



HOUSE *of* LORDS

Annual Report
2003/04

London : The Stationery Office Limited

£8.50

HL Paper 154

Ordered to be printed 21 July 2004

CONTENTS

ANNUAL REPORT 2003/04

Preface	<i>Page</i> 5
Review of the Year	6
Introduction	6
Constitutional reform	6
Working practices	8
Business of the House	10
General	10
Legislation	11
Private Bills	11
Delegated Legislation	12
Committees	12
European Union Committee	12
Science and Technology Committee	14
Constitution Committee	14
Economic Affairs Committee	14
Joint Committee on Human Rights	14
Pre-legislative scrutiny	15
<i>Ad hoc</i> select committees	15
Membership of the House	16
The Code of Conduct	17
The Administration	18
The House Committee	18
The Management Board	18
Staff of the House	19
Finance	19
Implementation of the Business Plan 2003/04	21
Audit Committee Annual Report for 2003/04	32

Appendices - Statistical Information and Staff Complement

<i>Appendix A:</i>	The Domestic Committees – membership on 31 March 2004	36
<i>Appendix B:</i>	The Management Board and office structure	37
<i>Appendix C:</i>	House of Lords Strategic Plan 2003–08	38
<i>Appendix D:</i>	Composition of the House of Lords at 1 April 2003 and 31 March 2004	40
<i>Appendix E:</i>	Business of the House: Statistics	41
<i>Appendix F:</i>	House of Lords Cash Expenditure: Detailed Breakdowns	43
<i>Appendix G:</i>	Peers’ Reimbursement Allowance Scheme	45
<i>Appendix H:</i>	Complement of Officers and Staff at 31 March 2004	47
<i>Appendix J:</i>	Changes in Complement and Grading 1 April 2003 to 31 March 2004	51
<i>Appendix K:</i>	Allowances Paid to Staff at 31 March 2004	52

PREFACE



This Annual Report of the House of Lords covers the financial year 1 April 2003 to 31 March 2004. In 2003 the House of Lords administration published its first annual Business Plan¹ and this annual report takes a new form, providing a report of what was achieved in implementing the Business Plan.

As in previous years, the report begins with a review of the year, setting the context for the report on the Business Plan. But the second part of the report is structured by reference to the primary tasks in the Business Plan and not, as in previous years, by reference to the offices within the administration.

In March 2004 there was published the second annual edition of the booklet *The Work of the House of Lords*, containing an account of the House's activity during the 2002–03 session, together with statistical material. That publication serves one of the purposes of previous Annual Reports, and accordingly this Annual Report has a more limited scope, and is shorter, than its predecessors.

The Annual Report incorporates the Annual Report of the Audit Committee.

The Accounts of the House are no longer published with the Annual Report. Instead, a single set of Resource Accounts – incorporating all the financial transactions of the House in 2003–04 – will be published separately later in the current financial year, once completed and audited by the National Audit Office. This Report includes (Appendix F) a breakdown of cash expenditure by the House in 2003/04.

The second House of Lords' Business Plan, covering the three-year period 2005/06 to 2007/08, was published in September.²

The Annual Report was approved by the House Committee.

PAUL HAYTER

Clerk of the Parliaments and Accounting Officer

July 2004

¹ HL Paper 147, session 2002–03.

² HL Paper 155, session 2003–04.

Review of the Year

INTRODUCTION

1. The theme of last year's Annual Report was change. In particular, new working practices arising from the report of a Leader's Group were introduced from the start of session 2002–03 in November 2002 for a trial period of two years; and, pursuant to a separate report on management and services, the new Management Board was set up in October 2002, with a new domestic committee structure from the start of session 2002–03. While this year might have been expected to be one of consolidation of the new arrangements, in June 2003 the Government announced proposals for further significant constitutional changes affecting the House, described in the following section. In the event, progress on these changes has been slower than originally expected, and none has yet been implemented.

CONSTITUTIONAL REFORM

House of Lords reform

2. The votes in both Houses on 4 February 2003 on House of Lords reform were recorded in the last Annual Report (paragraphs 48 and 49). As noted in paragraph 50 of that Report, the Joint Committee on House of Lords Reform went on to make a Second Report,³ published on 9 May 2003, identifying the area of consensus that had been achieved and areas where further work needed to be done (on the issues of the remaining hereditary peers, the appointments system, and such matters as the size and conditions of tenure of the House). The Report concluded: "We look forward to a reply from Government within the customary two months and then acceptance by both Houses that our work should continue on the lines we have set out."

3. The Government's reply was made in July 2003 and published in a Special Report from the Joint Committee.⁴ The Joint Committee considered the reply in the autumn of 2003, and in November published an exchange of letters with the Lord Chancellor, Lord Falconer of Thoroton, in which it was stated that a majority of the Committee agreed that a successor committee should be appointed in the new session.

³ HL Paper 97, session 2002–03.

⁴ HL Paper 155, session 2002–03.

4. Meanwhile, on 18 September 2003,⁵ the Government announced proposals, in the absence of agreement on more substantial reform of the House of Lords, to remove the remaining 92 hereditary peers from the membership of the House, together with certain other changes (the setting up of a statutory appointments commission, disqualification of Members sentenced to imprisonment for a year or more, and the introduction of a facility for Members to resign their seats). The bill to implement these changes was to have been introduced in the House of Commons in March 2004, but just before the planned date of introduction the Government announced that it had decided not to proceed in the present Parliament. Nor has a successor committee on House of Lords reform been appointed.

The Lord Chancellor and a new supreme court

5. In a Cabinet reshuffle announced on 12 June 2003, Lord Falconer of Thoroton replaced Lord Irvine of Lairg as Lord Chancellor. Lord Falconer was also appointed as Secretary of State for Constitutional Affairs as well as Lord Chancellor, supported by a new Department for Constitutional Affairs, subsuming the former Lord Chancellor's Department. It was announced at the same time that there was to be a new supreme court, separated from the House of Lords; new arrangements for judicial appointments; and an end to the previous role of the Lord Chancellor as a judge and Speaker of the House of Lords. Once the reforms were in place, the post of Lord Chancellor would be abolished.

6. In relation to the speakership of the House of Lords the then Leader of the House, Lord Williams of Mostyn, conducted informal soundings and, on 25 June 2003, announced that a select committee would be appointed. The Select Committee on the Speakership of the House, under the chairmanship of Lord Lloyd of Berwick, was appointed in July 2003 and reported in November 2003. It recommended that the House should elect a speaker, whose title might be "Lord Speaker", with a greater role than the Lord Chancellor has in relation to the House but no significant powers such as those exercised by the Speaker of the House of Commons – the House's tradition of self-regulation would continue.

7. No immediate action was taken on the Committee's Report, and the Lord Chancellor is still continuing to act as Speaker of the House.

8. The Constitutional Reform Bill [HL], setting up a supreme court and enacting other reforms in relation to the Lord Chancellor and judicial appointments, was introduced in the House of Lords in February 2004. On 8 March 2004 the House voted, by 216 votes to 183, to refer the Bill to a select committee. The select committee was appointed on 22 March 2004, with terms of reference requiring it to report by 24 June 2004. At the same time, the House agreed to a motion authorising the carry-over of the Bill if it did not complete all its stages in the current session.⁶ The select committee on the Bill, chaired by Lord Richard, duly reported on 24 June 2004, and the Bill was re-committed to a Committee of the whole House.

⁵ HL Deb. col. 1057.

⁶ HL Deb., 22 March 2004, cols 468-72.

9. The Bill envisages that the present law lords would become the first members of the new supreme court, but that they (and other Lords who were judges) would be disqualified from sitting in the House while serving as judges. The timing of the implementation of this reform may depend on more than just the enactment of the bill, as in the first half of 2004 the identification of a suitable building to house the new supreme court became a matter of controversy. At the time of completing this Report the choice had been narrowed down to two possible sites but no decision had been made.

10. So, despite the emergence of several Government proposals since mid-2003, the composition, judicial functions and speakership of the House seem likely to remain as they are until some time after the next general election, expected to be held in 2005.



Portraits commissioned by the Works of Art Committee: *Lord Mackay of Clashfern, Lord Chancellor 1987–97*, by Norman Edgar (left), and *Lord Irvine of Lairg, Lord Chancellor 1997–2003*, by James Lloyd (right).

WORKING PRACTICES

11. Last year's Annual Report recorded (paragraphs 1 to 3) significant changes in working practices introduced from November 2002 for a trial period of two sessions, together with agreement to set up a Merits of Statutory Instruments Committee with effect from the beginning of session 2003–04. Shortly after the end of the year, on 26 May 2004, the Leader of the House announced the appointment of a Leader's Group of ten Members under her chairmanship to "review the procedural changes agreed by the House in July 2002 and to make recommendations to the Procedure Committee for their retention, modification or reversal, with any associated changes. The review will include September sittings, but not the terms of reference of the Merits of Statutory Instruments Committee (because these are to be reviewed separately after the first year), nor matters relating to the Speakership of the House."⁷ The Group is due to report in September 2004 with a view to the Procedure Committee considering its recommendations in October and decisions being made by the House in November in time for any changes to take effect at the start of the new session.

⁷ HL Deb. col. WS53.

12. Separately from the other changes in working practices, the House agreed⁸ (on a division) “That it is the opinion of this House that, subject to the requirements of business, in 2003 the Summer Recess should begin not later than the middle of July and the House should sit for two weeks in September.” Accordingly the House rose for the summer recess on Friday 18 July and sat between Monday 8 September and Thursday 18 September, then adjourning until Monday 6 October.

13. On 8 December 2003⁹ the House agreed to a similar pattern of sittings for 2004, but by a much smaller majority: 122–114, as against 160–76 in relation to 2003. In 2004 it is intended (subject to the progress of business) that the House should rise on Thursday 22 July, sit from Tuesday 7 September to Thursday 16 September, and then adjourn until Monday 11 October.

14. The new working practices begun in November 2002 included the bringing forward of the start of Thursday sittings from 3 p.m. to 11 a.m., but with a break between about 1.30 p.m. and 3.00 p.m., and Starred Questions taken at 3.00 p.m. Sittings were expected to end by 7.30 p.m. unless there was an unstarred question, lasting up to 1½ hours, in which case the sitting might continue until 9 p.m. This arrangement was reviewed by the Procedure Committee, which issued a questionnaire seeking the views of Members. Of 368 Members who responded, 200 favoured a change to an arrangement whereby Starred Questions would be taken at the beginning of business at 11.00 a.m. The Procedure Committee recommended the adoption of this arrangement, with the sitting normally finishing by 7 p.m.¹⁰ The change was agreed to by the House on 17 December 2003 and implemented from the start of 2004. The Procedure Committee recommended that there should, when appropriate, be a one-hour break at about 1.30 p.m., during which it should be possible to take an unstarred question limited to one hour, or other business. That recommendation was agreed to on a division, 152–122.¹¹



The Leader of the House, Baroness Amos, at the Despatch Box.

⁸ HL Deb., 25 November 2002, cols 565–82.

⁹ HL Deb. cols 553–64 and 622.

¹⁰ 1st Report, session 2003–04, HL Paper 6.

¹¹ HL Deb., 17 December 2003, col. 1167.

15. It was noted in last year's Annual Report (paragraph 2) that in practice the House had not always risen by the target time of 10 p.m. on Mondays, Tuesdays and Wednesdays. That remained the case in 2003/04. The House sat for over 63 hours after 10 p.m., sitting until 10.30 p.m. or later on 36 occasions. The longest sitting, on 20 October 2003, ended at 4.54 a.m.

