



HOUSE OF LORDS

Management Board

10th Meeting
Wednesday 28 July 2010

MINUTES

Present:	Michael Pownall	<i>Clerk of the Parliaments</i>
	David Beamish	<i>Parliamentary Services</i>
	Rhodri Walters	<i>Corporate Services</i>
	Liz Hallam Smith	<i>Information Services</i>
	Simon Burton	<i>Human Resources</i>
	Carl Woodall	<i>Facilities</i>
	Philippa Tudor	<i>Financial Resources</i>
	Ted Lloyd-Jukes	<i>Yeoman Usher (for Freddie Viggers)</i>
	Richard Ware	<i>Director of Programmes & Project Management (for Joan Miller)</i>

Apologies	Joan Miller	<i>Director of Parliamentary ICT</i>
	Sir Freddie Viggers	<i>Black Rod's Department</i>

I Oral Updates

I.1 Carl Woodall informed the Board that a consultative committee which would consider proposals to change arrangements for gratuities and the function service charge was currently being formed.

I.2 Richard Ware reported that PICT was currently recruiting a new leader for its software development team.

I.3 Simon Burton asked Board members to encourage Heads of Office to submit information arising from office meetings on the staff survey, and reported that additional dates had been set for recruitment panel meetings. The Board noted the Government's announcement that civil servants earning a total of £58,000 or more (including both pay and allowances) would have their names and salaries published, and decided to take no further action until the Government had published more details of their proposals. The Board agreed that any publication by the Administration would be preceded by consultation with staff.

I.4 Philippa Tudor explained that the Administration would also be asked to publish details of contracts and spend over a set threshold, and it was agreed that Board members would see material relevant to their areas prior to publication.

I.5 Ted Lloyd-Jukes reported that preparations for the Papal visit on 17 September were in hand. There would be significant disruption in Westminster.

I.6 Rhodri Walters reported that the Lord Speaker would visit Albania and Montenegro during the summer recess.

2 House of Lords Business Plan 2011/12

2.1 Rhodri Walters spoke to the paper and the draft Office Business Plan commissioning note. The Board noted that the difference in timetables for the financial and business plans, while regrettable, was unavoidable. Minor amendments were made to the commissioning note, primarily to clarify the relationship between ICT and works projects, many of which (e.g. improvements to the annunciator system) were interlinked. More generally, the Board agreed that only projects for necessary works, which were properly planned with a clear supporting case, would be taken forward.

2.2 The Board agreed that savings identified in one business area of an Office could not automatically be used to fund other activity within the Office.

[Confidential Annex]

3 Accommodation Strategy Update and Issues

3.1 Ed Ollard, Clerk of Committees; Fiona Smith, Accommodation, Planning & Budgets Manager; and Tom Wilson, Private Secretary to the Chairman of Committees, attended for this item. Michael Pownall thanked Carl Woodall for hosting a productive senior management workshop to discuss accommodation. The Board noted the progress made on the Accommodation Strategy.

3.2 The Management Board agreed that following OGC space standards for staff of the Administration - subject to the constraints of the historical layout of the Palace of Westminster and the particular circumstances of Parliament - should be a basis for further work on the strategy. OGC environmental standards for furniture would also be followed although the priority would be to reuse existing furniture whenever possible. Additional storage space would be provided for those functions which maintained a large number of paper-based records.

[Confidential Annex]

4 Draft Minutes of Meeting on 7 July

4.1 The Board agreed the minutes.

5 Draft Minutes of House Committee on 6 July

5.1 The Board took note of the minutes.

6 Draft Minutes of the Health & Safety Committee on 8 July

6.1 The Board took note of the minutes and emphasised the importance of, and its support for, the work of the Committee.

7 Minutes of House of Commons Management Board on 17 June

7.1 The Board took note of the minutes.

8 Catering Group: Terms of Reference

8.1 The Board agreed the Terms of Reference.

9 PED Major Project Overview Report

9.1 The Board took note of the report

- 10 PED Summer Works 2010**
10.1 The Board took note of the works programme and the consequent closure of several thoroughfares on the Principal Floor in September.
- 11 PED Annual Review**
11.1 The Board took note of the annual report.
- 12 Parliamentary Offsite Consolidation Centre**
12.1 The Board took note of the paper and the summary of the final business case. If the Accounting Officers approved the business case, the introduction of the Consolidation Centre would require changes to working practices in several departments in both Houses.
- 13 Staff in Post**
13.1 The Board took note of the report. Elizabeth Hallam Smith asked for further details on the number of posts filled by long-term agency staff.
- 14 Management Board Forward Plan**
14.1 The Board took note of the forward plan.
- 15 Period 3 Finance Report**
15.1 The Board took note of the report.

Next Meeting: Wednesday 20 October at 10am

Secretary to the Management Board
30 July 2010

ACTION PLAN

Date	Minute item	Action	Responsible	Deadline/Status
July 2009	7	Draft paper for HRSG suggesting how the HL administration can demonstrate CSR	RHW	Outstanding
May 2010 ii	8	Begin consultative exercise re new senior staff development programme	SPB	July 2010
July 2010 ii	2	Amend and distribute Office Business Plan Commissioning Note	RHW	July 2010
July 2010	9	Discuss detail of Member Information & Communication Group	MGP, LHS, DRB, RHW	September 2010
Mar 2010 ii	6	Prepare Terms of Reference for staff qualifications VfM review for agreement by correspondence	SPB	September 2010
May 2010 ii	7	Deliver senior management seminar on liP	SPB	October 2010
July 2009	18	Arrange training on communications for all managers	SPB	October 2010
May 2010 ii	4	Report on recess leave arrangements and impact of possible future September sittings	SPB	November 2010