



Management Board

1st Meeting
Wednesday 16 January 2013

MINUTES

Present:	David Beamish	Clerk of the Parliaments
	David Leakey	Black Rod's Department
	Andrew Makower	Financial Resources
	Edward Ollard	Parliamentary Services
	Rhodri Walters	Corporate Services
	Carl Woodall	Facilities
	Joan Miller	Director of Parliamentary ICT
	Tom Mohan	Human Resources
	Ian Luder	Audit Committee Member
Apologies:	Liz Hallam Smith	Information Services
In attendance:	Steve O'Connor (for item 2)	Director of Technology, PICT

1 Risk report: Facilities (iv and v)

MB/2013/1

1.1 Carl Woodall introduced the risk report. *[Additional information – Restricted Access]*

1.2 *[Additional information – Restricted Access]*

1.3 *[Additional information – Restricted Access]*

1.4 *[Additional information – Restricted Access]*

1.5 *[Additional information – Restricted Access]*

1.6 The **Board** agreed a response of **treat** for both aspects of the risk.

2 Principles for the use of cloud-based services in Parliament

MB/2013/2

Steve O'Connor attended for this item.

2.1 Joan Miller introduced her paper. She noted that the principles for use of cloud services in the paper were still under consideration and would be refined in due course. The Board was asked to agree to the assessment of data security, the procurement approach and the explanation of technical readiness set out in the paper and, on the basis of these principles, that cloud-based services would be used to meet new ICT demand where appropriate from April 2013.

Savings

2.2 *[Additional information – Restricted Access]*

2.3 *[Additional information – Restricted Access]*

2.4 The Board discussed savings that would be possible if particular services or data were hosted in the cloud. Individual decisions to host services or data in the cloud would be subject to individual business cases and the principles of the most significant decisions would be considered by the Board. The most significant areas for utilising cloud solutions and therefore achieving potential savings were:

- Email and office services. A business case would be brought forward by spring 2013, which could lead to savings of up to £300,000 per annum.
- The location of all data hosting would be considered. Not all parliamentary data could be hosted in the cloud (the assumption for maximum cloud storage was 80% of all data) and the cost of doing so varied across the market. Further work would need to be completed before a business case with firm figures for potential savings could be developed.
- Business applications. A “cloud first” policy would enable different parts of the Administration to use cloud-based business applications where appropriate. This could provide some savings or improved functionality and service.

2.5 There was a potential for savings in relation to connections to servers. Moving to a “cloud first” policy could allow for a redesign of Parliament’s data access points, which could create savings. The estimate of cost of connections to servers and data access had been left at the 2012/13 level when modelling future costs as the possibilities for savings that a redesign would enable was not yet clear. Increased costs were also possible. The Board noted that a “cloud first” policy would increase business resilience in the case of a major incident as there would be a greater capacity for members and staff to access parliamentary data from their home computers.

Security

2.6 The Board discussed security issues. Rhodri Walters, Senior Information Risk Owner (SIRO), noted that the G-Cloud included a growing number of Impact Level 2 or 3 accredited suppliers that would provide a sufficient guarantee of data security. Work had been undertaken to determine the Impact Level of Parliamentary data and the mitigations of the information security risk which related to cloud set out in the paper were robust. The SIROs of both Houses had worked closely with PICT and the Parliamentary Security Director to ensure that the security questions which needed to be considered when assessing possible moves to cloud-based services were properly understood.

2.7 The Board noted that successfully mitigating possible information risks involved having an appropriate information security governance model and ensuring user compliance with the governance model through training. Information Security Co-ordinators in each office would play an important role in ensuring user compliance.

Technical issues

2.8 The following technical issues were discussed:

- The digital repository should have featured on the list of results of the review of systems holding parliamentary data and would be added to the list.
- Consideration was underway as to whether an upgrade to Windows 8 was required to facilitate access to cloud services. It was anticipated that the upgrade to Windows 7, which was underway, would be sufficient to provide access to cloud-based services.
- The Board discussed what steps were being taken to ensure that there was sufficient network bandwidth to accommodate cloud-based services and to ensure the network was resilient to failure. Adopting a “cloud first” policy would mean that internet access was business critical. Joan Miller said that the proportion of bandwidth used for data was small and the network would have the capacity to accommodate cloud-based services.
- It was suggested that moving to a “cloud first” policy would lead to a greater reliance on large technology providers, in particular Microsoft. It was suggested that Parliament was already bound to Microsoft to a great extent through using the company’s operating systems and office applications.

Other Issues

2.9 The Board discussed business continuity and resilience. A Board member expressed concern that these issues were absent from the principles set out in the paper. The length of time for which some applications were unavailable was critical for business continuity, for example the Hansard recording facilities. Steve O’Connor agreed that reliability and availability of data was crucial and these requirements were therefore set out in the business requirements which would need to be satisfied before any move to a cloud-based solution.

2.10 The Board discussed procurement of cloud services. A Board member noted the importance of ensuring that appropriate contractual arrangements were included in any contract for cloud-based services that would allow for the appropriate level of security, business resilience and recoverability. Steve O’Connor said that PICT had been working with parliamentary lawyers to ensure that the appropriate level of legal expertise was available for procurement and contract issues.

2.11 The Board discussed what the next big ICT issue after cloud-based services would be. The use of large volumes of data by companies to improve their business and the use of apps were suggested as issues which Parliament may have to consider in future.

2.12 The Board **agreed** to the principles which would govern the use of cloud-based services in Parliament, in particular:

- The approach to data security proposed in the paper.
- The procurement approach proposed in the paper.

2.13 On this basis, the Board **agreed** that cloud-based services could be used to meet new ICT demand where appropriate from April 2013.

3 Any other business

House Committee agenda, 29 January

3.1 The Board discussed the draft agenda. A paper on Restoration and Renewal of the Palace would be considered at the meeting, following its consideration at the Commons Finance and Services Committee on 16 January.

Oral updates

3.2 Board members raised the following matters:

- Andrew Makower reported that he would speak on procurement and contract management, and fraud and bribery, at the senior management meeting on 25 January.
- Wifi had been installed in Old Palace Yard and Portcullis House and would be installed next in Fielden House. The target for completion of the wifi Plan B rollout by the end of March was on course to be met.
- Ian Luder had agreed to speak about the Management Board and Audit Committee at the all-staff meeting on 25 January.
- *[Additional information – Restricted Access]*

3.3 *[Additional information – Restricted Access]*

3.4 *[Additional information – Restricted Access]*

4 Minutes of the meeting on 17 December

4.1 The minutes had been previously agreed with amendments by correspondence.

5 Report on power outage [RESERVED]

MB/2013/3

5.1 The Board **took note** of the report.

Next Meeting: Wednesday 13 February at 10am.

Management Board Secretary
16 January 2013