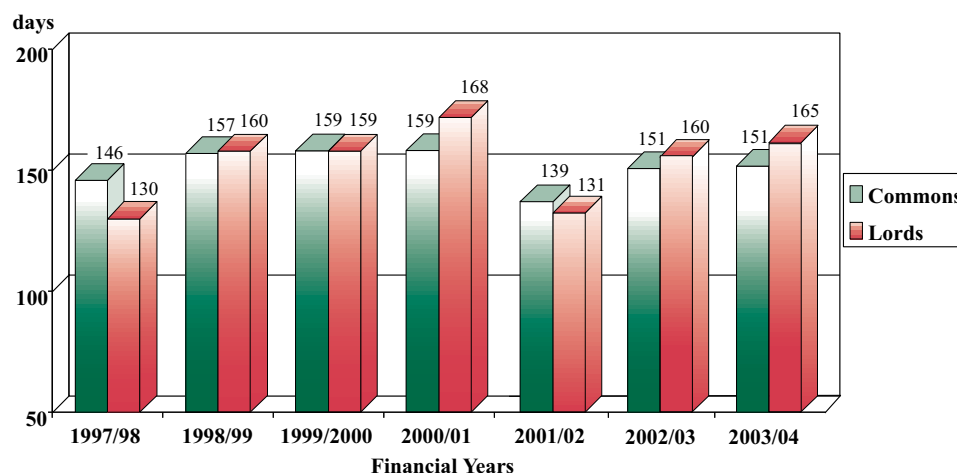
16. In January 2004, following a recommendation by the Procedure Committee, the House followed the House of Commons in providing for Written Ministerial Statements to be published in Hansard, in place of "planted" Questions for Written Answer.

BUSINESS OF THE HOUSE

General

17. The House sat on 165 days during the year, for a total of 1180 hours, as against 160 days and 1150 hours in 2002/03. Thus the average length of sitting (7 hours 9 minutes in 2003/04, 7 hours 11 minutes in 2002/03) was not significantly affected by the introduction in November 2002 of the new convention on rising times referred to in paragraph 15.

Lords and Commons sitting days



18. There was a sharp increase in the number of divisions. There were 235 divisions during the year, of which 87 resulted in Government defeats.

19. Details of debates which took place in session 2002–03 appear in the booklet *The work of the House of Lords*.

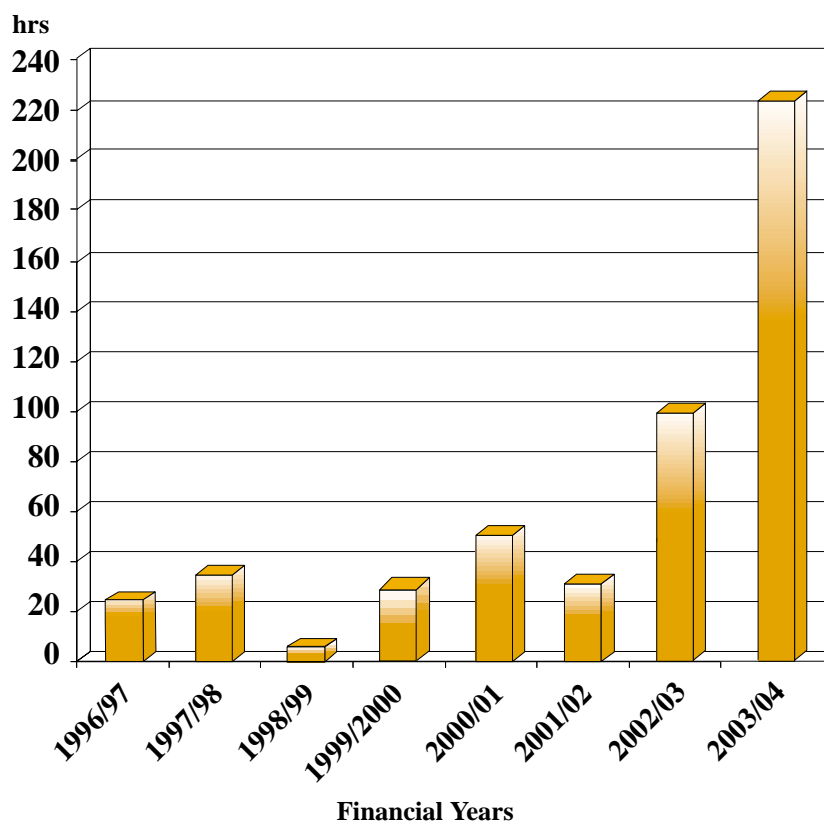
Legislation

20. The increase in sitting hours of the House took place despite a substantial increase in the use of Grand Committees: 63 days of Grand Committee sittings totalling 225 hours, as against 30 days and 102 hours in 2002/03. The figures in Appendix E, Part B, show that the House spent some 57 hours more than in the previous year considering legislation in the Chamber.

21. The spillover at the end of the 2002–03 session was a particularly busy period, with proceedings on seven major Government bills still in progress until the last days of the session. Agreement on two bills (Criminal Justice and Health and Social Care) was reached only on the last day of the session.

22. Further details of the bills considered in the 2002–03 session may be found in the booklet *The work of the House of Lords*.

Time spent in Grand Committees



Private bills

23. As has become usual in recent years, few private bills came before the House. Four received Royal Assent during the year. During the year one bill, the Mersey Tunnels Bill, was the subject of a Select Committee hearing. The Committee met for two days in March 2004 to consider one petition against the Bill, and concluded that the Bill should proceed without amendment subject to undertakings to be given by the promoters.

Delegated legislation

24. The new Merits of Statutory Instruments Committee was appointed in December 2003, under the chairmanship of Lord Hunt of Kings Heath. The Committee made a Special Report in April 2004¹² to inform the House of its preliminary conclusions on its working methods. From the beginning of April 2004 the Committee began reporting weekly on statutory instruments. The Committee expected that its principal contribution to the effective scrutiny of delegated legislation by the House would be in identifying negative instruments deserving debate, but indicated that it would also draw attention to those affirmative instruments which would be of considerable interest to the House.

25. The Delegated Powers and Regulatory Reform Committee continued under the chairmanship of Lord Dahrendorf. It made 25 reports during the year. Its 1st Report, Session 2003–04,¹³ contained a report on the work of the Committee in sessions 2001–02 and 2002–03.

COMMITTEES

European Union Committee

26. In June 2003 the Liaison Committee recommended¹⁴ that the European Union Committee should appoint an additional (seventh) sub-committee from the start of session 2003–04. The new sub-committee structure is as follows:

Sub-Committee A: Economic and Financial Affairs, Trade and International Relations

Sub-Committee B: Internal Market

Sub-Committee C: Foreign Affairs, Defence and Development Policy

Sub-Committee D: Environment and Agriculture

Sub-Committee E: Law and Institutions

Sub-Committee F: Home Affairs

Sub-Committee G: Social Policy and Consumer Affairs

27. Lord Grenfell continued as Chairman of the Committee. In November 2003 the Committee made for the first time an annual report,¹⁵ with the purposes of reviewing the substantive policy work of the Committee over the previous year; giving a flavour of some of the work the Committee intended to undertake over the coming year, subject to the need also to respond to events; and to give an account of procedural and administrative changes, together with a foretaste of matters which the Committee would be taking up.

¹² 3rd Report, session 2003–04 (HL Paper 73).

¹³ HL Paper 9, session 2003–04.

¹⁴ 2nd Report, session 2002–03, 23 June 2003 (HL Paper 126).

¹⁵ 44th Report, session 2002–03 (HL Paper 191).



Members of the Science and Technology Committee visiting Antarctica in January 2004 to study the work of scientists.

28. The Committee made 50 Reports in session 2002/03, 13 of which analysed in detail the texts of the draft Constitutional Treaty as they emerged. Others included reports on Comitology (which won an award for clarity from the European Information Association); the European Central Bank; the Financial Services Action Plan; relations with both the US and with Russia; Waste Management; the Common Fisheries Policy; and the European Border guard. A full list appears in *The work of the House of Lords*.

Science and Technology Committee

29. The Science and Technology Committee continued under the chairmanship of Lord Oxburgh. It published a report on *Fighting Infection*¹⁶, prepared by Sub-Committee I, chaired by Lord Soulsby of Swaffham Prior, and a follow-up report on *Chips for Everything*.¹⁷

Constitution Committee

30. During the year the Constitution Committee, chaired by Lord Norton of Louth, made reports on six bills, on the draft Constitution for the European Union, and on a meeting held with the Lord Chancellor to discuss the constitutional changes referred to in paragraphs 4 to 10 above. The Committee also published an annual report on its work in session 2002–03.¹⁸

Economic Affairs Committee

31. Lord Peston continued as Chairman of the Economic Affairs Committee. The new Finance Bill Sub-Committee of the Committee was set up for the first time in 2003 under Lord Peston's chairmanship. Its Report on the Finance Bill was made in June 2003.¹⁹ It was reconstituted in February 2004, again with Lord Peston as Chairman.

32. In addition, in November 2003 the Committee made a report on *Aspects of the Economics of an Ageing Population*.²⁰

Joint Committee on Human Rights

33. The Joint Committee on Human Rights, chaired by Jean Corston MP, made 21 Reports during the year. In addition to reports on legislation and draft legislation, the Committee made reports on the case for a Children's Commissioner for England,²¹ the UN Convention on the Rights of the Child,²² the work of the Northern Ireland Human Rights Commission,²³ and the meaning of "public authority" under the Human Rights Act.²⁴ The Committee made one Report on a remedial order under the Human Rights Act 1998, the Naval Discipline Act 1957 (Remedial) Order 2004.²⁵

¹⁶ 4th Report, session 2002–03 (HL Paper 138).

¹⁷ 1st Report, session 2003–04 (HL Paper 15).

¹⁸ 2nd Report, session 2003–04 (HL Paper 19).

¹⁹ 3rd Report, session 2002–03 (HL Paper 121).

²⁰ 4th Report, session 2002–03 (HL Paper 179).

²¹ 9th Report, session 2002–03 (HL Paper 96).

²² 10th Report, session 2002–03 (HL Paper 117).

²³ 14th Report, session 2002–03 (HL Paper 132).

²⁴ 7th Report, session 2003–04 (HL Paper 39).

²⁵ 9th Report, session 2003–04 (HL Paper 59).

Pre-legislative scrutiny

34. Just before the start of the year, a joint select committee was appointed to consider a draft *Corruption Bill*. It met for the first time on 24 March 2003, and appointed Lord Slynn of Hadley as Chairman. The Committee reported in July 2003.²⁶

35. In July 2003 two further joint select committees were appointed to consider draft bills. The Joint Committee on the draft *Mental Incapacity Bill*, chaired by Lord Carter, and the Joint Committee on the draft *Civil Contingencies Bill*, both reported in November 2003.²⁷

36. A further pre-legislation scrutiny joint committee, to consider a draft *Gambling Bill*, was appointed in September 2003. It reported in March 2004.²⁸ The Committee proposed in its report that it should be reappointed to make a further report in relation to casino developments, on which a decision by the Department for Culture, Media and Sport was awaited when the Committee reported. The Committee was accordingly reappointed in June 2004.

37. Finally, a joint committee was appointed in January 2004 to consider a draft *Disability Discrimination Bill*. The Committee, again chaired by Lord Carter, reported in April 2004.²⁹

Ad hoc select committees

38. The Committee on *Religious Offences in England and Wales*, set up in 2002 under the chairmanship of Viscount Colville of Culross, reported in May 2003.³⁰ In view of the appointment of the pre-legislative scrutiny committees referred to above, no successor committee was appointed immediately.

