

MANAGEMENT BOARD

Requirements for Board papers

Paper from Assistant Secretary to the Management Board

Purpose

1. This paper presents requirements for Board paper authors for approval by the Board (Annex 1). The document replaces previous guidance for Board paper authors.

Action for the Board

2. The Board is asked to endorse the new requirements.

Consultation

3. The new Clerk of the House, the Finance Director, the Commercial Services Director, the Corporate Risk Management Facilitator and the Head of Diversity have contributed to the document. All Board members were sent a draft for comment.

Changes

4. There are a number of new requirements of Board paper authors. In particular:
 - authors will need to request that items be put on the Board's future programme at least three months in advance;
 - papers will now have to include a section on financial and procurement implications which must have been cleared by the Departmental Finance Lead and the Director of Commercial Services;
 - papers will also have to include sections on risk management and equality, and, where relevant, sections on implications for the House of Lords and on comparators;
 - the deadline for Board papers has been moved forward to nine days before a meeting.
5. A new section on style has been added and some minor revisions have also been made to take account of recent practice. The tone of the document has also been changed to make it clear that the guidance is mandatory.

Resource implications

6. The additional requirements will add to the burden on Board paper authors. However, the anticipated improvements in decision and policy making are expected to outweigh any additional staff time.

House of Lords implications

7. The Board Secretariat will share the document with our colleagues in the Lords.

Communications

8. Once endorsed by the Board, the new requirements and downloadable template will be published, replacing the existing guidance on the intranet. Heads of department will also be asked to promulgate the key changes to staff most likely to draft Board papers.

[s.40]

Assistant Secretary to the Management Board

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