



HOUSE *of* LORDS

Annual Report

2004/05



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2004/05

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PREFACE



This Annual Report of the House of Lords covers the financial year 1 April 2004 to 31 March 2005. It follows the form introduced last year, providing a report of what was achieved in implementing the House's annual Business Plan.

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 2005 the third edition of the booklet *The Work of the House of Lords* was published, containing an account of the House's activity during the 2003-04 session, together with statistical material. A further edition, covering the 2004-05 session, will be published later in the year. This Report and the booklet should be regarded as complementary to each other.

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 2004/05 – 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 expenditure by the House in 2004/05.

The second House of Lords' Business Plan, covering the period to 2007/08, was published in July 2004.¹

The Annual Report was approved by the House Committee.

PAUL HAYTER

Clerk of the Parliaments and Accounting Officer

July 2005

¹ HL Paper 155, session 2003-04.

Review of the Year

INTRODUCTION

1. The end of the financial year almost coincided with the dissolution of Parliament, and so this Report covers the latter part of the 2003–04 session and almost all of the short 2004–05 session.² At the start of the year the reform of the House, and the future of the speakership, were “unfinished business”, and they remained so at the end of the year. But the Constitutional Reform Bill, after being “carried over” from the 2003–04 to the 2004–05 session, completed its passage and received Royal Assent on 24 March 2005. Changes in working practices introduced for a two-year experimental period in 2002 were made permanent.

CONSTITUTIONAL REFORM

2. Last year’s annual report recorded the introduction in the House, in February 2004, of the Constitutional Reform Bill [HL], setting up a supreme court, abolishing the office of Lord Chancellor, and creating a new system of judicial appointments. 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 2003–04 session.³ 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.

3. The Bill was considered in Committee over six days from July to November 2004, and completed its Committee stage on 11 November. In Committee there was only one division, when an amendment providing for the office of Lord Chancellor to be retained was carried by 240 votes to 208.⁴ The Government accepted the amendment. At the end of the 2003–04 session the Bill was awaiting its Report stage. Pursuant to the motion authorising carry-over of the Bill, it was reintroduced at the start of the 2004–05 session and proceeded straight to its Report stage. It was sent to the Commons on 20 December 2004. Commons amendments were considered for the first time on 15 March 2005, when the House insisted (by 215 votes to 199) on a provision that the Lord Chancellor

² Parliament was prorogued on 7 April 2005 and dissolved on 11 April 2005.

³ HL Deb., 22 March 2004, cols 468–72.

⁴ HL: Deb., 13 July 2004, cols 1142–93.

should continue to be a lawyer and a Member of the House of Lords. On 21 March 2005 the House considered a revised Commons amendment providing that a person “may not be recommended for appointment as Lord Chancellor unless he appears to the Prime Minister to be qualified by experience”, with a list of relevant kinds of experience. This amendment was accepted by 203 votes to 191. Another Commons amendment removing the requirement for the Lord Chancellor to be legally qualified was accepted by 201 votes to 189. The Bill received Royal Assent on 24 March 2005.

4. The Constitutional Reform Act 2005 provides that the existing law lords will become the first members of the new supreme court, but that they (and other Lords who are judges) will be disqualified from sitting in the House while serving as judges. Following a decision by the Government that the Middlesex Guildhall should be the home of the new supreme court, it is expected that it will be set up in 2008.⁵

5. While the Constitutional Reform Bill was before Parliament no progress was made on proposals for the House to choose its own Speaker, and the Lord Chancellor continued to act as Speaker.⁶

WORKING PRACTICES

6. In July 2002 the House agreed, pursuant to recommendations made by a Group chaired by the then Leader of the House, to significant changes in working practices to take effect 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 2003–04.⁷ On 26 May 2004 the Leader of the House, Baroness Amos, 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 was to include September sittings, but not the terms of reference of the Merits of Statutory Instruments Committee (because these were to be reviewed separately – see paragraph 24 below), nor matters relating to the Speakership of the House.⁸ The Group reported in September 2004,⁹ recommending that many of the changes should be made permanent. The Procedure Committee reported on the Group’s recommendations in October, endorsing all of the recommendations and adding further recommendations of its own.¹⁰ The House approved the Procedure Committee’s Report on 10 November 2004.¹¹

⁵ Further details of preparatory work being undertaken in the House of Lords is given in paragraphs 84 to 88 below.

⁶ On 12 July 2005 the House agreed without a division to a motion to resolve “that this House should elect its own presiding officer” and to the appointment of a Select Committee on the Speakership of the House “to consider further how to implement this resolution with full regard to the House’s tradition of self-regulation”. The Committee is required to report by 20 December 2005. It has the same Chairman (Lord Lloyd of Berwick) and most of the same members as the previous Committee appointed in 2003.

⁷ See the House of Lords Annual Report 2002/03 (HL Paper 146, session 2002–03), paragraphs 1–3.

⁸ HL Deb. col. WS53.

⁹ HL Paper 162 of session 2003–04.

¹⁰ 3rd Report, session 2003–04 (HL Paper 184).

¹¹ HL Deb. cols 894–928.

7. The principal recommendations were as follows:
- (1) Pre-legislative scrutiny of draft bills should continue on a case-by-case basis, with greater use of joint committees and Lords committees where appropriate.
 - (2) The existing arrangements for carry-over of public bills from one session to the next should continue.
 - (3) The Economic Affairs Committee should continue to be able to appoint a sub-committee to consider the Finance Bill.
 - (4) The experiment with a fifth starred question on Tuesdays and Wednesdays should end. There should once again be four starred questions on each day (except Friday), with one topical question on Tuesday, Wednesday and Thursday. The existing limit of four topical questions per Member per session should continue. Only one question on a subject should be accepted for inclusion in each ballot.
 - (5) The arrangements for taking the committee stages of some public bills in Grand Committee in the Moses Room should continue.
 - (6) Reference to a Grand Committee, already possible for Northern Ireland Orders, should be extended to other types of business, including other delegated legislation, debates on select committee reports, and unstarred questions. Such business should be taken in the Moses Room only with the concurrence of those concerned.
 - (7) The target rising times (10 p.m. Monday to Wednesday, 7 p.m. on Thursdays) should continue.
 - (8) Committee chairmen should be rigorous in recommending reports either for debate or information. Recommendations for debate should be confined to those subjects which are likely to attract interest and participation from the wider House, and those instances where it is desirable that a Government response should be given in debate rather than in writing. It should be possible to impose a time limit on debates on reports, both on the floor of the House and in Grand Committee.
 - (9) The House should continue to be willing to sit in September, but this should be reconsidered if the House of Commons discontinued September sittings.
8. The first debate on a select committee report in a Grand Committee – and the only one to date – took place on 21 February 2005, on the Report of the Economic Affairs Committee on *Monetary and Fiscal Policy: Present Successes and Future Problems*.¹² The first occasion on which an unstarred question was debated in a Grand Committee was on 1 March 2005; another unstarred question was taken on 22 March, and two more on 23 March.

¹² 3rd report, session 2003-04 (HL Paper 176).

9. It was noted in both the last two Annual Reports 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 2004/05, with the House sitting for over 50 hours after 10 p.m., sitting until 10.30 p.m. or later on 22 occasions (as against 36 occasions in 2003–04). But of the 50 hours after 10 p.m., 21½ were accounted for by the exceptional sitting on 10 and 11 March 2005 (see paragraph 12 below).

10. In February 2005 the Procedure Committee, without making a recommendation either way, invited the House to reconsider whether the general debate day should be moved from Wednesday to Thursday.¹³ A similar proposal had been rejected in January 2001 by a majority of two votes. This time, on 24 March 2005, the House voted by 135 votes to 98 to make the change for an experimental period of one session, which began in May 2005.

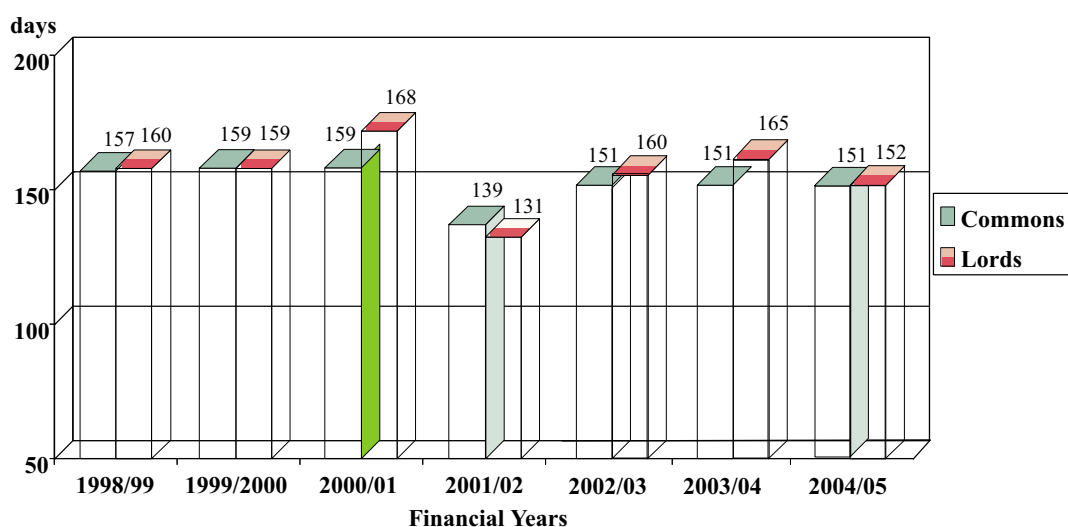
BUSINESS OF THE HOUSE

General

11. The House sat on 152 days during the year, for a total of 1,097 hours, as against 165 days and 1,180 hours in 2003/04. The average length of sitting remained almost the same as in previous sessions (7 hours 13 minutes, as against 7 hours 9 minutes in 2003/04 and 7 hours 11 minutes in 2002/03) and appears to have been little affected by the introduction in November 2002 of a new convention on rising times.

12. The time sat by the House does, however, include one exceptional sitting – the longest in modern times – which began at 11.00 a.m. on Thursday 10 March 2005 and ended at 7.31 p.m. on Friday 11 March. The House considered Commons amendments

Lords and Commons sitting days



¹³ 1st Report, session 2004–05 (HL Paper 48).

and a reason in relation to Lords amendments to the Prevention of Terrorism Bill. Four amendments were carried against the Government by large majorities, and the bill was returned to the Commons for the first of four times. After dealing with other business the House adjourned until 10.15 p.m., when a further Commons message was considered and three more amendments were agreed to. The House once again adjourned, from 11.26 p.m. to 5.00 a.m., when another Commons message was considered and another three amendments were agreed to. The House adjourned again, from 5.56 a.m. to 11.40 a.m., when a further two amendments were agreed to. Finally, the House again adjourned from 1.11 p.m. to 6.30 p.m. when a further amendment was disagreed to and, after a further half-hour adjournment, the Bill received Royal Assent. Altogether there had been 14 divisions.¹⁴

13. For the second year in succession, the House sat for two weeks in September, having narrowly agreed to do so (by 122 votes to 114) on 8 December 2003. Although the House agreed in principle in November 2004 to sit in September whenever the Commons did so, the need for works in the Commons Chamber meant that there was in practice no question of a September sitting in 2005.

14. The number of divisions dropped from the exceptionally high total of 235 in 2003/04 to 169, of which 67 resulted in Government defeats (87 in 2003/04).