39. In November 2003 the Liaison Committee recommended the appointment of a select committee to consider the *Patient (Assisted Dying) Bill*. The purpose of the bill, originally introduced by Lord Joffe in session 2002–03 and given a second reading in June 2003, is to allow competent terminally ill patients to request assistance to die. The Liaison Committee originally recommended that the Committee should begin its work after the Easter recess 2004. The Bill was reintroduced in the 2003–04 session and given a second reading and committed to a select committee on 10 March 2004. The Committee was appointed on 31 March, with Lord Mackay of Clashfern as Chairman, but in view of the fact that the resources to support the Committee were by then needed for the Select Committee on the Constitutional Reform Bill [HL], the order setting up the Committee fixed 7 July 2004 as the date of the first meeting.

²⁶ HL Paper 157, session 2002–03.

²⁷ The Report from the Joint Committee on the draft Mental Incapacity Bill was published as HL Paper 189, session 2002–03. The Report from the Joint Committee on the draft Civil Contingencies Bill (chaired by Lewis Moonie MP) was published as HL Paper 184, session 2002–03.

²⁸ HL Paper 63, session 2003–04. The Chairman was John Greenway MP.

²⁹ HL Paper 82, session 2003–04.

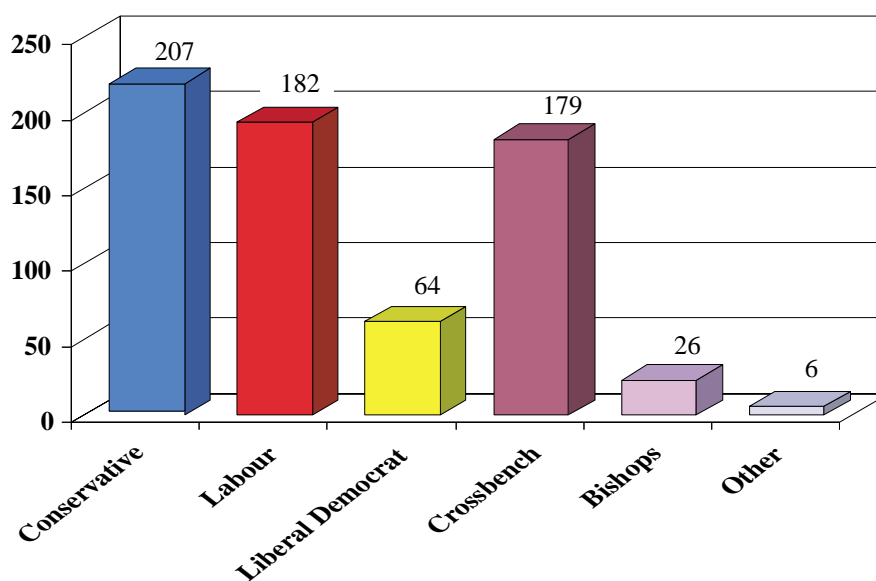
³⁰ See the Annual Report for 2002/03, paragraph 58.

MEMBERSHIP OF THE HOUSE

New Members

40. Last year's Annual Report noted that, apart from the appointment of one Lord of Appeal in Ordinary, only two life peerages had been created between 1 April 2002 and 31 March 2003 – the lowest number since the Life Peerages Act 1958. The position was little changed in 2003–04, with only three new creations under that Act. In June 2003 life peerages were conferred on Lord Boyce (formerly Chief of the Defence Staff) and Lord Cullen of Whitekirk (Lord President of the Court of Session), and in January 2004 Lord Triesman was created a life peer and appointed as a Lord in Waiting (Government whip). Three new Lords of Appeal in Ordinary were appointed in January 2004. These included the first woman Lord of Appeal in Ordinary, Baroness Hale of Richmond. The others were Lord Carswell (previously Lord Chief Justice of Northern Ireland) and Lord Brown of Eaton-under-Heywood (like Baroness Hale of Richmond, previously a member of the Court of Appeal).

Party strengths as at 31 March 2004



41. After the end of the year, on 1 May 2004, the first list of new life peerages since 2001 was announced. It comprised 46 names. Of these, seven were put forward by the House of Lords Appointments Commission, two were former holders of high offices nominated by the Prime Minister, and 37 were party nominations.

By-elections

42. Last year's Annual Report recorded the holding, in March 2003, of the first by-election under the provisions of the House of Lords Act 1999. In that by-election Viscount Ullswater was elected to succeed the late Viscount of Oxfuird. Because Lord

Oxfuird was one of the fifteen hereditary peers elected by the whole House in 1999, the electorate for the by-election comprised the whole House. A second by-election took place during 2003–04, consequential on the death on 20 August 2003 of Lord Milner of Leeds, one of two hereditary peers elected in 1999 by the Labour hereditary peers. For this by-election the electorate comprised the remaining three Labour hereditary peers (two of them being among the fifteen elected by the whole House). There were eleven candidates, and the successful candidate was Lord Grantchester.

43. The death on 28 February 2004 of Lord Vivian, one of the 42 hereditary peers elected in 1999 by the Conservative hereditary peers, meant that a further by-election was pending at the end of the year. For that by-election the electorate comprised the 48 remaining Conservative hereditary peers. The ballot was conducted by post, using the alternative vote system adopted for the first by-election, and the result was announced on 13 May. There were 37 candidates, and the successful candidate was Viscount Trenchard.

Deaths of Members

44. The House was shocked and saddened by the sudden death on 20 September 2003 of Lord Williams of Mostyn, Leader of the House since 2001.

45. In June 2003 the House agreed to a recommendation by the Procedure Committee that, with effect from the summer recess 2003, all deaths of Members should be recorded in the Minutes of Proceedings. The following deaths were accordingly recorded, up to the end of March 2004:

- Lord Blake (20th September 2003)
- Lord Williams of Mostyn (20th September 2003)
- Lord Rayne (10th October 2003)
- Lord Walker of Doncaster (11th November 2003)
- Lord Wallace of Coslany (11th November 2003)
- Lord Hardy of Wath (16th December 2003)
- Lord Dormand of Easington (18th December 2003)
- Lord Islwyn (19th December 2003)
- Lord Gallacher (4th January 2004)
- Baroness Pike (11th January 2004)
- Lord Jenkins of Putney (26th January 2004)
- Lord Scanlon (27th January 2004)
- Lord Bullock (2nd February 2004)
- Lord Constantine of Stanmore (13th February 2004)
- Lord Vivian (28th February 2004)
- Lord Hobhouse of Woodborough (15th March 2004)

THE CODE OF CONDUCT

46. In July 2001 the House agreed to establish a new Code of Conduct to take effect from 31 March 2002. It was agreed that the new Code should be reviewed after eighteen

months of operation. The Committee for Privileges accordingly considered the matter in October 2003 and asked its Sub-Committee on Lords' Interests to undertake a review.

47. The Sub-Committee's report was endorsed by the Committee and published just after the end of the year.³¹ It noted that there had been almost no complaints about non-compliance, and recommended that the Code should be allowed to settle down for a period of years before changes were considered.

THE ADMINISTRATION

48. Last year's Annual Report described the changes in the domestic committees introduced from the start of session 2002–03. Those arrangements have continued throughout the period of this Annual Report.

The House Committee

49. The House Committee made three reports to the House during the year. Its 3rd Report, Session 2002–03, set out arrangements whereby from 1 April 2003 Members could claim reimbursement of travel and subsistence costs for up to two visits per year on parliamentary business to the EU institutions or to the national parliament of an EU state or candidate country.

50. Its 4th Report, Session 2002–03, reported the Committee's agreement to the Annual Report for 2002–03 and to the first House of Lords Business Plan; and agreed that the category of Members' Expenses previously called "Secretarial Costs etc." should be renamed "Office Costs", more accurately reflecting the relevant resolutions of the House and the types of expenses claimable.

51. Its 5th Report, Session 2002–03 (4 November 2003) followed up its earlier recommendation³² that details relating to Members' claims for expenses should be published, with effect from late 2004, to meet the requirements of the Freedom of Information Act 2000. It made detailed recommendations about the information to be published annually. The information to be published initially will be that relating to the financial years 2001/02, 2002/03 and 2003/04.

The Management Board

52. Sir Michael Davies retired as Clerk of the Parliaments in July 2003 and there were consequential changes in the composition of the Management Board, first established in October 2002. Sir Michael was succeeded by Paul Hayter, formerly Clerk Assistant, who accordingly became Chairman of the Management Board. His responsibility as Board Member responsible for Parliamentary Services passed to his successor as Clerk Assistant, Michael Pownall. Pownall was succeeded as Principal Finance Officer by Edward Ollard, previously Establishment Officer, who became the first Principal

³¹ 1st Report from the Committee for Privileges, session 2003–04, 5 April 2004 (HL Paper 69).

³² 1st Report, session 2002–03 (HL Paper 19).

Finance Officer to hold that position on a full-time basis. Mr Ollard's place as the Board member responsible for human resources was taken by Philippa Tudor, on return from a two-year secondment as Head of the Parliamentary and Constitutional Division of the Scotland Office. Mr Hayter's previous responsibility as Board member responsible for Information Services passed to Mr Pownall's successor as Reading Clerk, David Beamish, who also retained his former position as Clerk of the Journals.

53. Two of the original members of the Board, Sir Michael Willcocks (Black Rod) and Rhodri Walters (Clerk of Committees), continued in post.

Staff of the House

54. There were 442 staff of the House (including part-time staff) at 31 March 2004, as against 413 at 31 March 2003. Altogether 73 new staff were recruited during the year. Details of the staff complement at 31 March 2004 are given in Appendix H, and details of changes in complement and grading in Appendix J.

FINANCE

55. Cash provision for Members' expenses and general administration costs in 2003/04 was £45,210,575. Cash expenditure totalled £41,395,753.

56. The administration net cash requirement for 2004/05 was set by the House Committee at £48,781,692.

57. Cash provision for works services in 2003/04 was £23,335,400. Cash expenditure was £19,721,230.

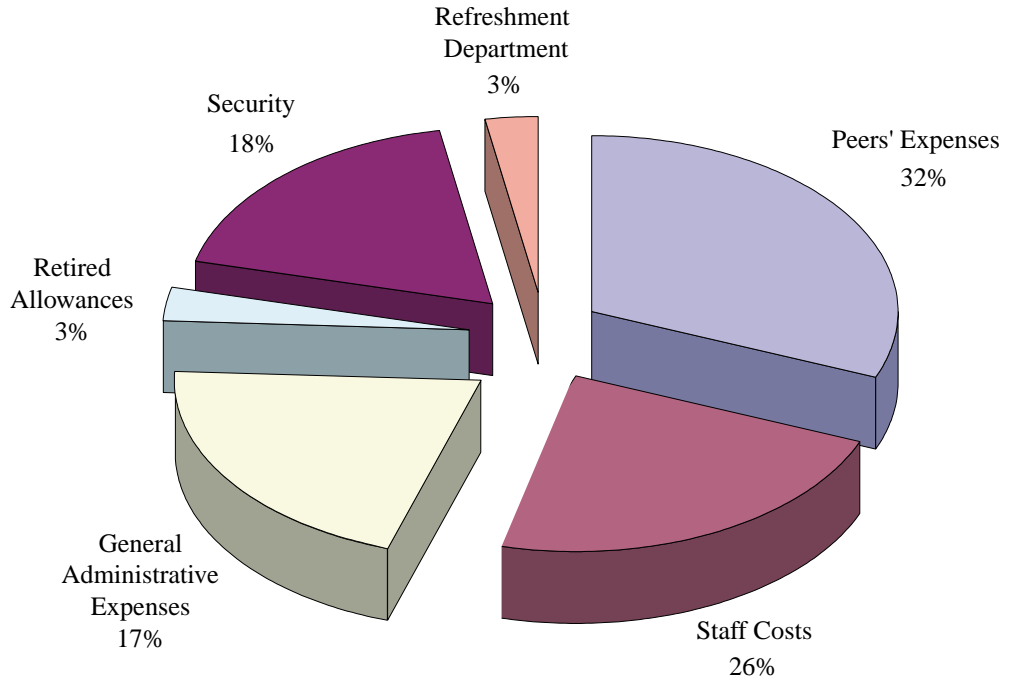
58. The works services net cash requirement for 2004/05 was set by the House Committee at £27,927,005.

