

## **Parliamentary Estates Board – Terms of Reference**

*Note by DG Facilities*

### **Background**

1. The original PEB Terms of Reference were agreed at the joint meeting of the Management Boards on 3 April 2009. The ToRs were subject to review in 2010.
2. In September 2011, as incoming Chairman of PEB, Carl Woodall conducted a series of meetings which included the two Accounting Officers, members of the PEB and officials of the Parliamentary Estates Directorate and others within the Directorate of Facilities in the House of Commons.
3. Extensive consultation took place on successive drafts which resulted in the revised Terms of Reference being agreed by the PEB on 19 March 2012.
4. The attached Terms of Reference do not represent a significant change to the existing arrangements and I can recommend their adoption by the Commons Management Board. If Board members have any questions about the Terms of Reference, please contact me or the secretary of PEB.

### **Decision for the Board**

5. The Board is asked to agree the revised Terms of Reference attached.

John Borley

April 2012

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## Parliamentary Estate Board (PEB)

### Terms of Reference

The Parliamentary Estate Board (PEB) is a sub-committee of the Management Boards of the House of Commons and the House of Lords. PEB provides advice and assurance to the Boards according to the following remit:

1. To support the Parliamentary Director of Estates (PDE) in preparing proposals for agreement by the two Management Boards.
2. To sponsor the bicameral Estates Strategy for approval by the two Management Boards (including new build, refurbishment, maintenance, acquisitions, leases and disposals).
3. To consider the Strategic Property Review.
4. To keep Estates governance arrangements under review, removing bureaucracy and ensuring compliance with the requirements set out in the Finance and Procurement Rules of the House of Commons and the Finance Manual of the House of Lords.
5. To review the performance of the Estates Team.
6. To consider PED's business and financial plans.
7. To consider policy initiatives and sponsor them through to presentation to the two Management Boards and Domestic Committees.
8. To validate the programmes and projects required emanating from the annual requirement and corporate plans of the two Houses.
9. To recommend the Boards required to oversee identified projects and programmes.
10. To recommend the convening (and dissolution) of Project Boards as appropriate.
11. To monitor the delivery of the projects not supported by a delivery board to provide assurance to the Management Boards that they are aligned and progressing to completion in accordance with their respective performance/cost/time envelopes.
12. To approve the Maintenance Service Definition.
13. To consider Parliament's estate related environmental performance and management and fire safety performance and management

The PEB will annually:

- I. Consider the PED Parliamentary Estate Strategy (25 year plan).
- II. Endorse the Annual Requirement and the forthcoming Outline Business Case for the year ahead.
- III. Assure itself that the Estates Work programmes and projects for inclusion within the Medium Term Investment Plan (MTIP) are prioritised, fundable and deliverable.
- IV. Approve the Annual Report on the performance of PED and advise the Management Boards thereon.
- V. Review the top risks in the PED Risk Register.

The PEB will consider at each meeting or as occasion may require:

- Papers on Estates policy prior to presentation to the Management Boards
- Reports on projects, performance and levels of service
- Reports on major infrastructure programmes
- Specific briefings in accordance with the Annual Cycle (attached)

The PEB consists of the Director General of Facilities, HoC, Director of Facilities, HoL; the two Finance Directors and up to two external members co-opted by the PEB. The PDE, the Deputy PDE and Head of Projects, the Director, House of Commons Facilities Finance will be in attendance at meetings. There will be occasional attendance by other key PED personnel. All members of both Management Boards will receive papers of the PEB ahead of meetings and any member of either Board may attend.

By agreement between the Chairmen of the two Management Boards one of the internal members will act as Chairman of the PEB. The Chairmanship will rotate between the two Houses every two years.

The PEB will be quorate if both Houses are represented and at least one of the Facilities Directors and at least one of the Finance Directors are present.

The PEB will meet at least quarterly and will generally meet monthly except in August.

28 March 2012