15. Details of debates which took place in session 2003–04 appear in the booklet *The Work of the House of Lords*. A new edition to be published later in the year will give details of debates in session 2004–05.

16. There were 65 sittings of Grand Committees, of which 58 took committee stages of bills, three considered Northern Ireland Orders, and four considered other affirmative instruments together with unstarred questions or, in one case, a select committee report.

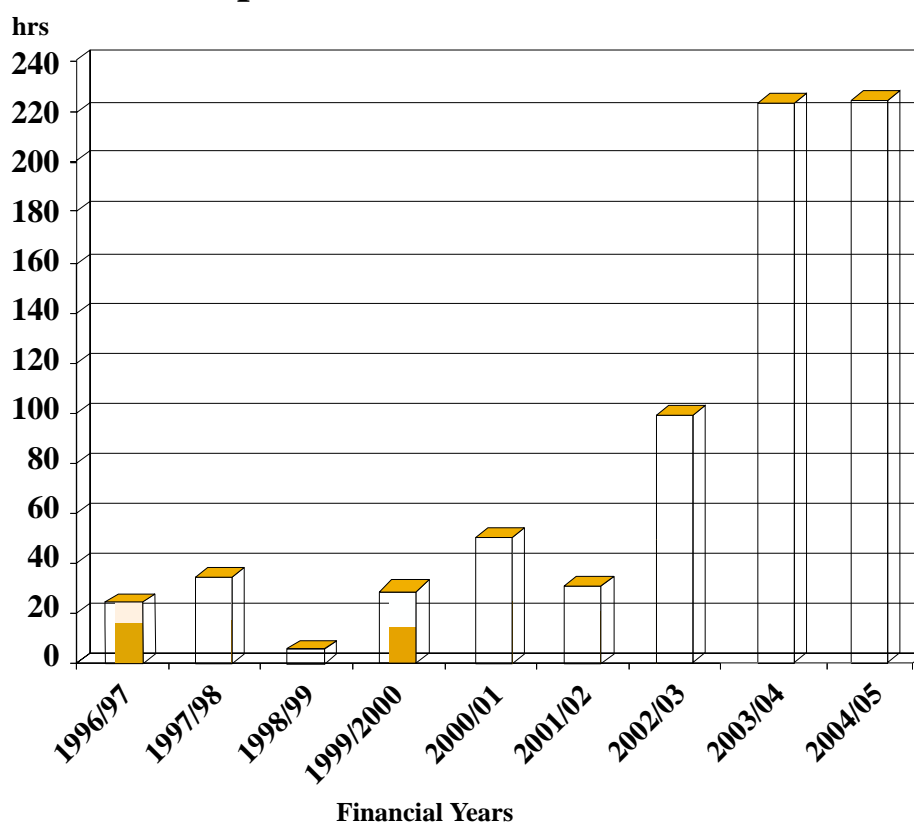
Legislation

17. The year saw a continuing high and sustained level of public bill activity. One contributory factor was the continued extensive use of Grand Committees (58 days of sittings on bills, totalling 210 hours, as against 63 days and 225 hours in 2003–04). Another was the use of carry-over in both Houses, which meant that bills were ready for intensive legislative activity to begin almost immediately after State Opening in November 2004. The House spent 626 hours considering public legislation in the Chamber (669 hours in 2003/04).

18. The end of the 2003–04 session was particularly busy, with proceedings on several contentious bills continuing until the final days of the session. The Hunting Bill was finally passed under the provisions of the Parliament Acts.

¹⁴ This was not a record. On 11 March 1980 there were 15 divisions on the Education (No. 2) Bill.

Time spent in Grand Committees



19. In May 2004, a difficult procedural issue arose on the Planning and Compensation Bill. The problem centred on different practices in the Lords and Commons in handling the final stages of public bills (the so-called “ping-pong” stages) and different interpretations of the “double insistence” rule, which sets a limit on the number of times a bill can be sent from one House to the other without an alternative being offered. This led to discussions between the two Public Bill Offices and Parliamentary Counsel to propose a way of avoiding misunderstandings at the ping-pong stages. A Procedure Committee report embodying these conclusions, and also simplifying the Lords “ping-pong” procedures, was agreed to by the House on 24 March 2005.¹⁵

20. Further details of the bills considered in the 2003–04 session may be found in the booklet *The Work of the House of Lords*.

Private legislation

21. Following the pattern of recent years, there were few private bills before the House. The contentious Mersey Tunnels Bill completed its three-year passage through Parliament with a third reading in June 2004. Three Private Bills were introduced into the Lords in January 2004, but none had a second reading during the 2004–05 session.

¹⁵ 1st Report, session 2004–05 (HL Paper 48).

22. The year saw a rare Select Committee on an opposed hybrid instrument, the West Northamptonshire Development Corporation (Area and Constitution) Order, which sat for two weeks in October and November 2004. The hybrid instrument procedure is unique to the House of Lords and allows for petitions against an order affecting specific local or private interests to be heard by a select committee on the lines of the procedure applicable to private bills. This Order defined a proposed Urban Development Area and established an Urban Development Corporation for the purposes of regenerating that area. The Select Committee of five members, chaired by Lord Boston of Faversham, considered five petitions against the Order. In addition to holding hearings at Westminster the Committee visited West Northamptonshire. Its recommendations were published in a Special Report.¹⁶ The Committee considered that the petitioners had raised a number of valid issues, but concluded that the Order should nevertheless proceed, and it was approved by the House on 9 December 2004 after the Minister, Lord Rooker, had undertaken to meet points raised by the Committee.

Delegated legislation

23. As noted in last year's Annual Report, 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 2004 to inform the House of its preliminary conclusions on its working methods. From the beginning of April 2004¹⁷ 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 affirmative instruments which would be of considerable interest to the House.

24. It was agreed when the Committee was set up that it should be reviewed after a year of operation. Accordingly the Committee's 25th Report, session 2003–04,¹⁸ made in November 2004, was a Special Report containing a review of the Work of the Committee. The Report invited the Procedure Committee to recommend that it should become a sessional committee, and went on to make some detailed recommendations on the Committee's terms of reference. At the end of the year the Report awaited examination by the Procedure Committee, and in April 2005, just before the end of the session, the Committee made a further Special Report, *The Work of the Committee in Session 2004–05*.¹⁹ In May 2005 the Committee was reappointed pending a decision on its long-term future.

25. The Delegated Powers and Regulatory Reform Committee continued under the chairmanship of Lord Dahrendorf. It met 25 times and made 38 reports on 51 bills, 8 proposals for regulatory reform orders (including two very large proposals on fire safety and civil registration) and 12 draft regulatory reform orders. The Committee also

¹⁶ HL Paper 204, session 2003–04.

¹⁷ 3rd Report, session 2003–04 (HL Paper 73).

¹⁸ HL Paper 206, session 2003–04.

¹⁹ 17th Report, session 2004–05 (HL Paper 106).

contributed to the pre-legislative scrutiny of the draft Mental Health Bill. Just after the end of the year its 18th Report, session 2004–05,²⁰ contained a report on the work of the Committee in sessions 2003–04 and 2004–05.

COMMITTEES

Liaison Committee

26. The Liaison Committee, which oversees the work of other select committees, made one report during the year, in May 2004.²¹ The report recommended the appointment of an ad hoc select committee on the review of the BBC Charter (see below, paragraph 41). It rejected a proposal for the appointment of a select committee on international affairs. The report also noted the expansion of committee activity since 1999 and commented: “We are also all too aware of the pressure that this expansion has placed on ‘peer resource’. While not wishing to exclude the possibility of establishing additional select committees where a compelling case can be made, we are unlikely in the foreseeable future to agree to an increase in overall committee activity.”

European Union Committee

27. Lord Grenfell continued as Chairman of the European Union Committee. In October 2004 the Committee produced an annual report²² reviewing the substantive policy work of the Committee over the previous year and looking ahead to the UK presidency of the European Union during the second half of 2005. The Committee made 43 reports which analysed in detail proposals for European Union legislation across the wide range of policy areas covered by the Committee’s seven Sub-Committees. Subjects included the Future Financing of the European Union, Climate Change, the Working Time Directive, Sexual Equality in Access to Goods and Services, Life-Long Learning, the Hague Programme (a report prepared jointly by the Law and Institutions and Home Affairs Sub-Committees), Eurojust, Asylum, Development Aid, the European Defence Agency, the World Trade Organisation, Railways, Gas Markets, Fraud, and the annual EC Budget.

28. The Committee also examined how the House might implement the subsidiarity early warning mechanism in the Constitutional Treaty and concluded that even if the Treaty does not enter into force the provisions “can and should provide a stimulus to greater and more effective scrutiny by all national parliaments in the EU”.

29. The full text of all reports and much of the evidence received appears on the Parliamentary website and a full list of all reports in *The Work of the House of Lords*.

²⁰ HL Paper 110, session 2004–05.

²¹ 1st Report, session 2003–04 (HL Paper 90).

²² 32nd Report, session 2003–04 (HL Paper 186).

Science and Technology Committee

30. The Science and Technology Committee began the year under the chairmanship of Lord Oxburgh. He completed his term as chairman in November 2004, and was succeeded by Lord Broers.

31. The Committee published five reports in the course of the year. *Science and Treaties*²³ was prepared by a sub-committee chaired by Lord Mitchell. *Renewable Energy: Practicalities*²⁴ was prepared by a sub-committee chaired by Lord Oxburgh. *Radioactive Waste Management*²⁵ was prepared by the Select Committee as a follow-up to its 1999 report *Nuclear Waste Management*.²⁶ The Committee also published follow-up reports to *Science and Treaties*²⁷ and to its 2003 report, *Science and the RDAs*.²⁸

Constitution Committee

32. Lord Holme of Cheltenham succeeded Lord Norton of Louth as Chairman of the Constitution Committee at the start of the 2004–05 session. The Committee produced 14 reports during the year. Nine were scrutiny reports on Government Bills: Gangmasters (Licensing), Civil Contingencies, Children, Age-Related Payments, Constitutional Reform, Inquiries, Prevention of Terrorism, Serious Organised Crime and Police, and Identity Cards. Others included reports on *The Regulatory State: Ensuring its Accountability*²⁹ and *Parliament and the Legislative Process*.³⁰ The Committee made an Annual Report in November 2004.³¹

Economic Affairs Committee

33. Lord Wakeham succeeded Lord Peston as Chairman of the Economic Affairs Committee in November 2004. During the year, the Committee published a report on *Monetary and Fiscal Policy: Present Successes and Future Problems*³² and began an inquiry into *Aspects of the Economics of Climate Change*. The Committee's Finance Bill Sub-Committee, which had been set up for the first time in 2003, was again chaired by Lord Peston and reported in June 2004.³³

²³ 3rd Report, session 2003–04 (HL Paper 110).

²⁴ 4th Report, session 2003–04 (HL Paper 126).

²⁵ 5th Report, session 2003–04 (HL Paper 200).

²⁶ 3rd Report, session 1998–99 (HL Paper 41).

²⁷ 1st Report, session 2004–05 (HL Paper 32).

²⁸ 2nd Report, session 2003–04 (HL Paper 103).

²⁹ 6th Report, session 2003–04 (HL Paper 68). The Government response was published in the 12th Report, session 2003–04 (HL Paper 150).

³⁰ 14th Report, session 2003–04 (HL Paper 173). The Government response was published in the 6th Report, session 2004–05 (HL Paper 114).

³¹ 17th Report, session 2003–04 (HL Paper 194).

³² 3rd Report, session 2003–04 (HL Paper 176).