59. A detailed breakdown of cash expenditure over the period 2000/01 to 2004/05 is given in Appendix F.

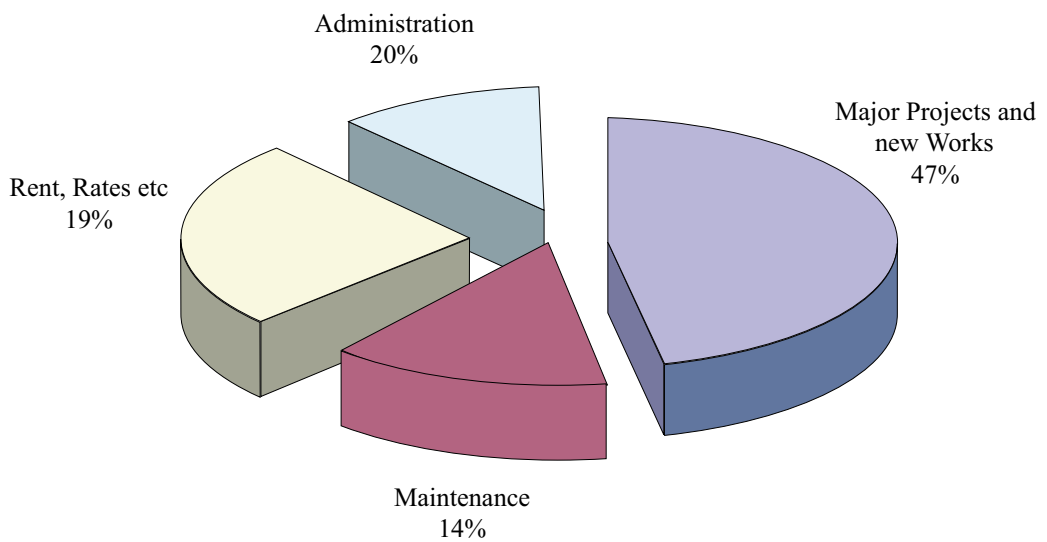


The Management Board: *from left to right, Michael Pownall, Sir Michael Willcocks, David Beamish, Paul Hayter, Edward Ollard, Rhodri Walters, Philippa Tudor.*

House of Lords Peers' Expenses, Administration Etc. RfR
Net Cash Expenditure 2003/04 total £41.4m



House of Lords Works Services RfR
Net Cash Expenditure 2003/04 total £19.7m



IMPLEMENTATION OF THE BUSINESS PLAN 2003/04

INTRODUCTION

60. The first House of Lords Business Plan, for the period to 2006/07, was approved by the House Committee and published in July 2003 (HL Paper 147 of Session 2002–03). It incorporated a five-year Strategic Plan for the House Administration 2003–2008, embodying an aim, four objectives, eight core values, and fourteen primary tasks. The Strategic Plan is set out in Appendix C.

61. The Business Plan comprised two elements: maintenance of “business as usual” – the delivery of the current range of services supporting the parliamentary and judicial functions of the House; and a range of initiatives to implement the Strategic Plan. These were categorised by reference to the fourteen primary tasks. Many of these initiatives were intended to be pursued in later years, and this Report concentrates on those intended to be begun during 2003/04. While the emphasis in this Report is on new developments, the need to maintain “business as usual” is recognised by the administration to be paramount.³³

62. This part of the Annual Report records progress in relation to each of the primary tasks.

PRIMARY TASK 1: ENSURE THAT THE PROVISION OF SERVICES TO MEMBERS OF THE HOUSE IS MANAGED EFFICIENTLY AND EFFECTIVELY AND IN A WAY WHICH IS RESPONSIVE TO THEIR WISHES.

63. Supporting the delivery of parliamentary services is the core function of the Administration. An initiative to take steps to understand better the wishes of the Members of the House has led to the undertaking of a survey of Members’ views on facilities and services in the House of Lords. This comprises a qualitative survey, involving interviews by professional researchers with a sample of Members, and a quantitative survey, involving the issue of a questionnaire to all active Members of the House. The survey work itself began shortly after the end of 2003/04, and acting on its findings will be a major priority for the Administration in 2004/05 and 2005/06.

64. The new Merits of Statutory Instruments Committee (see above, paragraph 24) was appointed in December 2003. The Legislation Office was restructured, with the staff of the Delegated Powers and Regulatory Reform Committee and the Merits of Statutory Instruments Committee forming a new Delegated Legislation Section.

³³ The first of the administration’s four objectives is “to ensure that the House and its committees have the necessary procedural, information, research, administrative and security support to meet at any time and in any circumstances”.

65. Provision of IT equipment and support to Members continued to be developed. The provision of Windows 2000 and Microsoft Office XP to over 300 Members was completed in the early part of the year. The computer loan scheme was expanded to offer Members up to two computers each (one desktop, one laptop) as well as multi-functional printers combining fax, photocopying, scanning and optical character recognition (OCR). Some 80 Members were able to benefit from the additional equipment in 2003/04, and it is available to all Members from the start of 2004/05.

66. Broadband connections in Members' homes, enabling high-speed remote access to Parliament and the Internet, were made available to users of House of Lords computers. Some seventy Members applied for this service. A pilot project was also established to support remote access to Parliament from any Internet computer.

67. The Computer Office helpdesk hours were extended by an hour until 7 p.m. Mondays to Thursdays during sitting weeks. A strengthening and restructuring of the Computer Office made possible the expansion of training opportunities for Members and staff, including "drop-in" sessions and visits to offices by Computer Office staff.

68. Work continued on increasing the reliability of the Parliamentary Network. Proposals for creating a Critical Services Network were redirected towards improving resilience and security more generally in the light of the Network's greater reliability.

69. In conjunction with the House of Commons, the parliamentary printing contract with the Stationery Office (TSO) was extended by a year to March 2006. In advance of the re-letting of the contract steps are being taken to eliminate typesetting where possible and to undertake in-house page make-up.

70. The Refreshment Committee issued a questionnaire to Members. The survey was completed in the summer of 2003. The results were analysed and recommendations presented to the Committee in November 2003 and subsequently implemented.

PRIMARY TASK 2: ANTICIPATE AND PROVIDE FOR THE NEEDS OF A CHANGING HOUSE.

71. While there were no significant changes in the composition and functions of the House (see paragraphs 2 to 10 above), the Administration has taken steps to prepare for two proposed changes announced during the year.

A new Supreme Court

72. The proposed new Supreme Court will be supported by civil servants instead of by staff of the House.³⁴ Arrangements are being made to ensure a smooth transition. Existing staff of the Judicial Office have been given the choice of moving to the Supreme Court or remaining with the House of Lords, while staff appointed in future will be expected to move to the Supreme Court. As a result, certain vacancies in the Judicial Office have been filled by staff of the Department for Constitutional Affairs on secondment.

³⁴ In the Constitutional Reform Bill [HL] as introduced, it would be for "the Minister" to provide staff for the Supreme Court. But the Select Committee on the Bill has recommended that the Court should be established according to the model of a non-ministerial department, and has indicated that the Lord Chancellor will bring forward amendments to effect this change. (HL Paper 125-I, session 2003-04, paragraph 268).

New arrangements for the Speakership of the House

73. Preparations have been made for the Administration to provide support for a Speaker appointed by the House. (See above, paragraph 6)

PRIMARY TASK 3: PROVIDE SUFFICIENT ACCOMMODATION AND FACILITIES TO ALLOW MEMBERS, MEMBERS' STAFF AND THE STAFF OF THE HOUSE TO WORK IN AN EFFICIENT AND SAFE ENVIRONMENT WHILE MAINTAINING THE FABRIC AND HERITAGE OF THE PARLIAMENTARY ESTATE.

74. The refurbishment of Fielden House began during the year. When it is ready for occupation in January 2005 it will provide accommodation for 55 Members and 25 of their staff.

75. The main building works for bringing the Victoria Tower repository up to archival standard were completed ahead of time, as a result of a demanding programme of almost continuous decanting of records from strongrooms. The task of restoring areas of the Tower to archival use and repatriating the records was begun.

76. The kitchen refurbishment project was begun with the excavation of a new basement in Peers' Court in the summer recess 2003. Preparations were made for the second part of the project, the fitting out of the basement and the complete renovation of the kitchen areas, which will begin in the summer of 2004 and is due to be completed in 2005.

77. The refurbishment of the Library's basement store rooms was completed in October 2003.

PRIMARY TASK 4: DEVELOP A SYSTEM OF CORPORATE GOVERNANCE AND INTERNAL CONTROL WHICH IS OPEN, EFFECTIVE AND ACCOUNTABLE; AND MAKE FURTHER PROGRESS WITH IMPLEMENTING SOUND FINANCIAL MANAGEMENT.

78. The Administration has supported the development of the work of the new Audit Committee. Risk management is increasingly being embedded within the Administration: members of the Management Board have specific responsibility for reporting on identified corporate risks, and each Office has now developed, and is required to maintain, a list of risks and measures to mitigate them.

79. The first annual Business Plan was published in July 2003. The Business Planning Group, chaired by the new Principal Finance Officer, took the lead in preparing the second annual Business Plan, for the period 2005/06 to 2007/08, drawing as before on Office business plans.

80. A completely new guide to the principles and procedures for the taxation of costs in appeals to the House of Lords was produced in November 2003. This has been made available both in booklet form and on the Internet.

81. A review of the role of the Principal Finance Officer has been commissioned, to report by November 2004.

PRIMARY TASK 5: IMPLEMENT A PROGRAMME TO OBTAIN VALUE FOR MONEY IN ALL THE ADMINISTRATION'S ACTIVITIES AND RESOURCES.

82. The Audit Committee has approved a series of value for money (vfm) reviews. A vfm review of procurement was completed in 2003/04 and, as recommended in that review, new procurement arrangements under the leadership of the Principal Finance Officer are to be introduced in autumn 2004.

83. In October 2003 a new indexing process for Hansard was successfully implemented. Weekly, Cumulative and Bound Volume indexes are now produced electronically by TSO rather than manually by a sub-contractor. The cost of the new system was some £51,000. It has reduced the cost of the index from over £200,000 in 2002/03 to £21,000 annually.

84. Written ministerial statements (see paragraph 16 above) have been prepared for printing in Hansard using scanning and OCR (optical character recognition). This has kept the printing cost to £33.15 per page, rather than £79.20 per page for copy required to be typeset. It is planned to extend this method to the printing of written answers pending establishment of a secure e-mail link with Government departments enabling written answers to be received electronically.

PRIMARY TASK 6: CONTINUE TO MAKE SECURITY ARRANGEMENTS WHICH ARE APPROPRIATE TO THE ASSESSED LEVEL OF THREAT AND ALLOW THE HOUSE TO FUNCTION EFFECTIVELY, AND DEVELOP CONTINGENCY PLANS TO ENABLE THE HOUSE AND ITS COMMITTEES TO CONTINUE THEIR WORK UNDER ANY CIRCUMSTANCES.

