

**Minutes of the Management Board meeting
held on Thursday 19 June 2008**

- Those present:** Malcolm Jack (Chief Executive) (Chairman)
Douglas Millar CB (Director General of Chamber and
Committee Services)
John Pullinger (Director General of Information
Services)
Andrew Walker (Director General of Resources)
John Borley CB (Director General of Facilities)
- In attendance:** Philippa Helme (Board Secretary)
[s.40] (Private Secretary to the Clerk of the House)
[s.40] (Parliamentary Security Co-ordinator, for items
4 and 5)

1. Matters arising from previous meetings

- 1.1.** Further to item 7 **John Pullinger** said that good progress was being made with preparing the specification for the audit of records and he was co-operating with his counterpart in the House of Lords, Liz Hallam-Smith. It was likely to be promulgated at the beginning of July.
- 1.2.** Further to item 9 **Philippa Helme** said that the staff notice that had been issued in May gave guidance to staff on publishing material on social networking sites and blogging sites and not to management control of use of these sites at work. **Andrew Walker** said that guidance on this issue was in hand.

2. Risk and performance

- 2.1.** The **Chairman** said that for the first time the monthly performance report included information on both corporate risks and the top two risks from each department. Board members should give detailed comments on the presentation of the risk information to the Office of the Chief Executive. The Board would have its quarterly risk discussion at its July meeting.
- 2.2.** **Philippa Helme** suggested, and the Board agreed, that the corporate risks should be reviewed as part of the business planning process for 2009/10.
- 2.3.** "Disruption to the work of the House as a result of a major IT breakdown" appeared as a high-level risk both corporately and in a number of

departments. **Joan Miller** offered to produce a paper on this topic for the next Board meeting.

2.4. Action: *Joan Miller to liaise with Office of the Chief Executive on report for the Board relating to IT breakdown.*

2.5. Notwithstanding the fact that the performance information highlighted the fact that a small number of Freedom of Information (Fol) enquiries had not been answered within the statutory timeframe the **Chairman** said that he wished to put on the record the excellent work being undertaken by Bob Castle, the Fol Officer, and his staff in the face of a consistently high volume of Fol requests.

3. Oral up-dates from Director Generals

3.1. Douglas Millar said that there had been the announcement of a number of moves at senior level in the DCCS which would take effect in the autumn.

3.2. John Pullinger said that:

3.2.1. Atlantic Productions was developing proposals for a documentary series about the House which it was likely to put to the Administration Committee.

3.2.2. The BBC's plans for a democracy portal to be opened in early 2009 might be in conflict with current broadcasting rules. The Chairman of the Administration Committee was keen that the Committee was kept informed of their plans.

3.2.3. He had attended a conference related to the balanced scorecard.

3.3. Andrew Walker said that:

3.3.1. Work was ongoing to prepare for the publication of more detailed information on Members' claims. He hoped that the Members Estimate Committee would agree that TSO would take on the work of scanning the large number of invoices for posting on the internet. Due to the existing contract with TSO it was possible to award them this work without competition. He thanked John Collins for his help in this regard.

3.3.2. The MEC report on Members' allowances would be published shortly. A debate had been announced for 3 July.

3.3.3. The period in which staff could complete the staff survey would end on Tuesday next. There was currently a 32% response rate and Andrew asked Board members to encourage their staff to respond.

3.4. John Borley said that:

3.4.1. The Chairman would be reporting to the Commission about the awarding of the new cleaning contract on Monday next.

3.4.2. Estates and Works reunification was progressing. Three senior posts would be advertised externally shortly.

3.5. **Joan Miller** said that:

3.5.1. She was receiving a number of requests for VPN access for staff, something which was currently only provided to Members. **Andrew Walker** said that if the Board wished staff to have access to this type of remote connectivity then a business case would need to be made. **Douglas Millar** said that he had planned to raise the matter of remote access under the data security item. Issues such as providing a solution to staff who needed to respond to email during periods of leave would need to be tackled before the summer recess.

3.5.2. An initial response on constituency support of IT was being tabled to the Administration Committee at its next meeting. The paper contained a number of costed options for support. The Committee's recommendations would inform the business case process. The Advisory Panel on Members' Allowances would also be consulted before final proposals were brought to the Members Estimate Committee.

3.5.3. There were a number of virulent IT viruses currently circulating, and staff should be wary of downloading material from the internet.