³³ 1st Report, session 2003–04 (HL Paper 109).

Joint Committee on Human Rights

34. The Joint Committee on Human Rights, chaired by Jean Corston MP, made 30 Reports during the year. In addition to reports on legislation and draft legislation, the Committee made reports on Deaths in Custody, the Convention for the Elimination of Racial Discrimination, the Commission for Equality and Human Rights, the Government's review of international human rights instruments, Protocol No. 14 to the European Convention on Human Rights, as well as the International Covenant on Economic, Social and Cultural Rights. The Committee also published a review of counter-terrorism powers. In April 2005 the Committee made a Report on *The Work of the Committee in the 2001–2005 Parliament*, re-affirming the importance attached by the Committee to its scrutiny of legislation.³⁴

Pre-legislative scrutiny

35. Five *ad hoc* joint committees on draft bills were active between April 2004 and March 2005. Two joint committees published their reports at the start of the period: the Joint Committee on the Draft Gambling Bill (April 2004);³⁵ and the Joint Committee on the Draft Disability Discrimination Bill (May 2004).³⁶ The first of these was reappointed in June 2004 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 had first reported; that further report was made in July 2004.³⁷ Both the Gambling Act and the Disability Discrimination Act received Royal Assent in April 2005; and both incorporated many of the recommendations made by the joint committees.

36. A joint committee was established in May 2004 to consider the Draft Charities Bill and appointed Alan Milburn MP as its Chairman. The Committee published its report in September 2004.³⁸ Of the 54 recommendations made, the Government accepted 26 and partially accepted, deferred or delegated a further 13. The Charities Bill was introduced in December 2004, but fell at the dissolution of Parliament through lack of time.

37. The joint committee on the Draft Mental Health Bill was established in July 2004. It was chaired by Lord Carlile of Berriew, and published its report in March 2005. After receiving more than 450 written submissions and hearing oral evidence from 124 witnesses, it called for a “radical overhaul” of the Bill.³⁹

38. In February 2005, the Joint Committee on the Draft Children (Contact) and Adoption Bill was appointed and elected Clive Soley MP as its Chairman. In view of the approaching general election, the Committee published its report in April 2005, over a month ahead of its formal deadline.⁴⁰

³⁴ 19th Report, session 2004–05 (HL Paper 112).

³⁵ HL Paper 63. The Committee was established in September 2003. Its Chairman was John Greenway, MP.

³⁶ HL Paper 82. The Committee was established in January 2004. Its Chairman was Lord Carter.

³⁷ HL Paper 146.

³⁸ HL Paper 167.

³⁹ HL Paper 79.

⁴⁰ HL Paper 100.

Ad hoc select committees

39. The appointment of a select committee on the Constitutional Reform Bill [HL] in March 2004 was noted in last year's report, and the implications of the eventual passing of the Act before the dissolution of Parliament in 2005 have already been referred to (paragraphs 2-5 above).

40. Last year's Annual Report recorded the appointment on 31 March 2004 of a select committee on Lord Joffe's Assisted Dying for the Terminally Ill Bill (formerly the Patient (Assisted Dying) Bill), with Lord Mackay of Clashfern as Chairman. The bill sought to legalise medical assistance with suicide or euthanasia for terminally ill people who requested it. The committee received some 60 formal submissions of evidence and over 14,000 letters and other submissions from individuals. It heard oral evidence from over 140 witnesses in the UK and in the US State of Oregon, the Netherlands and Switzerland. The committee presented its report, which did not reach conclusions for or against the bill, on 4 April 2005. Lord Joffe's bill lapsed with the dissolution of Parliament in that month.

41. A committee was established in March 2005 under the chairmanship of Lord Fowler to consider the Review of the BBC Charter. The Committee was established following the publication of the Green Paper *A strong BBC, independent of government* and will report in autumn 2005 before the publication of the White Paper on the future of the BBC.

MEMBERSHIP OF THE HOUSE

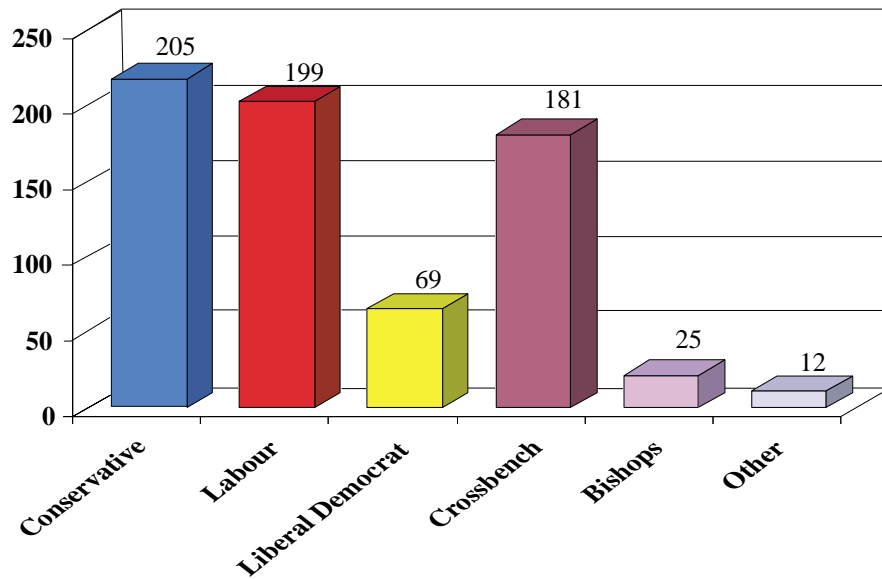
New Members

42. In both 2002-03 and 2003-04 there were few new peerage creations: three in 2002-03 (including a new Lord of Appeal in Ordinary) and six in 2003-04 (including three new Lords of Appeal in Ordinary). This year, by contrast, there were 49 new life peerages. Of these, 46 were announced on 1 May 2004, including seven nominations put forward by the House of Lords Appointments Commission, two former holders of high offices nominated by the Prime Minister (Lord George, former Governor of the Bank of England, and Lord Kerr of Kinlochard, former Head of the Diplomatic Service), and 37 party nominations. At the end of the year the state of the parties in the House was as follows:⁴¹

Conservative	205
Labour	199
Liberal Democrat	69
Crossbench	181
Other peers	12
Bishops	25
TOTAL	691

⁴¹ The figures exclude 14 peers on leave of absence.

Party strengths as at 31 March 2005



43. In January 2005 life peerages were conferred on Lord Kinnock and Lord Patten of Barnes, following the completion of their terms as European Union Commissioners. In March the Right Reverend David Hope, who had retired as Archbishop of York, became Lord Hope of Thornes. Three other life peerages announced during the year were created after the end of the year: Lord Stevens of Kirkwhelpington, formerly Commissioner of the Metropolitan Police, was nominated by the Prime Minister in January as a former holder of high office; and in March the House of Lords Appointments Commission made two further nominations, Baroness Fritchie, Commissioner for Public Appointments, and Lord Ramsbotham, former Chief Inspector of Her Majesty's Prisons.

44. Unusually, no new bishops entered the House during the year. The Archbishop of York retired at the end of February 2005, but his successor was not named until June 2005.

By-elections

45. Previous Annual Reports recorded the holding of the first two by-elections under the provisions of the House of Lords Act 1999, one in 2002/03 and one in 2003/04. Four more occurred during 2004/05, and a fifth was pending at the end of the year.

46. Lord Vivian, one of the 42 hereditary peers elected in 1999 by the Conservative hereditary peers, died on 28th February 2004. The successful candidate in the by-election was Viscount Trenchard.

47. Earl Russell, one of the three hereditary peers elected in 1999 by the Liberal Democrat hereditary peers, died on 14th October 2005. The successful candidate in the by-election was the Earl of Glasgow.

48. Lord Burnham, another Conservative hereditary peer, died on 1st January 2005. The successful candidate in the by-election was Lord De Mauley. He succeeded to the title in 2002 and was the first by-election winner who had not previously been a Member of the House.

49. Lord Aberdare, Chairman of Committees from 1975 to 1992, died on 23rd January 2005. He was one of the 15 hereditary peers elected in 1999 by the whole House. The successful candidate in the by-election was Viscount Eccles.

50. Baroness Strange, a Crossbench hereditary peer, died on 11th March 2005. The successful candidate in the by-election (held after the end of the period covered by this Report) was Viscount Montgomery of Alamein.

Deaths of Members

51. Last year's Annual Report noted the introduction, on the recommendation of the Procedure Committee, of a record in the Minutes of Proceedings of all deaths of Members. The following Members died during 2004–05:

Lord Diamond (3rd April 2004)
Lord Geraint (17th April 2004)
Lord Gibson (20th April 2004)
Baroness Brigstocke (30th April 2004)
Lord Hill-Norton (16th May 2004)
Lord Murray of Epping Forest (20th May 2004)
Lord Greene of Harrow Weald (26th July 2004)
Lord Wigoder (12th August 2004)
Lord Richardson (15th August 2004)
Lord Keith of Castleacre (1st September 2004)
Lord Parry (1st September 2004)
Lord Clark of Kempston (4th October 2004)
Earl Russell (14th October 2004)
Lord Chapple (19th October 2004)
Lord Hanson (1st November 2004)
Lord Scarman (8th December 2004)
Lord Burnham (1st January 2005)
Lord Aberdare (23rd January 2005)
Lord Sheppard of Liverpool (5th March 2005)
Baroness Strange (11th March 2005)
Lord Callaghan of Cardiff (26th March 2005)
Lord Roll of Ipsden (30th March 2005)

THE CODE OF CONDUCT

52. At the start of the year the Committee for Privileges completed a review of the new Code of Conduct which took effect from 31 March 2002. It had been agreed that the new Code should be reviewed after eighteen months of operation. In October 2003 the Committee for Privileges asked its Sub-Committee on Lords' Interests to undertake a review. The Sub-Committee's report was endorsed by the Committee and published in April 2004.⁴³ 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.

53. Although the Sub-Committee on Lords' Interests did not need to meet during the year, the advice of the Registrar of Lords' Interests was frequently sought. Among the reasons for this were the number of joint committees appointed and differences in the rules between the two Houses; the controversial subject-matter of some of these joint committees; and the appointment of many new Members of the House.

THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998

54. The Freedom of Information Act 2000 came into force on 1 January 2005, and its provisions included the application to both Houses of Parliament of the Data Protection Act 1998. Preparations had been under way for some years. In 2002 the House produced a publication scheme to comply with the provisions of the Act. In October 2004 the House for the first time published the details of expenses claimed by Members in respect of their official parliamentary duties and paid by the House. The details, which can be found on the Internet at www.parliament.uk/about_lords/holallowances/hol_expenses04.cfm, are in respect of the financial years 2001/02, 2002/03 and 2003/04. In future details of expenses claimed for the previous year will be published in the same way each autumn. During the latter part of 2004 comprehensive training in the provisions of both Acts was undertaken for 170 staff of the House most likely to field information requests, and a networked system was developed for logging and tracking enquiries made under the Freedom of Information Act. In the first three months of operation of the Act, up to the end of the period of this Annual Report, 35 requests were logged.⁴⁴ All were answered within the statutory time limit of twenty working days and in only one case was information withheld under the exemptions provided for by the Act.⁴⁵ A Freedom of Information Advisory Panel, comprising one Member from each of the three main parties and a Crossbencher, and chaired by the Chairman of Committees, was appointed by the House Committee to consider information requests referred to it by the Clerk of the Parliaments, but the Panel's only meeting was a preparatory meeting to consider its method of working. The House's first notification under the Data Protection Act was approved by the Information Commissioner.