85. During the year the Palace of Westminster Special Service Agreement for the provision of security services was renegotiated with the Metropolitan Police. It is intended to link the Parliamentary Security Force with the plans and facilities of the Metropolitan Police throughout the capital. The contract is managed by Black Rod and the Serjeant at Arms of the House of Commons and now includes a requirement for performance indicators to be monitored monthly.

86. The threat to the House from international terrorism remains high and as a result additional security measures, both physical and personal, have been implemented. These include: improvements to measures regulating vehicle and pedestrian access at the House entrances; additional CCTV cameras; a window protection programme; and enhanced manpower and patrols. Security briefings form part of all Members' and staff induction courses.

87. Contingency plans have been developed to enable the House to continue functioning under all circumstances.

88. A bicameral review of security on the Parliamentary Estate by the Security Service and the Metropolitan Police was started early in 2004 and will report in October.

PRIMARY TASK 7: DEVELOP A STRATEGY FOR EFFECTIVE COMMUNICATIONS BETWEEN THE ADMINISTRATION AND MEMBERS OF THE HOUSE, AND WITHIN THE ADMINISTRATION.

89. In January 2004 the first edition of a new *Handbook on facilities and services for Members* was published. It is intended that a new edition should be published annually.

90. New arrangements for the induction of new Members were developed. These were put into effect for the first time in June 2004, following the appointment of 46 new life peers (see paragraph 41 above).

91. The House's Intranet pages continued to be developed – see paragraph 106 below.

92. Regular meetings have taken place between the Clerk of the Parliaments and the Leader of the House, the usual channels and the Chairman of Committees.

93. In response to a request from a Member, *Hansard* daily parts now include a numerical index to written answers, in both the printed and electronic versions.

94. The Business Plan included an initiative to codify practice on parliamentary ethics and standards and provide written guidance for Members. However, the Sub-Committee on Lords' Interests of the Committee for Privileges, in reviewing the Code of Conduct (see above, paragraph 47), concluded that this should not be taken forward at present, in view of the need for the Code to have a longer period to bed down and uncertainty over the House's future membership.

PRIMARY TASK 8: PROMOTE PUBLIC UNDERSTANDING AND KNOWLEDGE OF THE HOUSE THROUGH THE DEVELOPMENT OF AN EXTERNAL COMMUNICATIONS STRATEGY IN ALL MEDIA INCLUDING PRINT, ELECTRONIC AND SPEAKING ACTIVITIES, AND IMPROVE BOTH PHYSICAL ACCESS AND FACILITIES FOR VISITORS.

95. A second annual edition of the booklet *The work of the House of Lords*, focusing on the 2002–03 session, was produced in March 2004 and sent to schools and others as well as being made available on the Internet.

96. A new format Weekly Bulletin for select committees was introduced. It sets out a calendar of committee meetings, work in progress, reports and debates in a clear and more arresting style.

97. The format of Select Committee reports was redesigned, and the new format was introduced for all Select Committees of the House with effect from the beginning of the 2003–04 session. The new format, which allows for an increased use of space and colour, makes the reports easier to read.

98. Uncorrected transcripts of committee evidence are now made available on the Internet.

99. Following a successful pilot project, the proceedings of the House and public meetings of committees are now webcast on the website parliamentlive.tv. An archive is available on the site for a period of two weeks.



Examples of publications produced by the House of Lords Information Office.

100. The bicameral Central Tours Office managed a second programme of guided tours for the public in the summer of 2003, and took over the arrangements for providing guides for tours throughout the year.

101. The House collaborated with the House of Commons in making plans for improved welcome, reception and information facilities for visitors, and agreed in principle the construction of a new reception centre on Cromwell Green.

102. The Record Office's display cases in the Royal Gallery were replaced and the death warrant of Charles I was returned to the archives after 25 years' public display in the interests of its long-term preservation. A proposal for an exhibition to mark the 400th anniversary of the Gunpowder Plot was approved, and a business case for a complementary suite of web pages was agreed.

103. Preparations have continued for the coming into force of the Freedom of Information Act 2000 in January 2005, and with it the application to the House of the Data Protection Act 1998. Arrangements have been established for the publication of information on Members' expenses (see paragraph 51 above). Additional information to be added to the Publication Scheme has been identified. A start has been made in setting up a system for tracking Freedom of Information and Data Protection requests that will also generate management information about the House's effectiveness in meeting its legal obligations under the Acts. A Freedom of Information and Data Protection Implementation Group has been established to assist the Freedom of Information Officer in overseeing final preparations for the application of the Acts to the House.

PRIMARY TASK 9: EXPLOIT INFORMATION SYSTEMS AND TECHNOLOGY SO AS TO GIVE PARLIAMENTARY AND PUBLIC USERS READY ACCESS TO A WIDE RANGE OF PARLIAMENTARY INFORMATION, WHEN THEY WANT IT AND WITHOUT HAVING TO KNOW WHERE IT IS HELD.

104. The Libraries of the two Houses continue to take the lead in the bicameral Parliamentary Information Management Services (PIMS) project, which in January 2005 will replace and extend the existing POLIS system used by both Libraries. In November 2003, following a competitive tender, the contract to implement and support PIMS was let. PIMS will provide a modern solution for the storage, search, retrieval and management of parliamentary information held in the two Libraries; and will also form a platform on which the services available to Members of both Houses of Parliament can be extended.

105. A study was undertaken to consider whether the House should follow the House of Commons in introducing a House Administrative Information System (HAIS) for accountancy and human resources data. A decision is due to be taken in 2004/05.

106. The House of Lords Intranet was redesigned during the year and the range of information available continues to expand. It already includes a wide range of Library resources (including online subscription services), Refreshment Department menus, information and application forms relating to Members' expenses, a searchable staff

directory, details of the services offered to Members and staff by the Computer Office, minutes and agendas of domestic committee meetings, and information about the work of the Management Board. With a view to bringing the existing intranets of the two Houses together into a single coherent whole, a bicameral Web Centre Project was initiated towards the end of the year.

107. The Record Office website was enhanced as a platform for highlighting specific aspects of the collections and for special projects such as Archives Awareness Month in September 2003. Citizenship, a major online exhibition making use of key documentary resources, was launched with The National Archives in April 2003. This provided a valuable resource for lifelong learning and enhanced the online profile of the archives as a core resource of Parliament.

PRIMARY TASK 10: EXTEND THE ELECTRONIC DELIVERY OF SERVICES WHEREVER APPROPRIATE.

108. A range of developments has continued during the year. In particular, in addition to developments referred to above and elsewhere in this Report:

- (1) Amendments to bills are now accepted by e-mail.
- (2) All employment vacancies are now advertised on the Internet.
- (3) The Record Office's archive automation project has continued to meet its targets. Some 135,000 entries have been added to the catalogue in the year, including descriptions of the records of the Public and Private Bill Offices and Committee Offices of both Houses, and those of the Judicial Office. Public access to the catalogue (known as *Portcullis*) was made available in the Search Room in June 2003, and planning is under way for full remote access via the Parliamentary website by April 2005.

PRIMARY TASK 11: PURSUE HUMAN RESOURCES POLICIES WHICH PROMOTE THE RECRUITMENT, RETENTION AND DEVELOPMENT THROUGH TRAINING OF STAFF OF HIGH CALIBRE; WHICH ENCOURAGE DIVERSITY AND SUPPORT INNOVATION; AND WHICH PROVIDE STAFF WITH THE SKILLS AND MOTIVATION TO MEET THE NEEDS OF THE HOUSE.

109. During the year the Administration began the process of seeking Investors in People accreditation, with a view to completing the process by late 2004.

110. Specific developments during the year included the following:

- (1) A new three-year pay agreement was implemented for grades A–D.
- (2) Also as part of the three-year pay agreement, a new autumn development review was introduced for grades A–D. The annual appraisal arrangements for those grades, conducted in April and May in relation to the year April–March, were consequently revised and simplified. A similar autumn development review was introduced for senior staff. Training was arranged for all staff concerned in the conduct of development reviews.

- (3) The implementation of the new public service pension scheme was concluded, and preparations were made for the delivery of new pensions services such as annual benefit statements.
- (4) Agreement was reached with the House of Commons on new arrangements for the delivery of shared services in health and safety and for the staff magazine *In House*.
- (5) The use of the Intranet and Internet in disseminating information to staff and others, including job applicants, was greatly expanded.
- (6) Revised guidance was produced for the Chairmen and members of selection and promotion boards.
- (7) A performance appraisal form for Housekeepers was developed, thereby ensuring that all House of Lords staff receive an annual performance appraisal review from April 2005.
- (8) A structured programme for the development of the Management Board and senior staff has continued through a series of seminars and an Awayday held in October 2003.
- (9) A targeted in-house training programme was introduced for junior and middle management, based on needs identified in the new autumn development reviews.
- (10) A new equal opportunities and diversity strategy was adopted.
- (11) A training and development strategy, covering all offices, was adopted.

PRIMARY TASK 12: ENSURE THAT RECORDS IN ALL MEDIA ARE CREATED, USED AND DISPOSED OF IN ACCORDANCE WITH THE BUSINESS, LEGAL, EVIDENTIAL AND ARCHIVAL NEEDS OF THE HOUSE BY APPLYING RECOGNISED STANDARDS AND BEST PRACTICE IN RECORDS MANAGEMENT.

111. Steady progress was made with the application of corporate records management policies, which will assist compliance with the Freedom of Information and Data Protection Acts and bring business benefits in terms of improved access to information by staff to aid decision-making and operational effectiveness.

112. The implementation and maintenance of a Parliament-wide file classification scheme is on target for completion in both Houses. The Record Office has provided training for staff, and advice to offices, at all stages of implementation. A total of 28 training courses in use of the scheme were held and over 850 Parliamentary staff have now received training.

113. The development and approval of disposal authorities for the destruction and archiving of Parliamentary records is continuing. It is planned that the authorities will extend to 28 volumes of disposal practice. The Clerks of both House approved the first volume, covering the function of financial management.

114. A bicameral Electronic Document and Records Management (EDRM) Group oversaw the production of a strategy and business case for EDRM with the aim of implementing pilot projects in each House.

PRIMARY TASK 13: DEVELOP RELATIONSHIPS AT THE ADMINISTRATIVE LEVEL WITH DEVOLVED PARLIAMENTS AND ASSEMBLIES, COMMONWEALTH PARLIAMENTS AND EUROPEAN UNION INSTITUTIONS AND PARLIAMENTS.

115. During the year 47 programmes were arranged for visiting Speakers, Members and officials from overseas legislatures. The Overseas Office also arranged visits for participants in RIPA International and Chevening Scholars programmes. The Chairman and Clerk of the European Union Committee gave evidence to the French Senate on the work of the Committee; and a member of the Committee and its Clerk participated in an annual meeting with colleagues from the European Affairs Committees of the Scottish Parliament and Welsh and Northern Ireland Assemblies.

116. The Clerk of the Overseas Office co-hosted at Westminster a two-day seminar for heads of scrutiny/committee offices of the devolved parliaments and assemblies of the United Kingdom and Ireland; and collaborated with the Commons in preparation for the first Professional Development Seminar for UK Clerks, to be held in September–October 2005.

117. The Administration took part in the setting up of a Parliamentary Procurement Forum, comprising representatives of the two Houses, the Scottish Parliament and the Welsh and Northern Ireland Assemblies. The House's Procurement Officer subsequently attended meetings of the Forum in London, Edinburgh and Belfast.

118. The Administration continued to participate in similar forums for Principal Finance Officers, Hansard editors and Freedom of Information officers from United Kingdom legislatures.