3.6. The **Chairman** said that the Leadership Conference was taking place on 27th June. He proposed to circulate a brief to Board members of the lines which he would be taking. He would be highlighting the need to improve services to Members, to increase efficiency and the opportunities for staff. Those attending would be sent an outline of the morning and asked to come prepared to input ideas.

4. **Data Security**

4.1. The **Chairman** welcomed [s.40], Parliamentary Security Co-ordinator.

4.2. [s.40] said that the paper contained the report of the data security review team. The covering note from Andrew Walker highlighted the decisions which the Board needed to take.

4.3. There were two key areas of vulnerability. Firstly there needed to be clear and refreshed guidance to staff which was easy to understand and embedded into the induction process for new staff. Secondly further work needed to be undertaken on information risk issues to ensure that the

level of assurance to the Clerks in both Houses on the security of sensitive data was increased.

- 4.4. **John Pullinger** said that the paper was very helpful. It highlighted the need to take steps to protect sensitive data and ensure its security while enabling staff to continue to work flexibly on non-sensitive data, it was clear that it was important that the House's electronic systems aided rather than worked against appropriate security of data and it was helpful for the work being undertaken on SPIRE, the electronic document management system. [s.40] agreed; there was a need not to overstate the requirement, but the key point was raising awareness.
- 4.5. Regarding classification of written information and the vulnerability of attachments to emails [s.40] said that new approaches were emerging in Whitehall which the House would need to keep aware of. Thus far the Whitehall system of classification of written material had not been introduced at the House as it was not seen as fitting in with the House's business requirements.
- 4.6. The **Chairman** thanked the review team for their work. The Board agreed that Andrew Walker should be designated the senior information risk owner, and that a member of staff should be identified to work to Andrew on a part-time basis on leading the development and implementation of a revised data security policy.

5. Offsite searching and consolidation centre

- 5.1. [s.40] said that he was presenting the paper on behalf of Alda Barry, chairman of the project board. The paper updated the Board on developments to date for a proposal to set up an offsite vehicle search and consolidation facility.
- 5.2. [s.24 and s.36(2)(b) and s.36(2)(c)]
- 5.3. The Board noted the paper, and that it might be useful for the Board to have a wider discussion on logistics management and the savings that departments might be able to make if such a proposal was to be implemented, both in terms of storage and logistical savings on site and possible rationalisation of current offsite storage facilities. The Board agreed that the next stage appraisal for the off-site search and consolidation centre should address both the potential impacts on the business and the possible business opportunities that it could bring.

6. HR, finance and procurement remodelling

- 6.1.** The **Chairman** said that the paper summarised views received during the consultation period and gave an outline implementation project plan.
- 6.2.** The Board noted the importance being given to training and supporting managers, and revising the line management guidance, which would be key to supporting managers in taking on more responsibilities. It would also be important to improve information on local management issues such as absence so that departmental management boards could take a view across the piece and ensure consistency of decision-making.
- 6.3.** The Board endorsed the timetable and restated 1 April 2009 as the date for completion of the remodelling work.

7. Stand-by power supplies

- 7.1. John Borley** said that the paper updated the Board on progress with providing an overview on normal and back up power supply arrangements and improving resilience. He acknowledged that there was much work still to be done, and suggested that he should turn the issue into a project, with targets for progress and costings. The **Chairman** thanked John for his update, and noted the information the paper contained on power supply in Tothill Street. The requirement for power must be identified, along with other requirements, before staff of both Houses were moved in to the building.

8. Any other business

- 8.1. John Pullinger** said that the Members' Centre would be opening on its target date of 1 July. Momentum was building and staff who would be based there had had a useful orientation morning earlier in the week.
- 8.2. Philippa Helme** said that there had been 67 applicants for the post of external member of the Management Board. Nine candidates would be invited for an informal talk about the role, following which a further shortlist would be identified who would be interviewed by the Chairman. She would circulate a note to Board members on the nine candidates.
- 8.3. Andrew Walker** said that there was a growing demand for PDA-type devices for House Service staff. He proposed, and the Board agreed, that a business case should be produced on this issue, and that Lawrence Ward should be asked to act as the business champion.

[adjourned at 5.48pm]

**Philippa Helme
Secretary**

**Malcolm Jack
Chairman**

1 July 2008