⁴³ 1st Report from the Committee for Privileges, session 2003–04, 5 April 2004 (HL Paper 69).

⁴⁴ This figure excludes "business as usual" requests, such as straightforward enquiries to the Information Office, which were not logged on the tracking system.

⁴⁵ The exemption relied upon was that under section 31 (law enforcement).

ACCOMMODATION

55. In 2001 the House agreed to purchase Fielden House on a 999-year lease. Fielden House is situated opposite 1 The Abbey Garden on the corner of Little College Street and contains over 12,000 square feet of office space, spread over some 50 rooms. After the completion of refurbishment in 2004, it was occupied in January 2005. It now provides accommodation for 63 Members and 8 of their staff, as well as three meeting rooms.⁴⁶

56. On 22 March 2005 the Chairman of Committees announced⁴⁷ the acquisition from the Church Commissioners of the Millbank island site. The site comprises the offices currently known as 1 Millbank, Millbank House and 5 Great College Street. The building is being purchased on a 999-year lease at a cost of £65 million plus VAT on part of the price. The building will provide a long-term solution to the accommodation needs of Members, their staff and the staff of the House. One-third of the building, Millbank House, is already occupied by the House on a short-term lease, and the purchase secures that accommodation. The House will gain vacant possession of a



Fielden House, occupied in January 2005, provides accommodation for Members and their staff as well as three meeting rooms.

⁴⁶ HL Deb., 13 December 2004, col. WS69.

⁴⁷ HL Deb. col. WS17.

further third of the building in September 2007, and it is anticipated that following refurbishment that part of the accommodation will be ready for occupation in 2009. The final part of the building is occupied by a third party on a lease which expires in 2015.

SMOKING POLICY

57. In November 2004 the Administration and Works Committee made proposals for a significant tightening up of the House's policy on smoking.⁴⁸ The Committee agreed to the principle "that staff should be entitled to work in a smoke-free environment", and endorsed the view of the Refreshment Committee that "it is extremely desirable that smoking should not be permitted where food is being served". It went on to recommend that smoking should no longer be permitted in a range of corridors, meeting rooms and refreshment rooms, so that the only remaining rooms where smoking would be permitted would be "(a) the Truro Room of the Library; (b) the Peers' Guest Room (although not at the bar, as at present); and (c) Members' offices, where all occupants of a room decide to permit it".

58. The Report was debated on 21 December 2004, when an amendment to refer the Report back to the Committee was rejected by 116 votes to 41, and another amendment to make the Peers' Guest Room a wholly non-smoking room was agreed to by 88 votes to 53. The new arrangements came into force when the House resumed on 10 January 2005.

THE ADMINISTRATION

59. 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

60. The House Committee made two reports to the House during the year. Its First Report, Session 2003–04⁴⁹ (15 June 2004), set out plans for the creation of a new visitor reception and security building on the north side of Cromwell Green and to the west of the Jubilee cafeteria, intended to improve visitor access and information and meet the need for enhanced security. The Report was agreed to by the House on 16 July 2004.⁵⁰ In June 2005 it was announced that tenders would be invited in August 2005, that construction was due to begin on site in December 2005, and that it was planned to complete the work by the time of the return of both Houses in October 2006. A consequence of this work, and of work on a number of maintenance and repair projects in Westminster Hall itself, is that Westminster Hall and rooms nearby will be inaccessible from the end of December 2005 until October 2006.⁵¹

⁴⁸ 1st Report, session 2003–04 (HL Paper 209).

⁴⁹ HL Paper 113.

⁵⁰ HL Deb. cols 1503–8.

⁵¹ HL Deb., 27 June 2005, col. WS1.

61. The House Committee's 2nd Report, Session 2003–04⁵² (3 November 2004), reported to the House on a Joint Review of the Security of the Parliamentary Estate, which had been conducted by the Security Service and the Metropolitan Police. It noted that the report contained a number of recommendations covering the entire security field from personnel, physical, electronic and document security to policing and governance, and that the Committee had accepted most of the recommendations in outline, subject to a proper scrutiny of individual measures in terms of cost, acceptability and practicality. The House Committee also accepted the report's recommendation of the appointment of a Parliamentary Security Co-ordinator who would be expected, among other responsibilities, to oversee the project of implementing new security measures arising from the Joint Review, to improve co-ordination of security matters between the two Houses and advise on issues which need to be dealt with across the Estate as a whole, and to provide a focus for liaison with the Metropolitan Police and Security Service. The Security Co-ordinator would work with Black Rod and the Serjeant at Arms, who would continue to hold executive responsibility, to ensure the security of their respective Houses. In December 2004 it was announced that the post would be filled by Mr Peter Mason, on a two-year secondment from the Security Service beginning in January 2005.⁵³

The Management Board

62. There were no changes in the membership of the Management Board during the year. In January 2005, with the creation of a Finance Department, the Principal Finance Officer was re-titled Finance Director (see paragraph 95 below). The Board met on 13 occasions during the year, including two meetings with a consultant, David MacLeod, first to discuss its ongoing performance and working methods and 6 months later to discuss the output of a series of "brainstorming" exercises that arose from the first meeting.

Staff of the House

63. In November 2004 the House achieved Investors in People accreditation at the first attempt. The assessor's report commented that the "Human Resources Team and Investors in People Project Team have taken an enthusiastic approach to implementing good practice across the Offices that make up the House of Lords". Features of the administration noted by the assessor included a "strong business planning process driven by the Management Board", an "increased level of teamwork, employee involvement and co-operation", a "concerted effort to provide management training and development to senior and middle managers", "excellent examples of line managers providing and encouraging training and development at the team and individual level", an "excellent drive from Human Resources to deliver improvements to training and development", and a "particularly strong approach to IT training". The assessor's

⁵² HL Paper 196.

⁵³ HL Deb., 21 December 2004, col. WS116.



Baroness Amos, Leader of the House, unveils the plaque recording the House administration's Investors in People accreditation.

report identified a number of areas where people management practice could be improved. The administration is committed to continuous improvement in people management and is now engaged on a programme to address each of these recommendations.

64. There were 444 staff of the House (including part-time staff) at 31 March 2005, as against 442 at 31 March 2004. Altogether 54 new staff were recruited during the year. Details of the staff complement at 31 March 2005 are given in Appendix H, and details of changes in complement and grading in Appendix J.



Baroness Fookes, Chairman of the Refreshment Committee, presents the "Employee of the Year" award to Refreshment Department staff.

FINANCE

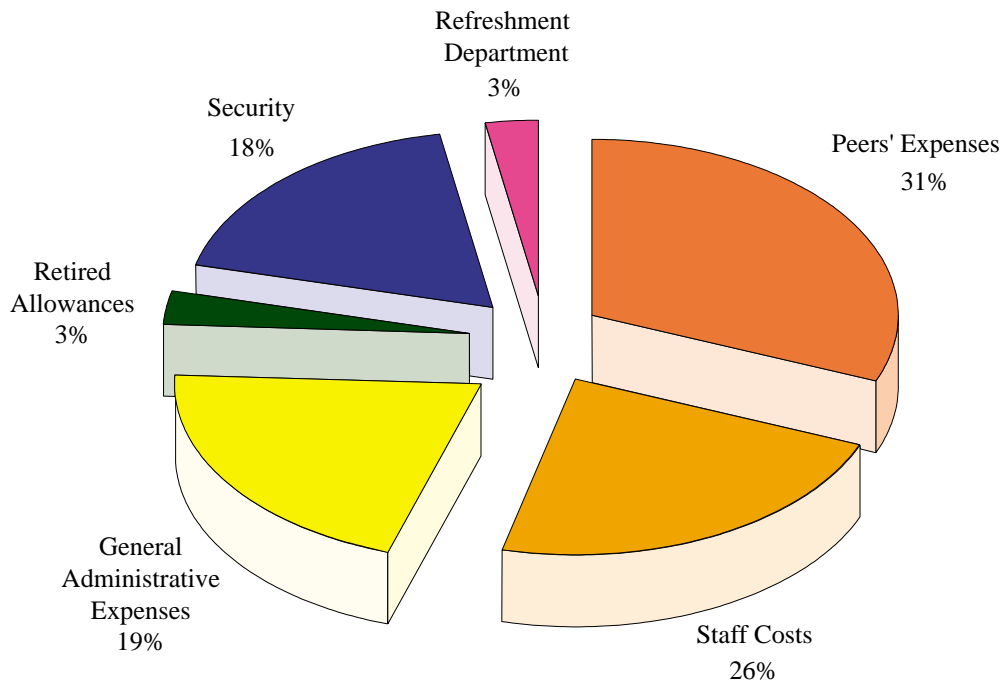
65. Cash provision for Members' expenses and general administration costs in 2004/05 was £47,999,578. Expenditure totalled £45,952,842.

66. The administration net cash requirement for 2005/06 was set by the House Committee at £50,637,925.

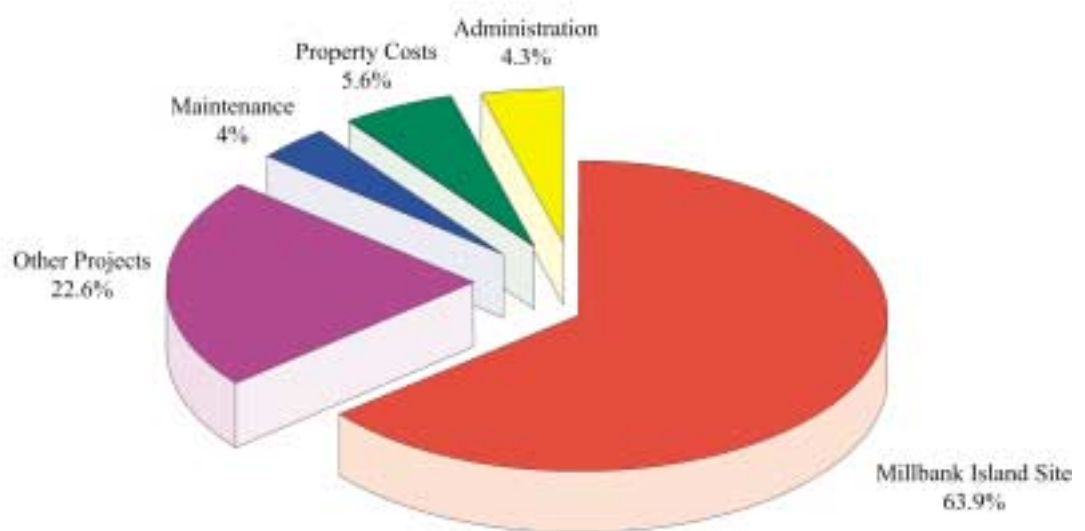
67. Provision for works services in 2004/05 was £26,927,005, and an additional £46,558,281 for the purchase of the Island Site. Expenditure was £26,321,786, and £46,552,346 in relation to the Island Site.

68. The works services net cash requirement for 2005/06 was set by the House Committee at £24,452,766.

House of Lords Peers' Expenses, Administration Etc.
Net Cash Expenditure 2004/05 total £46.0m



House of Lords Works Services
Net Cash Expenditure 2004/05 total £72.9m



IMPLEMENTATION OF THE BUSINESS PLAN 2004/05

INTRODUCTION

69. 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). The second House of Lords Business Plan was published a year later (HL Paper 155 of Session 2003–04). Both Business Plans 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.⁵⁴

70. The Business Plans 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. Those initiatives in the first Business Plan intended to be begun in 2003/04 were reported on in last year’s Annual Report. This Report concentrates on those intended to be begun during 2004/05. 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.⁵⁵

71. This part of the Annual Report records progress in relation to each of the fourteen 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.