PRIMARY TASK 14: IMPROVE EXISTING ARRANGEMENTS FOR SHARED SERVICES WITH THE HOUSE OF COMMONS AND EXPLORE NEW AREAS WHERE SHARED SERVICES COULD BENEFIT THE HOUSE OF LORDS AND PARLIAMENT.

119. In November 2003 the Clerk of the Parliaments and the Clerk of the House of Commons appointed a review team, chaired by Sir Michael Cummins (Serjeant at Arms, House of Commons) and including the Reading Clerk, to examine the management structure for IS and IT in Parliament.³⁵ The review team's report, made in March 2004, recommended the creation of a new bicameral ICT (Information and Communication Technology) Service, to incorporate the IS and IT staff currently employed in the House of Lords and the six departments of the House of Commons, with a view to providing an improved level of service to Members and staff in both

³⁵ The terms of reference were: "To make recommendations to the Clerks of both Houses by the end of February 2004 on possible models for a coherent and more unified management structure for parliamentary information systems and information technology, taking into account the need for secure and reliable services responsive to the needs of all parliamentary users; full transparency and accountability in the management arrangements; awareness of new developments in IS and IT; a clear focus for project management expertise; value for money. The review should cover all the existing central structures with responsibilities for IS/IT; the relationship between these structures and departmental teams; and options for new central functions and structures."

Houses as well as better opportunities for IS/IT specialist staff. The recommendations were subsequently considered, and approved in general terms, by the House Committee and the Information Committee. In July 2004 they were approved by the House of Commons Commission and planning for their implementation was begun.

115. A bicameral review group examined current and future arrangements for shared services.

AUDIT COMMITTEE

Annual Report for 2003/04

INTRODUCTION

1. 2003/04 was the Audit Committee's second year of operation and we believe the Committee has demonstrated an important role in maintaining and enhancing standards of accountability in an important public institution such as Parliament. During the year we have continued to work closely with House officials and officials from the National Audit Office, the House's external auditors, to ensure that the Administration's audit and accountability arrangements are in good shape and, as far as possible, reflect best practice in the public sector.

REVIEW OF THE YEAR 2003/04

2. Overall, the Committee is satisfied that the Administration is continuing to make good progress across a number of areas, such as internal audit arrangements and the production of Resource Accounts. In particular, we believe we have contributed to the development of a robust risk management system in the House Administration, maintaining a sense of proportion while keeping an eye on the major risks. However, there are also some areas where the Committee has concerns.

Works expenditure

3. Money spent on works represents approximately 35% of the Administration's annual expenditure. The improved control arrangements introduced in 2001/02 are still bedding in and we will keep their progress under review. There are two areas where the Committee has noted its particular interest: the transparency, control and management of budgets; and concern about weak project management. We are expecting to see improvements in project management in the coming year and we note the proposals to this end in the House's Business Plan.

4. Following an internal audit review, the Committee has also expressed concern to officials about the dependence of the Lords on the House of Commons for the provision of financial information about works and other shared services. We recognise that this is a complex area, but nevertheless we look to the Administration to seek to make improvements.

Security expenditure and management

5. The Committee has a role in ensuring that the processes used for conducting security arrangements are rigorous and effective and expenditure is well managed. The current security environment and several high-profile security incidents in recent months have reinforced the importance of this task. We attach importance to a very clear security decision-making structure in which decisions can be reached speedily. We are seeking reassurances that the processes for making the necessary decisions, and completing expenditure as requested, are fit for purpose.

6. During 2002/03 the Administration completed the renegotiation of the House's security contract (Special Services Agreement) with the Metropolitan Police Service. The Committee discussed the progress of negotiations several times with officials and made recommendations on the contract negotiations to the House Committee. In particular, the Committee pressed for the inclusion of performance targets and penalties for not meeting performance standards. The contract, which came into force on 1st April 2004, does contain performance indicators together with performance reports which will be discussed formally on a monthly basis. While progress on penalties was limited, the contract does for the first time contain clauses applying the House's standards of conduct to police and security officers. This allows Black Rod (and the Serjeant at Arms in the Commons) to investigate any improper behaviour and take any necessary action.

Resource Accounts for 2001/02 and 2002/03

7. The production of the Resource Accounts for 2001/02 with an unqualified opinion was a significant achievement for the House Administration. Inevitably for a first set of accounts under the new system, there were some areas where improvements could be made, including providing better financial information for management decisions, and we hope that these will be taken forward in the 2002/03 Accounts.

8. One area the Committee looked at was the significant variation in the value of the asset base (the Palace of Westminster) and the effect of this on the Resource Accounts. While we acknowledge that there is a degree of unreality about the exercise of valuing an asset base that will not be disposed of, we accept that the House has to comply with accounting disciplines and we are pleased that the valuation method has now been revised.

Internal and external audit arrangements

9. The Committee has continued to receive reports from the Internal Audit team and it approved the draft internal audit programme for 2004/05 which was more integrated with risk management. We have also made recommendations to the administration on issues raised in internal audit reports, and advised the Clerk of the Parliaments and the House Committee on the outcome of the joint audit review with the NAO on Members' expenses.

Risk management

10. The framework for risk management and risk reporting across the administration is continuing to develop and we note the Clerk of the Parliaments' confidence that systems are developing sufficiently to enable him to sign the Statement of Internal Control. The management of corporate risks is now reported to the Management Board on an annual timetable, and risk registers have been rolled out to all offices. The Administration has made good progress in developing a robust and proportionate risk management system in the House.

VFM

11. The Committee has encouraged the embedding of value for money in all the Administration's activities including, for example, the renegotiation of the postal services contract currently held with the Royal Mail. The VFM review of procurement proposed new responsibilities and a new procurement strategy for the House which will improve procurement services.

Relations with House of Commons Audit Committee

12. The Audit Committees of the two Houses share agendas and Minutes (through the Clerks) and we receive regular reports on the work of the Commons Audit Committee.

Functions and working methods of the Committee

13. As a Committee, we have sought to follow best practice in Audit Committee activity. The Treasury's Audit Committee Handbook, published in October 2003, set out policy principles and guidance which the Committee discussed. In line with the Handbook's recommendations, the Committee now meets 4 times per year. We also recommended the appointment of a second external member through open competition. The Handbook led us to discuss whether there should be any overlap in the membership of the Audit Committee and the House Committee; however we agreed that for the time being it was sufficient for the House Committee to receive Minutes from the Audit Committee. We will revisit this issue in the coming year.

THE YEAR AHEAD 2004/05

14. Our priorities for the coming year include seeking improvements in the control and management of works expenditure (in particular, improvements in project management) and security expenditure; and overseeing further developments in risk management and the implementation of new arrangements for procurement.

15. We welcome suggestions by other Members of the House for issues within the terms of reference which might merit our consideration; and welcome the views and comments of Members on this report.

ALEXANDER OF WEEDON
(Chairman)
BEST
CHRISTOPHER
SHUTT OF GREETLAND
DAME VALERIE STRACHAN

Membership:

Lord Alexander of Weedon (*Chairman*)
Lord Best
Lord Christopher
Lord Shutt of Greetland
Dame Valerie Strachan (*External Member*)

Terms of Reference:

The Audit Committee is appointed by the House Committee. Its terms of reference are:

1. To consider internal and external audit reports and other material, and to assess management responses thereto;
2. To recommend to the Accounting Officer a suitable annual internal audit work programme and to monitor progress against the audit plan;
3. To provide advice to the Accounting Officer in the exercise of his responsibilities;
4. To evaluate the adequacy of the risk management system and the suitability of the control arrangements reported to it, and to advise the Management Board accordingly;
5. To monitor value for money, good financial practice, appropriate internal controls, and effective governance throughout the administration of the House;
6. To make an annual report to the House, to be submitted, in the first instance, to the House Committee and to be published with the House of Lords' Annual Report.

Declarations of Interest:

The relevant financial interests of internal Members of the Committee are listed in the Register of Lords Interests. An up-to-date version of the Register can be found at: http://www.parliament.uk/about_lords/register_of_lords__interests.cfm

APPENDIX A

The Domestic Committees

(Membership on 31 March 2004)

HOUSE COMMITTEE

Amos, B.	Lloyd of Berwick, L.
Barnett, L.	Renfrew of Kaimsthorn, L.
Brabazon of Tara, L. (<i>Chairman</i>)	Rodgers of Quarry Bank, L.
Burlison, L.	Strathclyde, L.
Craig of Radley, L.	Williams of Crosby, B.
Hunt of Wirral, L.	

ADMINISTRATION AND WORKS COMMITTEE

Brabazon of Tara, L. (<i>Chairman</i>)	Kirkham, L.
Chelmsford, Bp.	McFarlane of Llandaff, B.
Cope of Berkeley, L.	Mar and Kellie, E.
Craig of Radley, L.	Roper, L.
Darcy de Knayth, B.	Shaw of Northstead, L.
Dixon, L.	Wilkins, B.
Grocott, L.	

INFORMATION COMMITTEE

Avebury, L.	Goudie, B.
Baker of Dorking, L. (<i>Chairman</i>)	Haskel, L.
Brougham and Vaux, L.	Mitchell, L.
Burnham, L.	Rodger of Earlsferry, L.
Erroll, E.	Sandwich, E.
Gale, B.	Smith of Clifton, L.
Gardner of Parkes, B.	

