



HOUSE OF LORDS

Management Board

9th Meeting
Friday 13 June 2014

MINUTES

Present:	David Beamish Liz Hallam Smith Andrew Makower Joan Miller Tom Mohan Edward Ollard Simon Burton Carl Woodall	Clerk of the Parliaments Information Services Financial Resources Director of Parliamentary ICT Director of Human Resources Parliamentary Services Corporate Services Facilities
Apologies:	David Leakey Ian Luder Liz Hewitt	Black Rod's Department Audit Committee member Audit Committee member
In attendance:	Mark Egan Mary Ollard	Digital Service Preparation Team Digital Service Preparation Team

I Preparations for the new Parliamentary Digital Service

MB/2014/37

1.1 Mark Egan and Mary Ollard introduced the paper.

1.2 The Board noted that instead of establishing a steering group to conduct further work it was intended that a series of workshops would commence in July, involving relevant stakeholders from across Parliament. The workshops were intended to resolve and clarify issues; begin development of a digital strategy; develop performance measures and KPIs (some of which were likely to relate to external stakeholders' use and of satisfaction with the website); consider what each House's digital goals might be in 2020, and how PICT and WIS could work more collaboratively in the meantime. The Board **agreed** to the establishment of the workshops.

1.3 Mark Egan said that the Preparation Team had engaged with a number of organisations, including Historic Royal Palaces and the BBC, which had faced similar challenges to Parliament regarding digital matters. The digital directors of these organisations had established frameworks which allowed different parts of the same organisation to fulfil their distinct aims.

1.4 The Board noted a revised statement of what the two Houses wanted the Digital Service to achieve, which was tabled by the Preparation Team. Mark Egan said that the revised statement reflected the Boards' discussion so far as well making it clear that the Service should deliver the strategies of both Houses. It was considered important for a clear statement to be endorsed by both Boards, on the basis of which further activity will be

conducted. The Board discussed the draft statement and Board members made a number of points regarding the drafting and order of the bullet points. The Board **agreed** the revised statement of what the two Houses wanted the Digital Service to achieve, subject to the points raised during its discussion and the discretion of the Preparation Team to redraft and reorder the statement as it considered appropriate.

1.5 A Board member emphasised the importance of cyber-risks; adequate interim arrangements for PICT ahead of the digital director's appointment; the need for a new memorandum of understanding for WIS to address the original concerns about its service provision to the Lords (with the Preparation Team's involvement), and the need for a structured discussion about how Parliament could become more digital and what had prevented it from achieving its digital goals in the past.

1.6 The Board **agreed** that the Boards should hold a joint away day to consider the draft digital strategy once the digital director had been appointed.

1.7 The Board **agreed** that the Digital Service should be a joint department and that a governance review of the new Service should be conducted in 2017.

1.8 The Board **agreed** that the digital director should serve on the Lords Board. The Board noted recruitment advice which suggested that Board membership would attract candidates but also noted that there was support for alternative models.

1.9 The Board discussed possible line management arrangements for the digital director and noted the joint line management arrangements by the Clerks for the Parliamentary Security Director in this context. The Board **agreed** that following the new Clerk of the House's appointment the HR Directors would advise the Clerks about this matter.

DRB/TVM

1.10 The Board discussed the role of PICTAB or its successor in the governance arrangements for the new Service and noted its possible role in the agreement and monitoring of KPIs. The Director of PICT said that she had found PICTAB to be a very useful body. The Board noted that following the departure of the Commons Director General of Information Services before the summer recess, Elizabeth Hallam Smith would become the chair of PICTAB; stepping down as chair of the Information Management Board as a result. A Board member disagreed about how well PICTAB had worked and said that the secretariat function under any new governance arrangements should not be provided from within the Digital Service. The Board noted that the PICTAB Secretary, a part-time position, was currently line managed by the chair of PICTAB rather than from within PICT.

1.11 Regarding the candidate specifications a Board member said that this should emphasise the ability to facilitate improved cooperation and communication between the Houses.

1.12 A Board member asked about member engagement regarding the proposals for the Digital Service. David Beamish replied that he would discuss this with the Clerk of the House in order to achieve alignment between the two Houses.

DRB

1.13 The Board noted that the job advert for the digital director was likely to be issued in September and that the Clerks would shortly be discussing the appointment of an interim Director of PICT, with the involvement of the Preparation Team.

1.14 The Board discussed the digital director's prospective budget. The Finance Director said that the discretionary investment element of the budget, which had been considered at the joint Board meeting on 16 May, could not be determined until November in the context of the current financial planning round. Some Board members considered that it would be helpful for candidates to receive an indication of the Service's budget and the overall ICT investment budget during the recruitment process.

AM

1.15 The Board expressed its thanks to the Preparation Team for its work so far.

2 Any other business

2.1 David Beamish provided an update to the Board about the forthcoming review of security governance. Sir Paul Jenkins, the former Treasury Solicitor, had been commissioned to conduct the review. The Board noted that the review's terms of reference formed part of the papers for the next House Committee meeting.

2.2 David Beamish provided an update to the Board about ongoing work that was being conducted with the Director of Facilities to mitigate the red facilities corporate risk. It was expected that the Health and Safety policy would be signed very soon and the Parliamentary Estates Directorate was making good progress in addressing concerns from the Lords. As a result, they were confident that the risk score would change from red to amber in the further, and more detailed, update to be provided to the Board on 2 July.

2.3 The Board noted that following a Commons Internal Audit review the Safety, Health & Wellbeing Service (SHWS) was to be separated into separate Health & Safety and Occupational Health services. While both would remain shared services provided by the Commons, it was intended that James Taylor, the Lords Deputy Director of Human Resources, would manage the Occupational Health service and Marianne McDougall, the current Head of SHWS, would manage the Health & Safety service. Both services would be given a clear mandate to ascertain the customer requirements of both Houses.

3 Minutes of the meeting on 6 June 2014

3.1 The minutes had been previously agreed by correspondence.

Next Meeting: Wednesday 2 July 2014 at 10.00am

Management Board Secretary
16 June 2014