72. Supporting the delivery of parliamentary services is the core function of the Administration. A survey of Members’ views on facilities and services was undertaken by an external agency, Cragg Ross Dawson, in the early part of the year. It comprised a qualitative survey, involving some 40 interviews by professional researchers with a representative sample of members, and a quantitative survey, involving the sending of a questionnaire to all Members of the House other than those newly appointed. The report of the survey was completed in September 2004 and made widely available to Members and staff. The response rate from Members to the questionnaire was 59 per cent and on the basis of the results, a group of officials oversaw the rapid implementation of a number of “quick hits” to improve service provision. The group also identified several important issues that required further work, including proposals in the report for a one-stop information service and improved research services. A review of Minute Room services began work towards the end of the year and will report its findings during 2005/06.

⁵⁴ After the end of the year, a revised Strategic Plan was drawn up and approved by the House Committee in May 2005. It will come into effect in 2006/07.

⁵⁵ 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”.

73. Following the appointment of 46 new life peers, a new style of induction course, combining short talks with stalls showing the services offered by different offices, was held in the Moses Room on 29 June and repeated on 14 September 2004 and was well-received. A follow-up procedural seminar for new Members was held on 25 January and repeated on 9 February 2005.

74. The report of the Senior Salaries Review Body into Parliamentary Allowances was published in the autumn of 2004 and implemented in full from November 2004. The report recommended increases in the maximum rates of most categories of reimbursement allowances available for Members of the House, offset in part by a reduction in the allowance payable for travel by car.

75. A pilot scheme for the use of a corporate travel credit card for Members was set up in the autumn of 2004 and will be evaluated in 2005. If the scheme is successful it is likely that the use of the card will be offered to all Members, allowing Members' official travel expenses to be paid direct by the House rather than reclaimed in arrears.

76. Major corrections to Hansard are made not only for the Bound Volume but also to the electronic text which is available on both the Internet and the Parliamentary Network. The accuracy rate, measured by the number of electronic corrections (156) as a percentage of pages produced (13,161), was 98.8%. This represents a small improvement on the 98.75% of 2003/04. The new system of sending written answers to TSO as electronic unformatted copy (see paragraph 121 below) initially led to some inconsistency in headings, and the increased number of electronic corrections since January 2005 reflects the correction of this. While the Bound Volume remains the document of record, the electronic text attracted over 9.8 million hits during the year.

77. Following a request from Members, the initiative was taken to provide "Bound Volumes" of Hansard reports of Grand Committee proceedings where there are five or more Sittings on a bill. The Charities Bill was the first bill to receive this additional publication. Plans were made for the provision of hyperlinks in the electronic version of Hansard between consecutive Grand Committee sittings on the same bill. These were introduced from the start of the new Parliament in May 2005.

78. Following a successful pilot in 2003/04, the Computer Loan scheme was expanded to offer Members up to two computers each plus printers which combine the functions of fax, photocopying, scanning and OCR (Optical Character Recognition).

79. A new method of remote access was formally introduced to support remote access to Parliament from any Internet computer, including non-official computers such as Internet cafés. This service – known as SSL/VPN – is complementary to the two other methods of remote access, dial-up and ADSL (broadband).

80. Following a review of Computer Office Helpdesk take-up by Members, opening hours were restructured to align staff availability more closely with times of peak demand. As a result, average telephone response times improved.

81. A pilot of non-portable IT equipment in Members' homes was also implemented. This was successful and will form the foundation for a wider implementation of this approach in 2005/06.

82. A pilot of handheld PDAs (Personal Digital Assistants) was carried out under the auspices of the Information Committee. Eight Members were provided with appropriate hardware, training and support. A post-implementation questionnaire survey provided strong feedback and planning therefore began for a wider rollout in 2005.

83. New editions of the *Public Business Standing Orders*, the *Companion* to the Standing Orders, and the *Pocket Guide to Practice and Procedure* were prepared, and were published just after the start of the new Parliament in May 2005.

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

84. As noted above, there were no significant developments during the year in relation to the reform of the House or the future of the Speakership. Most activity in this area has related to the proposed new Supreme Court.



The Lords of Appeal in Ordinary. *Seated*: Lord Nicholls of Birkenhead, Second Senior Lord of Appeal in Ordinary (left), Lord Bingham of Cornhill, Senior Lord of Appeal in Ordinary, Lord Steyn. *Standing*: Lord Walker of Gestingthorpe, Lord Carswell, Baroness Hale of Richmond, Lord Brown of Eaton-under-Heywood, Lord Roger of Earlsferry, Lord Hope of Craighead, Lord Scott of Foscote, Lord Saville of Newdigate, Lord Hoffmann.

85. Much of the uncertainty about the new Supreme Court has been removed with the enactment of the Constitutional Reform Act 2005. It is planned that the new court will sit for the first time on 1 October 2008 in the refurbished Middlesex Guildhall building across Parliament Square. The Judicial Office and law lords are expected to vacate their accommodation in the Palace of Westminster during summer 2008.

86. Detailed planning of the new court is now under way, and the law lords and the Judicial Office are fully involved. Seven working groups chaired by law lords meet regularly to consider the requirements for the new court (finance and staffing, building refurbishment, rules, IT, library, catering, and security).

87. The Head of the Judicial Office sits on these groups (except for the IT group which the Judicial Clerk attends). He is also a member of the Supreme Court Programme Board, which at Easter 2005 replaced the Supreme Court Project Board (which was primarily focusing on a suitable building for the court and on a building specification).

88. The Judicial Practice Directions were thoroughly revised and republished during the year.

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.

89. As noted in paragraphs 55 and 56 above, Fielden House was occupied in January 2005, and the purchase from the Church Commissioners of Millbank House was announced in March 2005.

90. An external review of the parliamentary works programme was commissioned jointly with the Commons, and its main conclusions, that new arrangements should be developed to improve strategic planning of the conservation and maintenance programmes for the Parliamentary Estate, were accepted. Further work to develop the appropriate mechanisms and to identify shortfalls in current provision has been set in train.

91. Work on the three-year kitchen refurbishment project, begun with the creation of a basement box in Peers' Court in the summer recess 2003, continued. In the summer of 2004 the basement box was fitted out with staff changing rooms and toilets, a staff rest room, food dry stores, gift shop stores, wine and spirit stores and laundry facilities. New office accommodation was provided for Refreshment Department staff in the area fronting on Royal Court. The office and staff welfare facilities were all in use before the end of 2004. Major structural work was undertaken in order to open up the area between the Cholmondeley Room and Lords' Bar in preparation for the new staff restaurant facility. This involved supporting the Library floor with a new concrete base and demolishing the old supporting piers on the ground floor. The work was successfully completed within budget. The final stage was the subject of a report to the House from the Refreshment Committee in March 2005.⁵⁶ It will involve the closure of the main

⁵⁶ 1st Report, session 2004–05 (HL Paper 70).

kitchen from the rising of the House in July 2005 to about March 2006. During this period the main kitchen area will be extended into the area currently used as the Staff Restaurant. This new larger area will be divided according to workflow. It will provide improved separation of food preparation and cooking areas and will also provide a much needed dedicated stores area. At the same time, the Staff Restaurant will be moved to the area previously used for offices on the River Front, next to the Lords Bar.

92. Three other major projects were completed during 2004. The historic roof of the Moses Room, used for sittings of Grand Committees, was re-instated and the temporary internal ceiling removed following a two-year project to repair and clean the glazed canopy. As part of the summer works programme an extensive refurbishment of Committee Rooms 3A and 4B was undertaken. This has provided the House with a full television broadcast capability from these rooms as well as significantly improving the facilities available for committee members. The lengthy project to replace the main Palace chiller and boiler plant was successfully concluded in March 2005. In total some £16.7 million was spent on project work including projects shared with the House of Commons and a total of £6.7 million was spent on routine maintenance and property activity.

93. Following completion in 2003/04 of the improvement works for the Victoria Tower repository, all areas were restored to archival use and careful repatriation of the records ensured that storage was used effectively. Particular attention was given to accessibility of disaster supplies throughout the repository. Stable environmental conditions of temperature and relative humidity are being maintained in accordance with standards for the preservation of archives.

94. A review was conducted jointly with the Commons of the management of the Parliamentary Art Collections, which among other things identified improved stewardship tools as a key requirement to support the conservation and management of the works of art on the Parliamentary Estate. The recommendations of the review were accepted by the Works of Art Committee.

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.

95. In June 2004 the House Committee agreed to a review of the financial management arrangements of the House administration and the role of the Principal Finance Officer, to be conducted by an external consultant and the staff adviser. The review was concluded in November 2004 and its findings were subsequently endorsed by the Audit Committee and House Committee. The main recommendation was that a new Finance Department be created, to be headed by the Principal Finance Officer, whose post should be renamed Finance Director and who should take on responsibility for the whole finance function in the House. The new Department was subsequently established with effect from 1 January 2005, and the Accountant took up a new post as Deputy Finance Director and Head of Finance.

96. The Resource Accounts for the House were published a month earlier than previously, in November 2004, in accordance with the general initiative to bring forward publication of accounts of government departments. Accruals-based monthly reports were introduced to map the administration's spending more accurately to the resource budget of the House. New arrangements were put in place further to develop business planning at corporate and office level, and to integrate business and financial planning with risk management. The Business Planning Group revised the Strategic Plan for the House administration and the House's strategic risks, and developed outline performance and activity indicators. Responsibility for maintaining records of Members' attendances at sittings of the House and committees was transferred from the Finance Department to the Journal and Information Office, where a new database was created.

97. A decision was taken to adopt a new management information system (HAISL) covering finance and human resources, aligned at a technical level with the House of Commons House Administrative Information System, to be operational from 1 April 2006 (see paragraph 124).

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

98. Following a value for money review of procurement in the House during 2003/04, a procurement strategy and programme of work were developed to implement its findings. The Procurement Officer transferred to the new Finance Department and a new post was created to develop procurement processes in the Refreshment Department. Guidance on procurement was issued to offices and formal business case procedures were implemented on a House-wide basis for all major procurements and projects. New contracts were entered into for a range of services, many of them in conjunction with the House of Commons.

99. The print contract and Hansard indexing contract with TSO have been extended by one year to March 2006. Work began in autumn 2004, in close conjunction with staff of the House of Commons, on specifications for the re-letting of the contract for the printing of core documents. A new contract from April 2006 will be let during 2005/06.

100. Work began in May 2004 on the bicameral Hansard page make-up project, which will permit all copy to be sent to the printer in electronic camera-ready form. This will eventually lead to the House having contractor independence and further secure value for money. The contract for the software was awarded in January 2005. The project is likely to result in significant net savings for the House from 2006/07 onwards.

101. 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.

102. During the year energy consumption per square metre over the Parliamentary estate showed a reduction of 15 per cent compared with the base year 1990/91. For the

previous year the equivalent saving was 6 per cent. The improvement reflected the benefit derived from the installation of the modernised Palace boiler and chiller units.

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.

103. As recorded in paragraph 61 above, a bicameral review of security was undertaken during 2004 and steps were taken to implement its findings.

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

104. *The Handbook on facilities and services for Members*, first published in January 2004, was updated and re-issued in January 2005.