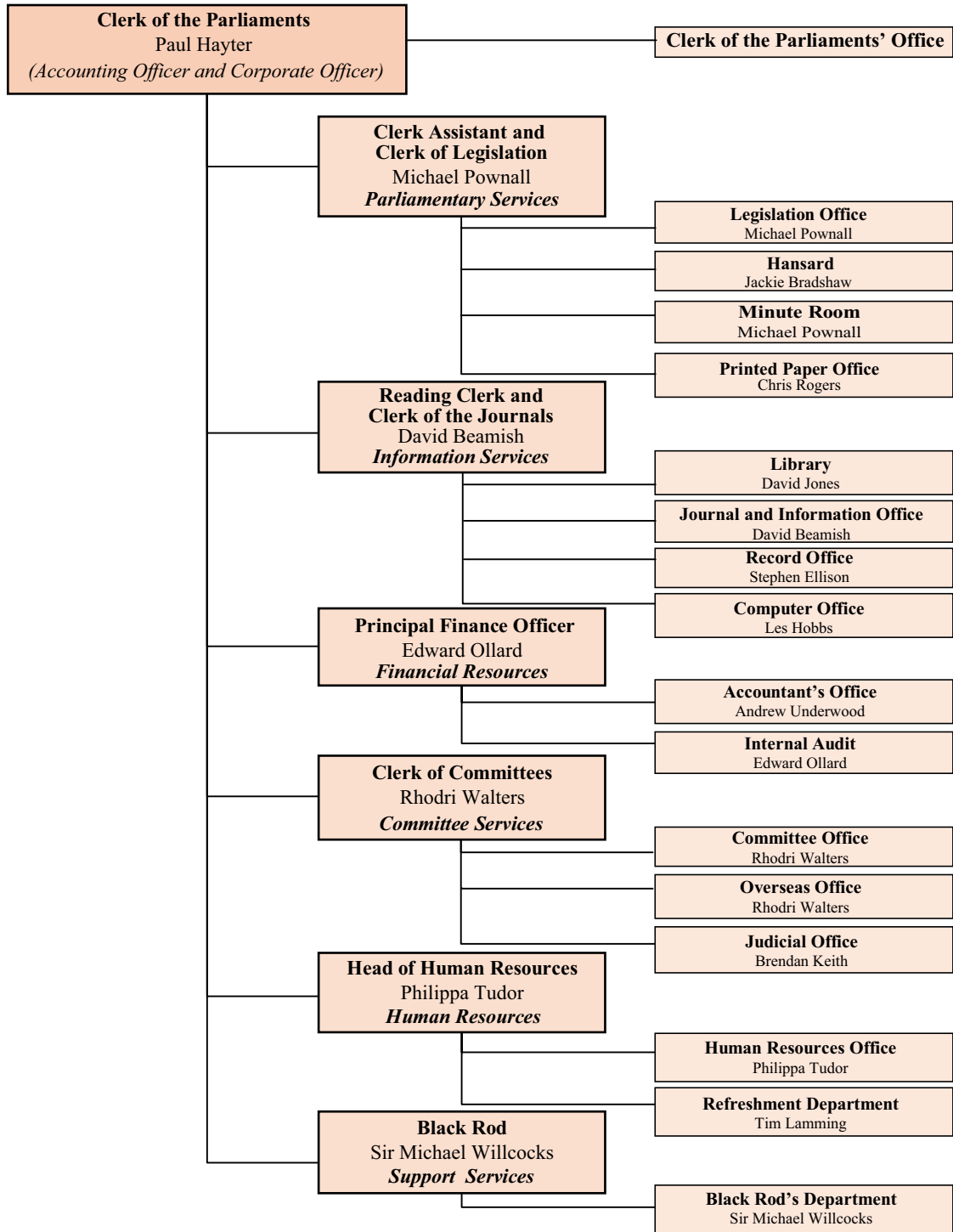
REFRESHMENT COMMITTEE

Borrie, L.	Pitkeathley, B.
Burnham, L.	Redesdale, L.
Fookes, B. (<i>Chairman</i>)	Rendell of Babergh, B.
Grocott, L.	Saltoun of Abernethy, Ly.
Harris of Richmond, B.	Strange, B.
Palmer, L.	Wade of Chorlton, L.

WORKS OF ART COMMITTEE

Bernstein of Craigweil, L.	Redesdale, L.
Chandos, V.	Rees, L.
Cobbold, L.	Rees-Mogg, L.
Crathorne, L. (<i>Chairman</i>)	Tordoff, L.
Eames, L.	Trumpington, B.
Luke, L.	Warwick of Undercliffe, B.

The Management Board and office structure



APPENDIX C

The House of Lords Strategic Plan 2003–2008

Aim

The aim of the House of Lords administration is:

- To enable the House, together with its Members, to carry out its parliamentary and judicial functions fully and effectively, and to give value for money.

Objectives

The 4 objectives of the House of Lords administration are:

1. To ensure that the House and its committees have the necessary procedural, information, research, administrative and security support to meet at any time and in any circumstances.
2. To provide all Members of the House (and their staff) with the services they need, including appropriate accommodation and facilities, in support of their parliamentary and judicial duties, regardless of party or office.
3. To provide the public with information and with access to the proceedings of the House, so as to enhance awareness and understanding of the House's work.
4. To maintain the heritage and integrity of the House's buildings, objects and documents.

Core values

The Administration will be guided by the following core values and principles:

- Respect for the importance and dignity of Parliament
- Professional excellence
- Honesty and integrity
- Impartiality
- Accountability
- Efficiency in maximising the return on all inputs
- Fairness and respect among its staff
- Openness

Primary Tasks

The Administration has identified 14 primary tasks for the period 2003–08. How these tasks will be implemented will be detailed in annual business plans. The order in which the tasks are set out is not intended to indicate their relative importance. In fulfilling its objectives, the House of Lords administration will seek to:

APPENDIX C (*Cont'd*)

1. Ensure that the provision of services to Members of the House is managed efficiently and effectively and in a way which is responsive to their wishes.
2. Anticipate and provide for the needs of a changing House.
3. Provide sufficient accommodation and facilities to allow Members, Members' staff and the staff of the House to work in an efficient and safe environment while maintaining the fabric and heritage of the Parliamentary estate.
4. Develop a system of corporate governance and internal control which is open, effective and accountable; and make further progress with implementing sound financial management.
5. Implement a programme to obtain value for money in all the Administration's activities and resources.
6. Continue to make security arrangements which are appropriate to the assessed level of threat and allow the House to function effectively, and develop contingency plans to enable the House and its committees to continue their work under any circumstances.
7. Develop a strategy for effective communications between the Administration and Members of the House, and within the Administration.
8. Promote public understanding and knowledge of the House through the development of an external communications strategy in all media including print, electronic and speaking activities, and improve both physical access and facilities for visitors.
9. Exploit information systems and technology so as to give Parliamentary and public users ready access to a wide range of Parliamentary information, when they want it and without having to know where it is held.
10. Extend the electronic delivery of services wherever appropriate.
11. Pursue human resources policies which promote the recruitment, retention and development through training of staff of high calibre; which encourage diversity and support innovation; and which provide staff with the skills and motivation to meet the needs of the House.
12. Ensure that records in all media are created, used and disposed of in accordance with the business, legal, evidential and archival needs of the House by applying recognised standards and best practice in records management.
13. Develop relationships at the administrative level with devolved Parliaments and assemblies, Commonwealth Parliaments and European Union institutions and Parliaments.
14. Improve existing arrangements for shared services with the House of Commons and explore new areas where shared services could benefit the House of Lords and Parliament.

APPENDIX D

Composition of the House of Lords

as at 1 April 2003

	<i>Men</i>	<i>Women</i>	<i>Total</i>
Archbishops and bishops	26	–	26
Life peers under the Appellate Jurisdiction Act 1876	27	–	27
Life peers under the Life Peerages Act 1958	437	109	546
Peers under the House of Lords Act 1999	87	5	92
TOTAL	577	114	691
Of whom:			
Peers on leave of absence from the House	11	3	14

as at 31 March 2004

	<i>Men</i>	<i>Women</i>	<i>Total</i>
Archbishops and bishops	26	–	26
Life peers under the Appellate Jurisdiction Act 1876	28	1	29
Life peers under the Life Peerages Act 1958	420	109	529
Peers under the House of Lords Act 1999	86	5	91
TOTAL	560	115	675
Of whom:			
Peers on leave of absence from the House	9	2	11

APPENDIX E

Business of the House: Statistics

A SITTINGS

<i>By financial year</i>	2003/04	2002/03	2001/02*	2000/01
1 Number of sitting days (excluding days when the House sat for judicial business only and swearing-in days)	165	160	131	168
2 Number of weeks during which the House sat†	37	42	36	39
3 Number of hours for which the House sat	1179:52	1149:58	861:50	1249:25
4 Average daily attendance	357	373	362	346
5 Average length of sitting	7:09	7:11	6:34	7:26
6 Number of divisions‡	235	171	65	186
(i) Government victories	119	90	41	150
(ii) Government defeats	97	65	16	26
(iii) Other divisions	19	16	8	10
7 Number of Grand Committee sittings	61	30	8	14

* General election year.

† A week falling in two financial years is treated as falling at the end of the earlier year.

‡ A government victory is defined as one where at least one of the tellers is a government whip.
Divisions without a quorum and unwhipped divisions are counted as “Other divisions”.

APPENDIX E (*cont'd*)

B THE TIME OF THE HOUSE (in hours) was divided approximately as follows:

<i>By financial year</i>	2003/04	2002/03	2001/02*	2000/01
1 Prayers	16:06 1.4%	14:36 1.3%	11:12 1.3%	14:12 1.1%
2 Introduction of new peers	1:24 0.1%	0:54 0.1%	4:24 0.5%	3:20 0.3%
3 Starred questions	81:55 7.0%	77:11 6.7%	58:26 6.8%	72:52 5.8%
4 General debates	186:42 15.8%	219:11 19.1%	223:53 26.0%	152:16 12.2%
5 Debates on European Communities Committee reports	21:19 1.8%	16:48 1.4%	14:28 1.6%	32:13 2.6%
6 Debates on Science & Technology Committee reports	2:01 0.2%	7:27 0.6%	2:34 0.3%	8:48 0.7%
7 Statements	47:19 4.0%	61:47 5.4%	42:34 5.0%	47:12 3.8%
8 Measures	1:00 0.1%	0:00 0.0%	0:00 0.0%	0:15 <0.1%
9 Public Bills (including hybrid bills)	669:17 56.7%	612:01 53.2%	382:56 44.4%	760:45 60.9%
10 Private bills	2:59 0.2%	2:12 0.2%	0:16 <0.1%	0:30 <0.1%
11 Statutory instruments	62:03 5.3%	58:34 5.1%	35:56 4.1%	58:21 4.7%
12 Unstarred questions	63:33 5.4%	61:57 5.4%	68:08 8.0%	78:41 6.3%
13 Other (including formal business and adjournments)	24:10 2.0%	17:20 1.5%	17:03 2.0%	20:00 1.6%

* General election year.

APPENDIX F

A. HOUSE OF LORDS 5 YEAR CASH EXPENDITURE SUMMARY

	Financial Year				
	2000/01 Outturn	2001/02 Outturn	2002/03 Outturn	2003/04 Outturn	2004/05 Cash Require- ment
	£000	£000	£000	£000	£000
Peers' Expenses	8,412	10,014	13,386	13,158	14,037
House of Lords' Offices	14,450	14,268	17,422	18,160	24,023
Retired Allowances	1,273	990	1,638	1,321	1,672
Security	5,425	5,895	6,979	7,540	7,885
Refreshment Department	921	903	1,041	1,217	1,165
Peers' Expenses, Administration etc. RfR	30,481	32,070	40,463	41,396	48,782
Works Services RfR	15,190	24,258	17,106	19,721	27,927
Net cash requirement	45,671	56,328	57,569	61,117	76,709

APPENDIX F (cont'd)

B. CASH EXPENDITURE BY OFFICE IN 2003/04

2003–04 Estimate ⁽¹⁾	2003–04 Outturn	Detail Expenditure by Office	2004–05 Cash Requirement
£000	£000		£000
14,970	13,158	Peers' Expenses⁽²⁾	14,037
19,541	17,933	Parliament Office	22,903
1,664	1,625	Clerk of the Parliaments Office	2,587
714	624	Accountant's Office	764
2,599	2,254	Committee Office	2,855
375	334	Overseas Office	465
727	668	Human Resources Office	791
1,696	1,321	Superannuation	1,672
1,911	1,996	Hansard	1,963
778	641	Journal and Information Office	744
136	83	Judicial Office	261
2,113	1,985	Library	2,318
826	901	Legislation Office	1,072
609	593	Record Office	676
1,747	1,868	Printed Paper Office	1,991
2,507	1,823	Computer Office	3,579
1,139	1,217	Refreshment Department	1,165
9,890	10,305	Black Rod's Department	11,060
1,837	1,974	Black Rod's Office	2,240
7,166	7,540	Security Costs	7,885
712	594	Telecommunications	751
175	197	Postal Services	184
23,335	19,721	Works Services	27,927
800		Reserves	782
68,536	61,117	Net cash expenditure	76,709
23,996		Cash to Accruals and Capital Adjustments	27,617
92,532		Net Resource Requirement	104,326

⁽¹⁾ Figures include a Spring Supplementary Estimate

⁽²⁾ The Lords' Reimbursement Scheme is administered by the Accountant's Office

APPENDIX G

Peers' Reimbursement Allowance Scheme

Rates and Conditions applicable as at 31 March 2004

Travelling Expenses

1. Subject to the conditions stated below, Members of the House of Lords may recover the cost of travelling expenses incurred by them for the purpose of their Parliamentary duties in attending sittings of the House or of Committees of the House.
2. Claims can be made only for journeys between main place of residence and London.
3. Lords may recover the cost of fares incurred by them for travel within the United Kingdom by any public rail, sea, air or bus service.
4. Travel by Rail—Claims may include the cost of sleeping berths or seat reservations.
5. Travel by Air—Claims may include travel by coach between airport and air-terminal.
6. Travel by Road—Claims in respect of journeys by private car are restricted to an allowance of 56.1p per mile. This allowance is reduced to 25.9p per mile if the total mileage claimed in a full year exceeds 20,000 miles. Claims in respect of journeys undertaken by bicycle are paid at the rate of 7.2p per mile.
7. Claims for incidental travel cost (e.g. taxi fares) are covered by the day subsistence allowance (see para 10(b) below).
8. The cost of journeys made in the United Kingdom on Parliamentary business may be reimbursed.
9. When Parliament is recalled during a recess, Lords who are away from their main place of residence may recover, subject to certain conditions, the extra costs incurred in travelling to and from Westminster to attend the House.

