

**Minutes of the Management Board meeting
held on Thursday 6 February 2014 at 3.00pm**

Those present: Sir Robert Rogers KCB (Clerk and Chief Executive) (Chair)
Myfanwy Barrett (Director of Finance)
John Borley CB (Director General of Facilities)
Joan Miller (Director of PICT, external member)
David Natzler (Clerk Assistant and Director General of
Chamber and Committee Services)
John Pullinger CB (Director General of Information Services)
Andrew Walker (Director General of HR and Change)
Barbara Scott (non-executive member)

Apologies: Dame Janet Gaymer DBE (non-executive member)

In attendance: Tom Goldsmith (Board Secretary)
Ben Williams (Assistant Secretary)
Richard Latham (Deputy Serjeant at Arms) (item 4 only)
Hannah Lister (Visitor Operations and Duty Manager)
(item 4 only)
Richard Tapner-Evans (Director of Catering) (item 4 only)

1. Actions Arising

- 1.1 **Tom Goldsmith** updated the Board on the actions arising from its previous meetings.
- 1.2 **Action 2:** This had been covered at the January Quarterly performance and risk meeting.
- 1.3 **Actions 5 & 6:** A paper would be taken at the next meeting of PICTAB and the outcome would be reported to the Board.
- 1.4 **Action 8:** Work on an integrated reporting platform for risk was in hand. An internal audit of the risk system was due to be completed in March and the audit's findings would inform this work.
- 1.5 **Action 9 & 10:** A near completed list of projects and programmes, and their SROs, had been compiled. The provider of SRO training was being chased and e-learning alternatives were being explored. A template letter to SROs was being developed.
- 1.6 **Myfanwy Barrett** noted that she had been given an action that had not been recorded at the previous meeting. **Action: Myfanwy Barrett to arrange training for project leaders, contract managers and finance and procurement staff on how to spot if a supplier is in financial difficulty.**

2. Performance and Risk

- 2.1 Consideration of the escalated red risk was deferred until item 5.

- 2.2 The Board discussed the network convergence programme. A pragmatic solution to the delays should be identified by the next Board meeting that will allow the work to be taken forward as part of business-as-usual for the responsible department. **Action: John Borley** to update the Board on arrangements for the network convergence programme at the March Board.
- 2.3 The Board discussed the three A2 Clerk vacancies in DCCS. Recruitment channels that might provide an opportunity for the department to improve its diversity profile would be explored, including the possibility of filling these vacancies through secondment. **Action: David Natzler** to explore options using the current A2 Clerk vacancies in DCCS to improve the department's diversity profile.
- 2.4 The Board noted that the Q&A project had received a positive mention from the Deputy Leader of the House during Business Questions.
- 2.5 The Board noted that the Public Bill seminars were oversubscribed by a significant margin and that it would be desirable to increase the House's delivery capacity in this area.
- 2.6 The Board considered the financial monitoring report. It had been decided not to have a Supplementary Estimate for the Administration resource Estimate due to the possibility of a pay agreement this year and the likelihood of further changes to building valuation. The Finance & Service Committee had expressed its disappointment at the forecast capital underspend and had agreed that one of its members would take part in the planned review.

3 Oral updates

- 3.1 **John Borley** reported that Servest, the cleaning contractor, was in the process of establishing changes in working practices that would both increase service levels and enable the company to pay its staff the London Living Wage. Lester Benjamin had been successful in the competition for Deputy Director (Operations) in PED.
- 3.2 **David Natzler** reported that DCCS was facing a number of upward budget pressures including a bid by the Liaison Committee for additional select committee resources, and the possibility of a Parliamentary Commission on the Civil Service.
- 3.3 **Barbara Scott** asked whether the Board could make more effective use of its meetings with the senior leadership groups and noted the potential to use these groups to deliver the Board's desired outcome on SROs.
- 3.4 **John Pullinger** reported that the application for planning permission to build the Education Centre had been approved by Westminster Council.

- 3.5 **Myfanwy Barrett** reported that the pension team were running a series of seminars for both Members and staff. A number of departments were reporting upward financial pressures since Christmas. She was concerned that this could indicate a relaxing in financial discipline in departments before the end of the Savings Programme and would address this issue in her April paper to the Board. Future planning rounds would include a formal opportunity to confirm final figures in later October/early November. **Action: Myfanwy Barrett to circulate the list of additional financial pressures to the Board.**
- 3.6 **John Miller** reported that the SUN group had considered a paper on the digital implications of Restoration and Renewal and on the Speaker's Commission on Digital Democracy.
- 3.7 **Tom Goldsmith** reported that a formal programme of meetings with the senior leadership group had been arranged. The next meeting would take place next week on the theme of "Engaging Staff", drawing on some of the best practices highlighted by the recent Investors in People review. The OCE was arranging briefing for Board paper authors and authors were encouraged to get in contact with the OCE at an early stage in the process.
- 3.8 The **Chair** briefed the Board on upcoming visits by foreign dignitaries.

4. Visitor Access

- 4.1 Richard Latham introduced his paper. The length of queues to enter the Estate on Tuesday and Wednesday afternoons were too long and were having a negative impact on the visitor experience. The paper asked the Board to: prioritise the redesign of Cromwell Green Entrance (CGE) and support in principle the required funding; authorise funding for a B2 resource to manage capacity, map visitor flow and manage the income generation dependencies; and authorise a reduction of room capacity by 20% at peak times.
- 4.2 The Board considered the paper. In discussion the following points were made:
- The application for additional staff resource would need to go through the normal business justification process.
 - If the Board agreed to prioritise the redesign of CGE, it needed to know which project(s) would be de-prioritised as a result. This would be managed through the PEB process, and given the recent history of capital spending sufficient funding should be available.
 - While the temporary ramp cover was being erected the marquee near St Stephen's entrance would be used to shelter visitors. The temporary cover should be delivered in three months; the permanent cover would take longer due to the heritage issues involved.

4.3 The **Board** agreed that the work on CGE should be a high priority. **Action:** *John Borley to inform the Board what impact this decision would have on other projects.* The Board endorsed the proposals for a temporary ramp cover. The Board noted that the request for additional staff resource would go through the normal business justification process. The **Board** agreed that **Richard Latham** would produce a paper on Income Generation Optimisation.

5. Northern Estate Accommodation Programme

5.1 The Board deferred this item and agreed to meet on Friday 7 February to consider the paper.

6. A.O.B

6.1 The Board took note of the take note papers. **David Natzler** requested that staff of the House be included in the plans for the 2015 anniversary.

[adjourned at 17:30pm]

Tom Goldsmith
Secretary

Robert Rogers
Chairman