105. New arrangements for the induction of new Members were introduced following the appointment of 46 new life peers (see paragraph 73 above).



The Induction Course for new Members held in July 2004.

106. Regular meetings have continued to take place between the Clerk of the Parliaments and the Leader of the House and the usual channels.

107. The Management Board agreed to commission an independent review of internal communications within the administration. This will take place during 2005/06.

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.

108. A third annual edition of the booklet *The Work of the House of Lords*, focusing on the 2003–04 session, was produced in March 2005. Multiple copies were sent to over 5,000 schools and colleges. Copies were also circulated to Libraries, government departments and a wide range of non-governmental organisations and private sector organisations. It was also made available on the Internet.

109. The Information Office distributed over 4,000 information packs. These are mostly used by Members to give to visitors and to supplement talks they give outside the House to schools and other groups. Some 750 packs were distributed to pupil parliaments and teacher seminars run by the Parliamentary Education Unit. The Office also maintains a set of PowerPoint slides illustrating what the House does and explaining the stages of legislation; this is regularly used by Members to illustrate their speeches and talks outside the House.

110. Since October 2004, the live webcasting of proceedings on the website www.parliamentlive.tv has been expanded to include not only audio-visual coverage of proceedings in the Chamber and committees which are being televised, but also audio coverage of all public meetings of committees. All webcast proceedings are archived and available on the website for a period of two weeks.

111. The refurbishment of Committee Rooms 3A and 4B during the year included the provision of digital camera systems which are operated from a new fixed television control room installed nearby, increasing the capacity for televised coverage of Lords committees.

112. Arrangements were made to place written evidence submitted to select committees of the House on the Internet with effect from the beginning of the new Parliament in May 2005.

113. The work of the Press and Publicity Officer (Committees) helped to ensure a high level of press and other media coverage for select committees.

114. The House co-operated with the House of Commons in developing arrangements for improving visitor facilities. As noted in paragraph 60 above, the House approved plans put forward by the House Committee for a new visitor reception building. Through bodies such as the House of Commons Group on Information for the Public (GIP), a group of officials on which the House of Lords is represented, work is also being undertaken to develop proposals for an interpretive visitor centre near to the Palace of Westminster, and educational and other facilities.⁵⁷

115. The bicameral Central Tours Office managed a third programme of guided tours for the public in the summer of 2004.

⁵⁷ Further information is given in a joint Report by the House of Commons Accommodation and Works and Administration Committees *Visitor Facilities: Access to Parliament* (HC 324, Session 2003–04), which was endorsed by the House Committee in its First Report, Session 2003–04 (HL Paper 113).

116. As recorded in paragraph 54 above, in October 2004 the House for the first time published the details of expenses claimed by Members in respect of their official parliamentary duties and paid by the House.

117. The Record Office automation project was completed on time and within budget with the online catalogue *Portcullis* (www.portcullis.parliament.uk) being launched on the web in December 2004. This will assist the House in meeting its Freedom of Information Act obligations with regard to public accessibility of historical records. *Portcullis* contains some 397,500 entries, covering around 3 million items described to international archive standards. Some 130,500 entries were added to the catalogue during the year, including descriptions of the records of the Journal Offices of both Houses, pre-1842 deposited plans and the records of the House of Commons Fees Office. Use was made of the national *Access to Archives* project to convert the calendars of Main Papers 1498–1718 and the Commons unprinted papers to 1976. 60 metres of shelving in the Victoria Tower repository were freed through the concurrent migration of finding aids and appraisal of records. A new enquiry-tracking module was implemented, allowing a wide range of statistical data to be produced and staff performance in meeting targets to be monitored more closely. A new invoicing module was also introduced in the system, enabling more effective tracking of copying orders.

118. The completion of the online *Portcullis* catalogue was mainly responsible for a 20 per cent increase in the number of enquiries received by the Record Office during the year and for a rise in visits to the Record Office search room. The total number of logged enquiries answered in 2004/05 was 3,484 (2,869 in 2003/04). An internal review of the management of enquiries, which endorsed the effectiveness of arrangements, noted that enquirers were highly satisfied with the quality and turn round of responses and



The display of archives from the House of Lords Record Office in the Royal Gallery.

predicted a continuing increase in enquiries stimulated by the development of online services. The number of Search Room users increased from 1,030 in 2003/04 to 1,141 and there was encouraging evidence of their increasing diversity. Further online exhibitions were added to the Record Office's web pages, mirroring the programme of displays in the Royal Gallery and highlighting particular aspects of the collections.

119. A facsimile of the death warrant of Charles I was exhibited in the new display cases in the Royal Gallery, which featured a rolling programme of topical displays including archival sources for transport and family history, the Second World War and the fire that destroyed the Houses of Parliament in 1834. Preparations were well advanced for marking the 400th anniversary of the Gunpowder Plot with an exhibition in Westminster Hall in summer 2005 and a complementary online resource. Planning involved close collaboration with several Parliamentary offices and the History of Parliament Trust. An informal partnership of a dozen institutions was formed to promote *Gunpowder Plot 400* activities and to foster cultural links.

120. Preparations were completed according to plan for the coming into force of the Freedom of Information Act 2000 on 1 January 2005 (see paragraph 54 above).

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.

121. Since February 2005 Hansard has sent written answers to TSO as electronic unformatted copy using OCR scanning. This change has assisted Hansard in participating fully in the page make-up project (see paragraph 100) and to be ready for a new print contract based only on camera-ready copy. The new arrangement is an interim solution while a secure e-mail link with government departments is awaited. Such a link will enable progress to be made on the e-delivery of Written Answers. It is expected that these changes will significantly reduce production costs.

122. Further development has taken place of the Printed Paper Office Information System. Installation took place of the second phase, in which the publications database will be made available on the intranet, enabling Members and staff to order documents from the Printed Paper Office electronically.

123. The bicameral Parliamentary Information Management Services (PIMS) project was due to replace and extend the POLIS system used by both Libraries in January 2005. In the event technical difficulties, in particular with data migration, delayed the launch until April 2005. The Library completed work on planning for the implementation of PIMS, including changes to the work of the cataloguing and indexing staff. In addition, the Library's catalogue was successfully converted to the MARC 21 standard.

124. Following a study to consider whether the House should follow the House of Commons in introducing a House Administrative Information System (HAIS) for finance and human resources data, the Management Board decided to proceed with such a system, running the same software (Agresso Business World) and to be known as

HAISL (HAIS in the Lords). The project got under way in early 2005 and full implementation is due in April 2006.

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

125. A range of developments has continued during the year. They include:

- (1) More webcasting of proceedings (paragraph 110 above).
- (2) Arrangements for placing written evidence to select committees on the Internet (paragraph 112 above).
- (3) Completion of the online archive catalogue Portcullis (paragraph 117 above).
- (4) Progress on the e-delivery of written answers (paragraph 121 above).
- (5) Progress towards the launch of the PIMS project (paragraph 123 above).
- (6) The initiation of the HAISL project (paragraph 124 above).
- (7) Further developments, in conjunction with the Commons, on the Intranet and the Parliamentary website, including the introduction of e-mail alerts.

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.

126. In November 2004 the Administration was successful in obtaining Investors in People accreditation at the first attempt.

127. As in 2003/04, the year has seen a significant increase in in-house training. There were 127 in-house training events (27 in 2003/04). A total of 1,930 participants (1,138 in 2003/04) registered for these events, an average of 15 per course. Feedback forms or similar training records were completed by 1,454 participants (an average of 11 per course). A Training Liaison Officer has been identified and trained for each office, and these staff now meet regularly to discuss training issues. Seminars for staff on various aspects of the work of the House have proved particularly popular. There have been continued improvements in staff induction procedures.

128. The Management Awayday initiative was developed in autumn 2004 to include a new, separate event for middle managers which covered issues similar to the senior management event.

129. The new bonus pay system for staff in Pay Bands A–D agreed in 2003/04 was operated for the first time, necessitating the introduction of pay panels for each of these grades. This has facilitated the provision of feedback to reporting and countersigning officers, with the aim of raising staff appraisal standards throughout the administration. Autumn Development Reviews were conducted on most staff for the second year, and the system has bedded down well, with 99.8 per cent of all eligible staff receiving an Autumn Development Review in 2004.

130. Conditions of service were reviewed by management and staff representatives at the annual Whitley Committee meeting. The 2005 edition of the Staff Handbook

agreed by that Committee includes a much more restrictive staff smoking policy: rooms in which House of Lords staff work are now “no smoking” areas, and smoking is confined to designated areas.

131. A stress management policy for House of Lords staff was introduced during the year.

132. Staff retention levels remain high, with 39 members of staff having served the House for 20 or more years. Retention levels are an important indicator of morale and conditions of service, and the House of Lords is particularly fortunate in this regard. Since 1 April 2004 there have been 55 new starters. Overall turnover figures stand at 11 per cent. A total of 48 staff left during the year. Of these ten retired, one took medical retirement, and two started career breaks. In addition, two moved to the Government Whips’ Office on secondment and one is on secondment to the IS/IT change programme.

133. The Pensions Section of the Human Resources Office has continued to work towards delivery of annual benefit statements. House of Lords Staff Pension Scheme members’ pension records held on the PenServer database have been populated with most of the information required but some further data capture (from a number of sources) is required. Following the Management Board’s decision to outsource House of Lords Staff Pension administration, the aim of delivering benefit statements to all House of Lords staff has been incorporated into the operational requirement and will initially form part of the data cleansing procedures necessary on transfer of responsibility to the chosen Authorised Pension Administration Centre (APAC). In future it will be the APAC’s responsibility, under contract, to deliver statements to pension scheme members on an annual basis. The Office prepared pension authorisations for 63 retirements or resignations (73 in 2003/04); and calculated 108 worked responses to enquiries and estimates relating to pensions (123 in 2003/04).

134. During the year the Human Resources Office supervised the recruitment of 59 new staff (73 in 2003/04) following 49 recruitment boards (51 in 2003/04), and arranged 30 internal appointments boards (28 in 2003/04). A total of 95 internal candidates and 298 external candidates were interviewed. From the beginning of 2004 job vacancies have been advertised on the Internet and as anticipated this has led to a significant rise in applications. A total of 9,365 application forms were sent out by e-mail and post, and 3,175 completed application forms were received. Three Clerks were appointed through the Civil Service Fast Stream competition, following a final selection board held jointly with the House of Commons.

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.

135. Roll out of the Parliament-wide file classification scheme was completed in all but a small number of departments and offices in both Houses. Plans were well advanced for assessing, after at least a year’s operation of the scheme, offices’ records management arrangements in the context of business and corporate needs.

136. Steady progress was made in developing and implementing the Authorised Records Disposal Practice. When its 28 volumes are completed this will constitute the official policy for the disposal of records ensuring that they are retained for the minimum period of time consistent with their value to the business and that records of longer term value and/or worthy of permanent preservation in the Parliamentary Archives are identified and safeguarded. Following extensive consultation with staff in both Houses the Parliamentary Records Disposal Panel recommended eight volumes for approval by the Clerks of each House and work on another nine volumes was in progress.

137. The Electronic Document and Records Management (EDRM) group completed its work and the bicameral Information Communications Technology Board initiated further consideration of the strategic and business benefits of EDRM with the possibility of identifying suitable areas for pilot applications.

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

138. During the year 43 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.

139. The House was represented at the conferences of Speakers of EU Parliaments (in The Hague) and Council of Europe Parliaments (at Strasbourg). The House participated for the first time in the Association of European Senates (in Warsaw).

