



Management Board

6th Meeting
8 June 2011

MINUTES

Present:	David Beamish	<i>Clerk of the Parliaments (Chairman)</i>
	Elizabeth 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>
	Tom Mohan	<i>Human Resources</i>
	Edward Ollard	<i>Parliamentary Services</i>
	Rhodri Walters	<i>Corporate Services</i>
	Carl Woodall	<i>Facilities</i>

0.1 David Beamish welcomed Tom Mohan to his first Board meeting.

I Oral Updates

Corporate Risk Register at 1 June

MB/2011/63

1.1 The Chairman drew the Board's attention to the forthcoming Speakership election and to the announcement of an additional Joint Committee on super-injunctions. Details of allowances claims in the period between October and December 2010 would be published later in the day.

1.2 Elizabeth Hallam Smith indicated that she would submit a response to the BBC Trust review of BBC Parliament on behalf of the Administration.

1.3 Tom Mohan explained his aim to visit all Heads of Office for HR discussions as soon as possible. The Board restated its position that mistreatment of Administration staff by Members was unacceptable, and the Chairman asked for any incidents of mistreatment to be reported to him.

1.4 The Board took note of the planned meeting with the House of Commons Management Board and of the speed at which the House of Commons was developing its Savings Programme.

1.5 The Board took note of the corporate risk register. The Board discussed the impact of the Olympic and Paralympic Road Networks on the House and the Administration. It was likely that these would run past the Estate and the Board agreed it would be prudent to plan to avoid discretionary deliveries, and to any consequential postponements to the maintenance programme. David Leakey confirmed that he had met with TfL and that the 2012 Project Board would be looking at mitigations to the impact on the Administration, including promoting home working if possible.

Restricted Access Annex

2 House Committee meeting on 23 June

MB/2011/64

2.1 The Board took note of items proposed for the next meeting of the House Committee. Carl Woodall explained that the Refreshment Committee

would be briefed on changes to the distribution of the C&RS function service charge and gratuities prior to their announcement. The Chairman reported that the House Committee would be asked to appoint Baroness Noakes to the Audit Committee.

3 Risk Report: Millbank House MB/2011/65

3.1 Carl Woodall spoke to the risk report and noted that the final programme was now well developed, and the project managers for the construction and fit-out phases were coordinating their work. Planning for the occupation of the building had begun, alongside implementation of the communications plan for Members and staff.

3.2 The Board agreed to the proposed risk score and to tolerate the risk as mitigated.

4 Risk Report: Security MB/2011/66

4.1 David Leakey spoke to the risk report and updated the Board on the recent increase in the number of thefts on the Estate. He had asked Security Officers undertaking routine patrols to report any poor security practice to him, and he would provide advice to Offices identified in this way. In addition, he agreed to pass any poor practice relating to information security to Rhodri Walters in his role as SIRO. Rhodri Walters also agreed to issue a reminder to staff about data security that would highlight the existing guidance which required restricted access material to be secured when offices were empty. David Leakey would also write to Members to recommend increased vigilance. RHW
DL

4.2 The Board noted that no staff laptops had been lost or stolen, and agreed that, in the event of any loss, staff should not be asked to contribute to replacement costs even if there was evidence of contributory negligence. The Board also agreed to leave to Rhodri Walters decisions relating to replacement costs after loss of Members' ICT equipment.

4.3 David Leakey updated the Board on current security projects. Work at Black Rod's Garden Entrance was nearly complete and the project board would continue to meet to oversee snagging works and to ensure that the design proved to be fit for purpose.

4.4 Board members expressed concern over seemingly conflicting initiatives in business continuity planning. David Leakey confirmed that the vacant post of bicameral business continuity coordinator would be filled later in the month and the new post-holder would aim to ensure that the different projects were coordinated. In discussion, some Board members advocated that work be undertaken centrally, while others supported an approach whereby most work would be undertaken in Offices with limited central coordination. The Chairman noted the different views and agreed to discuss the matter further with David Leakey.

4.5 The Board took note with approval of the report that the bicameral incident management framework was likely to receive external accreditation. The Board agreed to the proposed risk score and to tolerate the risk as mitigated.

5 Information Management Update & Minutes of PICTAB on 9 May MB/2011/42 & 42A

5.1 Elizabeth Hallam Smith spoke to her paper, which highlighted progress against the 2007 Information Management Action Plan. She reminded the Board that the Action Plan aimed to ensure that all staff had the information they needed to undertake their roles. The Board noted that some of the issues raised in the paper had been covered in the recent ICT healthcheck, and that the joint meeting of the Management Boards would agree the management response to the healthcheck.

5.2 Rhodri Walters spoke to the minutes of PICTAB on 9 May and highlighted the agreement to draw up a roadmap based on the Information Management strategy. Elizabeth Hallam Smith explained that she hoped that a bicameral action plan for planning and delivering all existing information management projects and programmes, informed by both the Information Management strategy and the ICT strategy, could also be drawn up to ensure there was a focus on project delivery and mitigation of the risks and issues raised in the update. This would also help to ensure that the two strategies began to converge.

5.3 Joan Miller drew the Board's attention to the relationship between PICTAB and the Group on Information Management, and the structure and purpose of the Group. The relationship would need to be settled at the joint Board meeting and would be central to ensuring that the business recognised the implications of the Information Management strategy and committed to taking the steps required to deliver their parts of it while fitting in with the broader strategy. Improvements to content were as necessary as improvements to technology.

5.4 Board members agreed that funding for developer resources in PICT needed to be more long-term in nature, to ensure continuity of staff and prevent work from being orphaned. Offices also needed to recognise and plan for the management time required to become an informed consumer, as otherwise too great a burden would fall on the business relationship managers. There might be an opportunity for the Group on Information Management to help share knowledge within the community of information users, which would make it easier for managers to act as informed customers.

5.5 The Board took note of the update and agreed that work should continue to address the incomplete priority actions.

6 Draft Minutes of the meeting on 11 May

6.1 The Board approved the draft minutes.

7 Minutes of the House Committee on 3 May

7.1 The Board took note of the minutes.

8 Minutes of PICTAB on 14 March

8.1 The Board took note of the minutes.

- 9 Minutes of the House of Commons Management Board on 28 April**
 9.1 The Board took note of the minutes.
- 10 Converged digital parliamentary network: scope of the programme**
MB/2011/67
 10.1 The Board took note of the memorandum.
- 11 Parliament Week** **MB/2011/68 & 68A**
 11.1 The Board took note of the memorandum and agreed to the proposal.
- 12 Funding of the four inter-parliamentary bodies** **MB/2011/69 & 69A**
 12.1 The Board took note of the memorandum.
- 13 Review of IT Governance** **MB/2011/70**
 13.1 The Board took note of the Report.
- 14 Management Board forward plan** **MB/2011/71**
 14.1 The Board took note of the plan.

Next Meeting: Wednesday 6th July at 10:00 am

Secretary to the Management Board
 10 June 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
June 2011	4	Remind staff regarding security	RHW, DL	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