

**Agenda for the Management Board meeting to be held on
Thursday 16th July 2009 at 4:00pm
in the Clerk of the House's office**

- 1. Matters arising from previous meetings** [4.00 pm]
MB2009.P. 71 – Actions from previous meetings
- 2. Risk and performance** [4.05 pm]
The Board is asked to take note of an audit of risk management
[s.36(2)(b) and s.36(2)(c)]
MB2009.P.73 – Risk Management Audit Report
- 3. Oral up-dates from Directors General** [4.20 pm]
- 4. DIS Departmental Activity Report** [4.30 pm]
The Board will be given an oral presentation on DIS Departmental Activity
- 5. Survey of Services** [4.50 pm]
The Board is asked to consider the results of the Survey of Services. It will be given an oral presentation by the Managing Director of FDS.
MB2009.P.74 – Survey of Services: Presentation of draft report
- 6. Staff Survey** [5.10 pm]
The Board is asked to consider a paper from the Staff Survey Project Managers presenting the headline results of the Staff Survey.
MB2009.P.75 – 2009 Staff survey
- 7. Information Management** [5.20 pm]
The Board is asked to consider a paper from the Director General, Information Services on Information Management, covering papers on the Records Management Audit and the SPIRE programme
MB2009.P.76 – Information Management
MB2009.P.77 – Records Management Compliance Audit: Final Report
MB2009.P.78 – SPIRE Business Case: Supporting Paper
- 8. [s.36(2)(b) and s.36(2)(c)]** [5.40 pm]
- 9. Capability Framework** [5.45 pm]
The Board is asked to consider a paper from the Director General of Resources
MB2009.P.82 - Capability Framework
- 10. Any Other Business** [6.00 pm]

Philippa Helme
Secretary

10 July 2009