of the PICT annual report.

9 Management Board local Statements of Internal Control 2010/11

MB/2011/91

9.1 The Board **took note** of the local statements of internal control.

10 Recruitment Panel quarterly update

MB/2011/92

10.1 The Board **took note** of the quarterly update.

11 Facilities ICT update

MB/2011/93, 93A & 93B

11.1 The Board **took note** of the Facilities ICT update.

12 Management Board Forward Plan

MB/2011/94

12.1 The Board **took note** of the plan.

13 Any other Business

13.1 The Board discussed the recent resignations of senior Metropolitan Police Officers and security incidents in the Palace of Westminster. Black Rod reported that the Speaker had commissioned a review of security following the security incidents and the Board **agreed** that any further action on these points would await the outcome of the review of security.

Next Meeting: Wednesday 7 September at 10.00 am

Secretary to the Management Board
22 July 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	TM	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
Dec 2010	2	Review whether Heads of Office require support to manage staffing requirements in shared service areas	TM	December 2011
May 2011	1	Report on refurbishment scoping work	CW	July 2012
July 2011	6	Report on governance arrangements	JM	July 2012
July 2011	4	Update on arrangements when ceasing to occupy a building	CW	Autumn 2011
July 2011	1	Report on review of Information Office	EHS	Autumn 2011