140. The Parliamentary Assembly of the Organisation for Co-operation and Security in Europe (OSCE) met in Edinburgh in July 2004. Some 35 staff from both Houses went to Edinburgh to assist in the administration of this very successful event, jointly hosted by the House of Commons and House of Lords.

141. To commemorate the centenary of the “Entente Cordiale” between Britain and France the Overseas Offices of the two Houses arranged the visit of the Presidents of the Sénat and Assemblée Nationale and some 20 members of each chamber to Westminster on 18 November. This coincided with President Chirac’s official visit to London. A joint reception was held in the Robing Room. The day’s events reciprocated a visit to Paris by a delegation of members of the House of Lords and House of Commons in April.

142. The Office collaborated with the Commons in preparation for the first Professional Development Seminar for British and Irish Clerks, to be held in Oxford in September 2005.

143. Hansard continued to participate in the British Irish Parliamentary Reporting Association, with four staff attending the third conference, held in the Isle of Man in July 2004. Two members of staff have benefited from short secondments to the Official Record at the Scottish Parliament.

144. The Clerk of the Records participated in the annual meeting of the Section of Archivists and Archives of Parliaments and Political Parties of the International

Council of Archives in Vienna. Effective relations were maintained with other Parliaments about archives, records management and Freedom of Information.

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.

145. As noted in last year's Annual Report, 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. 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 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, and by the House of Commons Commission. A bicameral Change Board of five members, including two members of the House of Lords Management Board, began work in autumn 2004, supported by a Change Team including a member of the staff of the Lords Library on secondment. The appointment of a Director of Parliamentary ICT was announced in June 2005, and other senior posts in the new organisation will be filled later in 2005. A draft bill has been prepared to give the new ICT Service legal status as a joint Parliamentary body; in the meantime staff will be seconded from the House which employs them at present.

146. Following a joint review with the House of Commons of services delivered by one House to the other, new financial arrangements for shared services were put in place and other steps taken designed to improve the way in which such services are planned and delivered.

147. The bicameral Hansard page make-up project began in May 2004. It was described in paragraph 100 above. Work also began on the new Hansard reporting software needed to enable the XML output required by the Production Unit and for subsequent data reuse by PIMS. The most cost-effective solution was to create a unified Hansard reporting application for both Houses, based on the Commons system. As a result, during June 2005 the two Hansards began operating on a single private network which will in due course migrate to the Parliamentary Network simultaneously. This initiative will also have risk mitigation advantages.

148. Lords and Commons Hansard managements continue to work closely on matters of common concern, such as migration to the Parliamentary Network, page make-up, development of contingency plans, and the possibility of some sharing of training provision. An inaugural bicameral training fortnight for freelance reporters was held in November 2005. The Commons Reporting Review Steering Group, on which the Editor of Lords Hansard was an observer, reported to the Clerk of the House of Commons in May 2004, and its conclusions have been considered by the House of Lords Staff Adviser.

HOUSE OF LORDS AUDIT COMMITTEE

Annual Report for 2004/05

INTRODUCTION

1. 2004/05 was the Committee's third year in operation and this is our third Annual Report to the House Committee. In July 2004 a second external member, Mr Geoffrey Dart, was appointed alongside the existing external member, Dame Valerie Strachan, and the Committee continues to benefit from the experience and perspective of its external members. During the past year, the Committee's chairman, Lord Alexander of Weedon, has suffered ill health and we wish Lord Alexander the very best in his continued recovery.

REVIEW OF THE YEAR 2003/04

2. The Committee met four times during 2004/05. As last year, the Committee is satisfied that the Administration is continuing to make good progress across a number of audit areas. We were particularly pleased to see the development of a comprehensive schedule of Corporate Risks, enabling a regular review and continuous monitoring of the position. Alongside the ongoing "business as usual" work of the Committee in risk, audit and financial management, there are a number of areas where we have taken a particular interest. The main areas of our work in 2004/05 are set out below.

Security expenditure and management

3. The Committee has continued to take a close interest in security expenditure and management and we still regard the security threat as the most important risk facing the House. During the year, there have been substantial developments arising from the review of security arrangements which reported in September 2004. One area of ongoing concern on our part was ensuring that proper arrangements are in place to co-ordinate security operations between the two Houses, particularly in urgent situations. The security review made one key recommendation in this respect – the creation of the post of Parliamentary Security Co-ordinator which was filled early in 2005. We have had one early progress positive report on the work of the new Parliamentary Security Co-ordinator at our meeting in March 2005; and we will look forward to receiving future assurances that the governance structures continue to minimise the security risk as far as possible.

Internal and external audit arrangements

4. During the year, the Committee considered seven Internal Audit reports and two follow-up reports. On one report (cash handling procedures) the Committee supported the Internal Auditor's concern about the management response to a particular recommendation and asked management to think again about its response. The Committee was fully satisfied with the revised management response. On all the remaining Internal Audit reports, the Committee was satisfied with management's original responses.

5. **During the year, the Committee followed with some concern the difficulties the Administration faced in filling the post of Assistant Internal Auditor. We continue to stress the importance of the House having sufficient resources to complete the agreed audit programme and to cover all identified risk areas, even if that meant buying in outside audit resource.** The Committee also approved the draft internal audit programme for 2005/06 and received six-monthly reports from the Internal Auditor on outstanding audit issues. We continue to value the work of the NAO as the House's external auditors and their involvement in the work of the Committee.

Resource Accounts for 2003/04

6. The Audit Committee considered the draft Resource Accounts for 2003/04 in October 2004. For the third year, the Accounts were issued with an unqualified opinion. The Committee also agreed the NAO's Audit Strategy for the 2004/05 Resource Accounts and was satisfied with approach taken in the Audit Strategy to internal audit and risk.

Accommodation

7. The Committee continued to take an interest in the House's accommodation strategy, in particular the approach taken to risk mitigation and control of expenditure. During negotiations to purchase new accommodation on the Millbank Island site, the Committee sought assurances in these areas and was pleased to note the use of external risk specialists in quantifying the risks associated with the purchase.

Risk management

8. Risk management is an area that underlies much of the Committee's work. We commend the way in which the Administration now approaches risk management and the annual risk review. During the year, the Committee gave its approval to the review of the corporate risks which aimed to sharpen the focus of the risks as well as ensure manageability

VFM and financial management

9. We took note of a successful value for money review of procurement in June 2004 and approved of the resulting re-organisation of procurement arrangements for the House and the procurement strategy that was subsequently drawn up. We also gave our advice to the Clerk of the Parliaments and the House Committee on the recommendations of the review of financial management arrangements in the House.

Relations with House of Commons Audit Committee

10. We continue to keep abreast of the work of the Commons Audit Committees and look forward to a joint meeting of the two Committees in 2005/06.

THE YEAR AHEAD 2005/06

11. Looking ahead, we see a special challenge for the committee in maintaining a critical overview of the processes involved in the acquisition and re-modelling of the “Island Site” which will provide important House of Lords accommodation for the future.

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

Membership:

Lord Best (*Chairman*)

Lord Christopher

Geoffrey Dart (*external member*)

Lord Sharman

Lord Shaw of Northstead

Dame Valerie Strachan (*external member*)

The Audit Committee was re-appointed on 28th June 2005. The membership of the Committee during 2004/05 was:

Lord Alexander of Weedon (*Chairman*)

Lord Best

Lord Christopher

Geoffrey Dart (*external member*)

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 2005)

HOUSE COMMITTEE

Amos, B.	McNally, L.
Barnett, L.	Renfrew of Kaimsthorn, L.
Brabazon of Tara, L. (<i>Chairman</i>)	Sharman, L.
Burlison, L.	Strathclyde, L.
Hunt of Wirral, L.	Williamson of Horton, L.
Lloyd of Berwick, L.	

ADMINISTRATION AND WORKS COMMITTEE

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

INFORMATION COMMITTEE

Avebury, L.	Erroll, E.
Baker of Dorking, L. (<i>Chairman</i>)	Gardner of Parkes, B.
Brooke of Alverthorpe, L.	Goudie, B.
Brougham and Vaux, L.	Haskel, L.
Chadlington, L.	Rodger of Earlsferry, L.
Craig of Radley, L.	Smith of Clifton, L.
Drayson, L.	

REFRESHMENT COMMITTEE

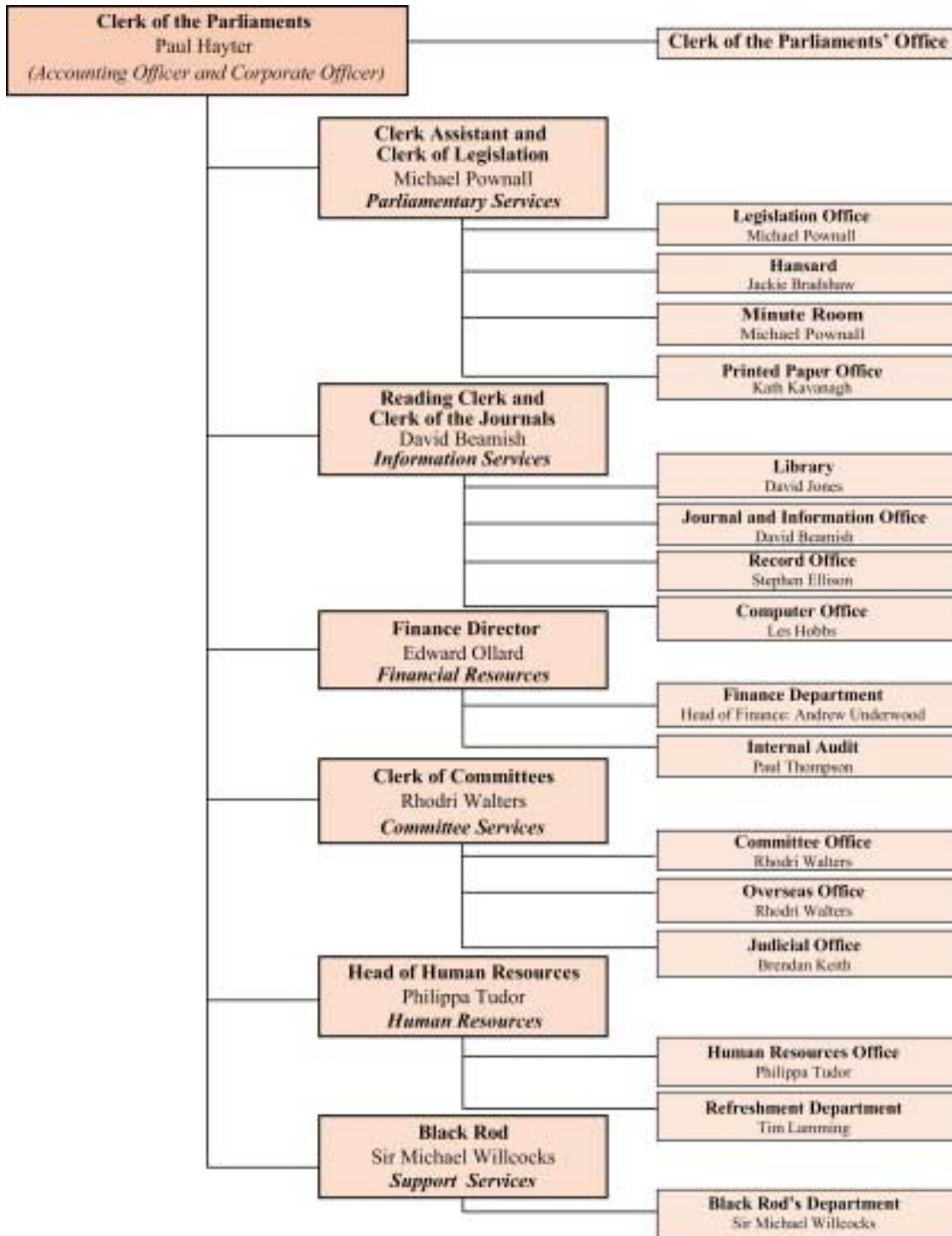
Borrie, L.	Palmer, L.
Davies of Oldham, L.	Redesdale, L.
Denham, L.	Rendell of Babergh, B.
Fookes, B. (<i>Chairman</i>)	Saltoun of Abernethy, Ly.
Gould of Potternewton, B.	Strange, B.
Harris of Richmond, B.	Wade of Chorlton, L.

