



MANAGEMENT BOARD

Wednesday 10 February 2016, 10am to 12.15pm in Room 1-02, Millbank House

Agenda

1. **Update on plans for resourcing the R&R Programme** **MB/2016/1**
[Carl Woodall, 10 minutes] – *Richard Ware will be in attendance*
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2. **Archives Accommodation Programme** **MB/2016/2**
[Elizabeth Hallam Smith, 20 minutes] – *Caroline Shenton will be in attendance*
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3. **Pay and Grading Review: Job Evaluation of Senior Posts** **MB/2016/3**
[RESERVED]
[Tom Mohan, 15 minutes]
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4. **Senior Pay 2015/16 [RESERVED]** **MB/2016/4**
[Tom Mohan, 5 minutes]
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- [10 minute break]

5. **Introduction of an Efficiencies Programme from 1 April 2016** **MB/2016/5**
[Andrew Makower, 30 minutes]
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6. **Risk report: Reputation** **MB/2016/6**
[Elizabeth Hallam Smith, 10 minutes] – *Benet Hiscock will be in attendance*
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7. **Corporate risk register as at 3 February 2016** **MB/2016/7**
[10 minutes]
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8. **Q3 2015/16 Quarterly Performance Report** **MB/2016/8**
[10 minutes]
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9. **Any other business:**
 - Oral updates

The following minutes are circulated electronically only for information:

- Parliamentary Estates Forum, 23 November 2015
- House of Commons Executive Committee, 14 January 2016
- House of Lords Audit Committee, 25 January 2016

Forward plan:

Meeting (2016)	Agenda items	Papers deadline	Circulation date
Wed 9 March	<ul style="list-style-type: none"> • Revision of Lords Strategic Plan • Pay and Grading Review: Results of Matching Exercise • Update on Relocation Contingencies Programme • Internal Communications Review 2016 • Income Generation: Banqueting Room Hire • Risk report: House of Commons • Corporate risk register • Tracking of outstanding audit recommendations • Life Safety Works Update • R&R: People Impact Update (for information) 	Fri 26 February	Wed 2 March
Wed 13 April	<ul style="list-style-type: none"> • Commons Strategic Plan • Draft Business Plan 2016/17 • Accommodation Strategic Principles and Plan • Proposed creation of a Parliamentary Enterprise Programme Management Office • Performance management (tbc) • Corporate risk register • Draft Corporate Governance Statement 2015/16 • Internal Audit Programme 2016/17 	Fri 1 April	Wed 6 April
Mon 25 April	<u>House of Lords Audit Committee</u>	Wed 30 March	Mon 4 April
Late April (tbc)	<u>Joint Lords Board/Commons Executive Committee awayday</u> <ul style="list-style-type: none"> • Items to be confirmed 	TBC	TBC
Wed 11 May	<ul style="list-style-type: none"> • Pay and Grading Review: Assimilation • Risk report: Governance • Corporate risk register • Q4 2015/16 quarterly performance report 	Fri 29 April	Wed 4 May
Fri 20 May	<u>Joint meeting with HoC Executive Committee</u> <ul style="list-style-type: none"> • Towards the Medium-Term Investment Plan 2017-21 • Restoration & Renewal (tbc) 	Wed 11 May	Fri 13 May

Meeting (2016)	Agenda items	Papers deadline	Circulation date
Wed 15 June	<ul style="list-style-type: none"> Archives Accommodation Programme Draft Annual Report 2015/16 Draft Resource Accounts 2015/16 Corporate risk register 	Fri 3 June	Wed 8 June
Wed 6 July	<ul style="list-style-type: none"> Towards the Financial Plan 2017/18 – 2020/21 Risk report: Facilities & Buildings Corporate risk register Annual Environment Update 2015/16 Tracking of outstanding audit recommendations Annual Corporate Events 2016/17 	Fri 24 June	Wed 29 June
Wed 6 July	<u>Joint meeting of Lords/Commons Audit Committees</u>	Fri 24 June	Wed 29 June
Mon 11 July	<u>House of Lords Audit Committee</u>	Wed 29 June	Mon 4 July
October (tbc)	<u>Management Board awayday</u> <ul style="list-style-type: none"> Items to be confirmed 	TBC	TBC
October (tbc)	<ul style="list-style-type: none"> Risk report: Security Corporate risk register Q1 2016/17 quarterly performance report Tracking of outstanding audit recommendations 	TBC	TBC
Mon 24 October	<u>House of Lords Audit Committee</u>	Wed 12 October	Mon 17 October
November (tbc)	<u>Joint meeting with HoC Executive Committee</u> <ul style="list-style-type: none"> Medium-Term Investment Plan 2017-21 Other items to be confirmed 	TBC	TBC
December (tbc)	<ul style="list-style-type: none"> Forecast Outturn, Financial Plan and Efficiencies Programme Update on business resilience capability and annual approval of Business Resilience Policy Risk report: Staff Corporate risk register 	TBC	TBC