Other Expenses

10. Members of the House may also recover certain expenses certified by them as incurred for the purpose of Parliamentary duties at sittings of the House or of Committees of the House within the following maxima for each day of attendance:
 - (a) **Night Subsistence**—Members of the House who incur the expenses of overnight accommodation in London away from their only or main residence may claim such expenses within a daily limit of £128.00.

Members who necessarily incur the expense of accommodation in London away from their only or main residence, for a night which falls immediately before a day of attendance at the House, may claim such expenses within the same daily limit.
 - (b) **Day Subsistence and incidental travel**—Members of the House may claim day subsistence and travel costs not separately recoverable within a daily limit of £64.00.

APPENDIX G (*cont'd*)

- (c) **Secretarial costs and certain additional expenses**—The cost of secretarial help and, where appropriate, the cost of providing necessary equipment may be claimed, together with the cost of certain additional expenses (e.g. domestic costs, purchase of books and periodicals and professional subscription charges that arise out of Parliamentary duties) may be claimed within a limit of £53.50 for each day of attendance.

Claims may be made to recover actual expenditure in connection with Parliamentary duties over a period, but subject to a limit provided by the product of the appropriate daily maximum and the number of attendances at Westminster during the period covered by the claim.

Members who incur the cost of secretarial assistance in excess of the limit provided under (c) may recover such extra costs within a limit of £2,140 a year in respect of non sitting periods.

Loss of earnings may not be claimed against the expenses allowances.

11. Lords who are disabled may also recover the additional expenses of attending the House incurred by them on account of their disablement.
12. Lords may recover the cost incurred by their wife or husband for travel between home and Westminster to attend Parliamentary occasions, subject to a limit of two return journeys per calendar year.
13. With effect from 1 April 2003, Lords may claim certain costs arising from visits on Parliamentary business to the EU institutions or the national parliaments of EU member states or candidate countries.

APPENDIX H

Complement of Officers and Staff

as at 31 March 2004

Members of the House of Lords receiving salaries from the House of Lords vote

Post	Salary
Chairman of Committees (including £1,574 London Supplement)	£77,280
Principal Deputy Chairman of Committees (including £1,574 London Supplement)	£71,860

The Lord Chancellor does not currently draw a salary as Speaker of the House of Lords.

House of Lords Senior Staff

Post	No. of posts	Senior Staff Band
Clerk of the Parliaments	1	Judicial Group 4
Clerk Assistant	1	3
Reading Clerk	1	2
Black Rod	1	2
Clerk of Committees	1	2
Counsel to the Chairman of Committees ¹	2	2
Second Counsel to the Chairman of Committees	1	2
Legal Adviser to the Joint Committee on Human Rights	1	2
Clerk of the Judicial Office	1	1A
Principal Finance Officer	1	1A
Head of Human Resources	1	1A
Librarian	1	1A
Accountant	1	1
Clerk to the Procedure Committee (Part-time)	1	1
Clerk of Public Private and Bills	1	1
Clerk of the Records	1	1
Editor of Debates	1	1
Financial Adviser	1	1
Select Committee Clerk	2	1

¹ Two part-time posts

APPENDIX H (*cont'd*)

House of Lords Staff in Pay Bands A to E

Post	No. of posts	Span
Deputy Librarian	1	A1
Deputy Head Of Human Resources	1	A1
Head of Catering Services	1	A1
Head of Library Research Services	1	A1
Director of Public Information	1	A1
Deputy Editor of Debates	1	A1
Administration Officer	1	A2
Assistant Clerk of the Records	3	A2
Assistant Editor	5	A2
Chief Reporter	3	A2
Computer Officer	1	A2
Deputy Accountant	1	A2
Internal Auditor	1	A2
Legal Assistant to European Union Committee	1	A2
Merits Committee Advisers	2	A2
Private Secretary to the Clerk of the Parliaments	1	A2
Senior Clerk	11	A2
Senior Library Clerk	2	A2
Staff Adviser	1	A2
Yeoman Usher	1	A2
Clerk	8	AFS
Library Clerk	4	AFS
Business Systems Analyst, Computer Office	1	B1
Computer Development Manager	1	B1
Deputy Head of Catering Services	1	B1
Head Chef	1	B1
HEO Accountant	4	B1
Press and Publicity Officer (Select Committees)	1	B1
Law Lords' Legal Assistants	4	B1
Manager, Peers' Dining Room	1	B1
Reader & Technical Services Librarian	1	B1
Records Manager	1	B1
Reporter	16	B1
Research Assistants	4	B1
Senior Executive Officer, Private Bill Office	1	B1
Specialist Assistant, Science and Technology Committee	1	B1
Staff Superintendent	1	B1
Archivist (Modern Collections)	1	B2
Assistant Head of Human Resources	1	B2
Assistant Internal Auditor	1	B2
Assistant Librarian	12	C2/B2
Assistant Reporter (part-time)	1	B2

APPENDIX H (*cont'd*)

Business Systems Support Consultant, Computer Office	1	B2
Catering Manager	3	B2
Computer Development Officer	1	B2
Computer Services Manager	1	B2
Deputy Chef	1	B2
Publishing and Publicity Officer	1	B2
EO Accountant	1	B2
Higher Executive Officer	13	B2
IT Support Manager, Refreshment Department	1	B2
Judicial Taxing Clerk	1	B2
Principal Doorkeeper	1	B2
Procurement Officer	1	B2
Research Services & Legal Information Librarian	1	B2
Senior Personal Secretary	3	B2
Select Committee Research Assistant	4	B2
Technical Support Manager, Computer Office	1	B2
Webmaster	1	B2
Committee Assistant	2	C1
Deputy Staff Superintendent	2	C1
Second Principal Doorkeeper	1	C1
Senior Sous Chef	3	C1
Assistant Archivist	5	C2
Assistant Management Accountant	1	C2
Assistant Records Manager	2	C2
Banqueting Operations Manager	1	C2
Catering Manager	3	C2
Computer Executive Officer	7	C2
Executive Officer	23	C2
Helpdesk Manager, Computer Office	1	C2
Higher Personal Secretary	14	C2
Principal Attendant	4	C2
Senior Doorkeeper	3	C2
Sous Chef	5	C2
Doorkeeper	19	C3
Personal Secretary	21	C3
Senior Attendant	4	C3
Senior Library Attendant	1	C3
Senior Clerical Officer	24	C3
Senior Waiter	1	C3
Attendant, Black Rod's Department	9	D2
Chef de Partie	9	D2
Cashier	1	D2
Cellar Controller	1	D2
Head Housekeeper ²	1	D2

² All Housekeeper posts are part-time

APPENDIX H (*cont'd*)

Head Storeman	2	D2
Library Attendant	3	D2
Senior Bar Staff	3	D2
Senior Waiting Staff	4	D2
Shop Assistant	1	D2
Bar Staff	3	E1
Cashier	3	E1
Commis Chef	8.5	E1
Deputy Head Housekeeper	1	E1
Senior Catering Assistant	5	E1
Senior Porter	2	E1
Waiting staff	19	E1
Housekeeper	45	E2
Catering Assistant	15.5	E2
Porter	5	E2
Sandwich Student	1	E2

APPENDIX J

Changes in Complement and Grading

1 April 2003 to 31 March 2004

Increases in Permanent Posts

- 1 Senior Band 1 Clerk (Part Time), Journal and Information Office
- 1 B1 Business Systems Analyst, Computer Office
- 1 B2 Business Systems Consultant, Computer Office
- 1 B2 Research Assistant, Committee Office
- 1 C2 Minute Room Administrator, Clerk of the Parliaments' Office
- 1 C2 IT Technical Support Manager, Computer Office
- 1 C2 Executive Officer, Legislation Office
- 1 C2 Assistant Management Accountant, Accountant's Office
- 1 C3 Helpdesk Administrator, Computer Office
- 1 C3 Junior Administrator, Human Resources Office
- 1 C3 Doorkeeper, Black Rod's Department
- 1 C3 Secretarial Administrator, Committee Office

Increases in Permanent Posts

- 2 A2 Committee Advisers, Legislation Office
- 1 A2 Temporary Clerk, Committee Office
- 1 C2 IT Technical Support Manager, Computer Office

Changes in Grading

Records Manager, Record Office	B2-B1
Committee Adviser, Committee Office	B2-B1
3 EU Policy Advisers, Committee Office	B2-B1
Assistant Head of Catering Services, Refreshment Department	B2-B1
Senior Executive Officer, Judicial Office	B1-B2
Minute Administrator, Clerk of the Parliaments' Office	C2-B2
Senior Sous Chef, Refreshment Department	C2-C1
Database Administrator, Black Rod's Office	C3-C2
Helpdesk Manager, Computer Office	C3-C2
Banqueting Operations Manager, Refreshment Department	C3-C2
Redcoat, Black Rod's Department	D2-C3
Shop Assistant, Refreshment Department	E2(RD)-D2(RD)
Head Porter, Refreshment Department	E2(RD)-D2(RD)

APPENDIX K

Allowances paid to staff

as at 31 March 2004

A. Night allowances

Night allowances are payable to Clerks up to Senior Band 1, senior Library staff, the Yeoman Usher, executive and clerical staff, and Hansard editorial and reporting staff appointed or promoted since 1 April 2001. These allowances are based (a) on the average hours of sitting of the House over the preceding five years after a threshold time for each post; and (b) on an hourly rate, fixed for each grade. A similar scheme operates for Doorkeepers with the added inclusion of a sum in respect of meal allowance. Those Attendants who work late shifts are also eligible for a night allowance, similar to that for Doorkeepers.

B. Hansard editorial staff late-night allowances (in post pre 1 April 1999)

(1) Payment for sittings ending after 10.30 p.m.	£90.37
(2) Further payments for sittings continuing after 1.30, 4.30, 7.30 and 10.30 a.m.	£39.43
The above payments are subject to an annual minimum of	£3,760.00

C. Hansard Senior Reporters and Reporters (in post pre 1 April 1999)

(1) Payment for attendance at sittings ending after 10.30 p.m.	£61.00
(2) Further payments for attendance at sittings continuing after 1.30, 4.30, 7.30 and 10.30 a.m.	£40.61
(3) Payment at the rate of plain-time plus a third for work performed after the House has been sitting for 8 hours, when the House meets before noon.	

D. Staff Superintendent—Saturday and Bank Holiday working:

10% addition to salary, excluding Recruitment & Retention Allowance

E. Black Rod, Yeoman Usher, Table Clerks, Clerks, Doorkeepers:

Annual allowance for maintenance, including cleaning, laundering, etc. and replacement of minor items of uniform

£700

F. Laundry Allowances—Refreshment Department:

£380 annual laundry allowance for those with Uniform

G. Accountant's Office staff undertaking Chartered Institute of Management Accountants qualification:

3 papers from Management Level	£1,154
Management Level	£2,308