WORKS OF ART COMMITTEE

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

APPENDIX 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

at 1 April 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

at 31 March 2005

	<i>Men</i>	<i>Women</i>	<i>Total</i>
Archbishops and bishops	25	–	25
Life peers under the Appellate Jurisdiction Act 1876	27	1	28
Life peers under the Life Peerages Act 1958	440	121	561
Peers under the House of Lords Act 1999	87	4	91
TOTAL	579	126	705
Of whom:			
Peers on leave of absence from the House	11	3	14

APPENDIX E

Business of the House: Statistics

A SITTINGS

<i>By financial year</i>	2004/05	2003/04	2002/03	2001/02*
1 Number of sitting days (excluding days when the House sat for judicial business only and swearing-in days)	152	165	160	131
2 Number of weeks during which the House sat†	37	37	42	36
3 Number of hours for which the House sat	1097:17	1179:52	1149:58	861:50
4 Average daily attendance	379	357	373	362
5 Average length of sitting	7:13	7:09	7:11	6:34
6 Number of divisions‡	169	235	171	65
(i) Government victories	87	129	90	41
(ii) Government defeats	67	87	65	16
(iii) Other divisions	15	19	16	8
7 Number of Grand Committee sittings	65	61	30	8

* 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>	2004/05	2003/04	2002/03*	2001/02
1 Prayers	12:42 1.1%	16:06 1.4%	14:36 1.3%	11:12 1.3%
2 Introduction of new peers	4:48 0.4%	1:24 0.1%	0:54 0.1%	4:24 0.5%
3 Starred questions	74:59 7.0%	81:55 7.0%	77:11 6.7%	58:26 6.8%
4 General debates	173:21 16.0%	186:42 15.8%	219:11 19.1%	223:53 26.0%
5 Debates on European Union Committee reports	13:1 1.2%	21:19 1.8%	16:48 1.4%	14:28 1.6%
6 Debates on Science & Technology Committee reports	2:23 0.2%	2:01 0.2%	7:27 0.6%	2:34 0.3%
7 Statements	37:37 3.4%	47:19 4.0%	61:47 5.4%	42:34 5.0%
8 Measures	0:21 <0.1%	1:00 0.1%	0:00 0.0%	0:00 0.0%
9 Public Bills (including hybrid bills)	626:00 57.0%	669:17 56.7%	612:01 53.2%	382:56 44.4%
10 Private bills	2:25 0.2%	2:59 0.2%	2:12 0.2%	0:16 <0.1%
11 Statutory instruments	64:11 5.8%	62:03 5.3%	58:34 5.1%	35:56 4.1%
12 Unstarred questions	45:44 4.1%	63:33 5.4%	61:57 5.4%	68:08 8.0%
13 Other (including formal business and adjournments)	39:20 3.6%	24:10 2.0%	17:20 1.5%	17:03 2.0%
Grand Committee sittings	223:18	223:02	101:56	32:28

* General election year.

APPENDIX F

A. HOUSE OF LORDS CASH EXPENDITURE: DETAILED BREAKDOWNS

	Financial Year				
	2001/02 Outturn	2002/03 Outturn	2003/04 Outturn	2004/05 Outturn	2005/06 Cash Require- ment
	£000	£000	£000	£000	£000
Members' Expenses	10,014	13,386	13,158	14,317	14,968
House of Lords' Offices	14,268	17,422	18,160	20,679	23,627
Retired Allowances	990	1,638	1,321	1,517	1,595
Security	5,895	6,976	7,540	8,191	8,951
Refreshment Department	903	1,041	1,217	1,249	1,497
Members' Expenses, Administration etc. RfR	32,070	40,463	41,396	45,953	50,638
Works Services RfR	24,258	17,106	19,721	72,874	22,529
Net cash requirement	56,328	57,569	61,117	118,827	73,167

APPENDIX F (cont'd)

B. CASH EXPENDITURE BY OFFICE IN 2004/05

2004–05 Estimate ⁽¹⁾	2004–05 Outturn	Detail Expenditure by Office	2005–06 Cash Requirement
£000	£000		£000
14,037	14,317	Members' Expenses⁽²⁾	14,968
22,902	20,667	Parliament Office	22,528
2,587	2,191	Clerk of the Parliaments' Office	2,191
1,122	717	Finance Department	1,329
2,855	2,696	Committee Office	2,979
465	389	Overseas Office	623
791	737	Human Resources Office	809
1,672	1,517	Superannuation	1,595
1,963	2,041	Hansard	2,110
744	678	Journal and Information Office	728
261	57	Judicial Office	139
2,526	2,452	Library	1,894
1,072	1,117	Legislation Office	1,158
676	667	Record Office	670
1,991	2,158	Printed Paper Office	1,947
3,012	2,001	Computer Office	2,939
1,165	1,249	Refreshment Department	1,417
11,060	10,969	Black Rod's Department	12,003
2,240	2,037	Black Rod's Office	2,242
7,885	8,191	Security Costs	8,951
715	563	Telecommunications	597
184	178	Postal Services	213
73,485	72,874	Works Services	22,529
782		Reserves	1,139
122,266	118,827	Net cash expenditure	73,167
(27,875)	(28,732)	Cash to Accruals and Capital Adjustments	32,889
94,391	90,095	Net Resource Operating Cost	106,056

⁽¹⁾ Figures include a Spring Supplementary Estimate

⁽²⁾ The Members' Reimbursement Scheme is administered by the Finance Department

APPENDIX G

Members' Reimbursement Allowance Scheme

Rates and Conditions applicable as at 31 March 2005

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 travel by car, motorcycle or bicycle are payable at the rate currently applicable to the first 10,000 miles of travel by that kind of vehicle under section 230(2) of the Income Tax (Earnings and Pensions) Act 2003 (40p per mile for cars for the first 10,000 miles in a tax year and 25p per mile thereafter, 24p per mile for motorcycles and 20p per mile for bicycles).
7. Claims for incidental travel cost (e.g. taxi fares) are covered by the day subsistence allowance (see paragraph 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 £150.00.

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.

Members who incur expenses in staying overnight away from their only or main residence where it is necessary to do so for the purpose of attendance on visits away from the House as a member of a Committee, or as a member of an official delegation, or as a representative of the House, may claim such expenses within two-thirds of the above daily limit.

APPENDIX G (*cont'd*)

- (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 £75.00.
- (c) **Office costs**—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 £65.00 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 office costs in excess of the limit provided under (c) may recover such extra costs within a limit of £2,600 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 and by children aged under 18 for travel between home and Westminster to attend Parliamentary occasions, subject to a limit of six return journeys each per calendar year.
13. 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 2005

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)	£72,400

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	2	2
Second Counsel to the Chairman of Committees	1	1
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
Deputy Finance Director/Head of Finance	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
Deputy Counsel to Chairman of Committees	1	1
Editor of Debates	1	1
Financial Adviser	1	1
Select Committee Clerk	2	1

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 Head of Finance	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	12	A2
Senior Library Clerk	2	A2
Staff Adviser	1	A2
Yeoman Usher	1	A2
Clerk	10	AFS
Library Clerk	4.5	AFS
Business Systems Analyst, Computer Office	1	B1
Committee Specialists	6	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
Senior Executive Officer, Legislation Office	2	B1
Staff Superintendent	1	B1
Archivist (Modern Collections)	1	B2
Assistant Head of Human Resources	1	B2
Assistant Internal Auditor	1	B2
Assistant Librarian	13†	C2/B2
Assistant Reporter (part-time)	1	B2

†Includes one temporary post.

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
Publication and Publicity Officer	1	B2
EO Accountant	1	B2
Food and Beverage Controller	1	
Higher Executive Officer	13	B2
IT Support Manager, Refreshment Department	1	B2
Judicial Taxing Clerk	1	B2
Principal Doorkeeper	1	B2
Procurement Officer	2	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	25.5	C2
Helpdesk Manager, Computer Office	1	C2
Higher Personal Secretary	14	C2
Principal Attendant	5†	C2
Senior Doorkeeper	3	C2
Sous Chef	5	C2
Doorkeeper	20	C3
Personal Secretary	23	C3
Senior Attendant	5	C3
Senior Library Attendant	1	C3
Senior Clerical Officer	27†	C3
Senior Waiter	2	C3
Attendant, Black Rod's Department	9	D2
Chef de Partie	9	D2
Cashier	1	D2
Cellar Controller	1	D2

†Includes one temporary post.

APPENDIX H *(cont'd)*

Head Housekeeper	1	D2
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	18	E1
Housekeeper	50	E2
Catering Assistant	15.5	E2
Porter	5	E2
Sandwich Student	1	E2

APPENDIX J

Changes in Complement and Grading

1 April 2004 to 31 March 2005

Increases in Permanent Posts

1	Deputy Counsel to Chairman of Committees	Legislation Office	Senior Band 1*
1	EU Liaison Officer	Committee Office	A2
1	Clerk	Committee Office	AFS
1	Clerk	Legislation Office	AFS
1	Library Clerk (Part-time)	Library	AFS
1	Specialist Advisor	Committee Office	B1
1	Refreshment Procurement Officer	Refreshment Department	B2
1	Food & Beverage Controller	Refreshment Department	B2
1	Executive Officer (Part-time)	Legislation Office	C2
1	Executive Officer	Human Resources Office	C2
1	Senior Attendant	Black Rod's Office	C3
2	Administrative Support Officers	Committee Office	C3
1	Secretarial Administrator	Committee Office	C3
1	Doorkeeper	Black Rod's Office	C3
1	Secretarial Administrator	Finance Department	C3
2	Attendants	Black Rod's Office	D2
1	Senior Housekeeper	Black Rod's Office	E1
4	Housekeepers	Black Rods Office	E2
1	Sandwich Student	Human Resources Office	E2

Increases in Temporary Posts

1	Assistant Librarian	Library	B2
1	Principal Attendant	Black Rod's Office	C2
1	Administrative Assistant	Office of the Official Report	C3

Changes in Grading

1	Senior Executive Officer	Public Bill Office	B2 – B1
1	Higher Executive Officer	Public Bill Office	C2 – B2
1	Executive Officer	Clerk of the Parliaments	C3 – C2
1	Head of Waiting Staff, SER	Refreshment Department	D2(RD) – C3

Decreases

None

*New full-time Senior Band 1 post replacing part-time Senior Band 2 post

APPENDIX K

Allowances paid to staff

as at 31 March 2005

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:

£390 annual laundry allowance for those with Uniform

G. Finance Department staff undertaking Chartered Institute of Management Accountants qualification or equivalent:

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