

**Minutes of the Management Board meeting  
held on Thursday 5 July 2012**

**Those present:** Robert Rogers (Clerk and Chief Executive) (Chairman)  
David Natzler (Clerk Assistant and Director General of Chamber  
and Committee Services)  
John Borley CB (Director General of Facilities)  
John Pullinger (Director General of Information Services)  
Andrew Walker (Director General of HR and Change)  
Myfanwy Barrett (Director of Finance)  
Joan Miller (Director of PICT)  
Alex Jablonowski (external member)  
Barbara Scott (external member)

**In attendance:** Matthew Hamlyn (Board Secretary)  
Gosia McBride (Assistant Secretary)  
Ben Williams (Assistant Secretary designate)  
David Scullion (HRPPP programme manager, item 1)  
Reg Perry (Head of Employee Relations, Pay and Policy, item 1)  
Marianne Cwynarski (Head of Internal Communications, item 2)

**1. HRPPP**

**1.1.** Introducing the meeting, the **Chairman** noted that the Board would not be taking decisions on HRPPP until the autumn. **David Scullion** said that he was only seeking the Board's guidance on the information it would require in order to take a decision in November.

**1.2.** The Board considered the programme team's informal discussion paper, including the summary of time recording data from January to April 2012 and the wider themes arising from that data.

**1.3.** The Board **agreed** that:

- it should meet again in September for a further review;
- in addition to time recording data for staff clocking on and off and the summer recess, that meeting should also have before it a wider range of information, including on:
  - o possible scenario costs;
  - o comparators; and
  - o wider pay issues.

**1.4.** The Board **agreed** that:

- the Clerk's summer recess message should include an update on HRPPP, explaining the Board had met to review the initial evidence, would meet again in

September and that, as always planned, a decision would be taken in November; and

- OCE should work with the HRPPP programme team on a communications plan leading up to the autumn.

**1.5.** *Action: OCE to set up an additional meeting on HRPPP in September. OCE and David Scullion to work on a draft message for staff to be included in the Clerk's summer recess message and on a communications plan leading up to the autumn.*

## **2. Any other business**

**2.1.** The Board discussed the recent all staff meetings. In discussion the following points were made:

- The room in Derby Gate had not really worked as a meeting place.
- A lot of questions had been asked about the proposed transfer of the pension scheme. Pension information briefings for staff had subsequently been set up and were in high demand.
- It would be helpful to have an HR representative at all the meetings.
- Pay progression had been raised at a couple of the meetings.
- Some staff had claimed that 80% of the Civil Service were receiving pay progression, but the correct figure (which had only just been provided by the Cabinet Office) was only 32%. This would be included in the notes of the meetings to be sent to staff.
- The alcohol policy had been raised at one meeting.
- There had been no questions about market testing.

**2.2.** The Board **agreed:**

- to update the notes of the staff meetings with pay progression figures in the Civil Service;
- that in future there should be a HR representative at every meeting.

**2.3.** *Action: OCE to update the note on the Q&A briefing for staff with pay progression figures in the Civil Service and to ensure all staff meetings in future have a HR representative in attendance.*

[adjourned at 16.45

**Matthew Hamlyn**  
Secretary

**Robert Rogers**  
Chairman

22 July 2011