



MANAGEMENT BOARD

Wednesday 11 May 2016, 10am to 12.15pm in Room 1-02, Millbank House

Agenda

1. **Draft Strategy for the House of Lords Administration 2016-2021** **MB/2016/35**
[Simon Burton, 40 minutes]
RESTRICTED ACCESS: MANAGEMENT
2. **Draft Corporate Business Plan for 2016/17** **MB/2016/36**
[Simon Burton, 10 minutes]
RESTRICTED ACCESS: MANAGEMENT
- [10 minute break]
3. **Denial of Access to House of Lords Outbuildings: Business Continuity Accommodation Arrangements [RESERVED]** **MB/2016/37**
[Carl Woodall, 20 minutes] – *Jon Oliver will be in attendance*
RESTRICTED ACCESS: MANAGEMENT
4. **Risk report: Governance** **MB/2016/38**
[David Beamish, 10 minutes]
RESTRICTED ACCESS: MANAGEMENT
5. **Corporate risk register as at 4 May 2016** **MB/2016/39**
[10 minutes]
RESTRICTED ACCESS: MANAGEMENT
6. **Q4 2015/16 Quarterly Performance Report** **MB/2016/40**
[10 minutes]
RESTRICTED ACCESS: MANAGEMENT
7. **End of year performance report for 2015/16** **MB/2016/41**
[10 minutes]
RESTRICTED ACCESS: MANAGEMENT
8. **Internal Audit Charter 2016** **MB/2016/42**
[David Beamish, 2 minutes]
RESTRICTED ACCESS: MANAGEMENT
9. **Business Planning Group Membership** **MB/2016/43**
[Simon Burton, 2 minutes]
RESTRICTED ACCESS: MANAGEMENT
10. **Any other business:**
 - Oral updates



For information

11. Continuous Improvement: Annual Report 2015/16 & Forward Plan **MB/2016/44**
[Andrew Makower]
RESTRICTED ACCESS: MANAGEMENT

12. House of Lords Portfolio Dashboard **MB/2016/45**
[Sam Jones]
RESTRICTED ACCESS: MANAGEMENT

The following minutes are circulated electronically only for information:

- House Committee, 23 February 2016
- Digital Strategy Board, 15 April 2016
- House of Lords Audit Committee, 25 April 2016 [draft]
- Business Planning Group, 26 April 2016

Forward plan:

Meeting (2016)	Agenda items	Papers deadline	Circulation date
Fri 20 May	<u>Joint meeting with House of Commons Board</u> <ul style="list-style-type: none"> • Towards the Medium-Term Investment Plan 2017-21 (Strategic Themes & Priorities) • Establishing a Strategic Estates Portfolio • Digital Strategy for Parliament (for formal approval) 	Wed 11 May	Fri 13 May
Tue 7 June	<u>House Committee</u> <ul style="list-style-type: none"> • Consideration of draft Corporate Business Plan for 2016/17 		
Tue 14 June	<ul style="list-style-type: none"> • Strategy to mitigate the people impacts of the Restoration and Renewal Programme (tbc) • Restoration & Renewal: next phase • Accommodation Strategic Principles and Workplace Strategy • Pay and Grading Review: Assimilation (tbc) • Performance management • QEIICC (tbc) • Operation Marquee • Consideration of joint working options: Internal Audit and L&D functions • Draft Annual Report 2015/16 • Draft Resource Accounts 2015/16 • Corporate risk register 	Thu 2 June	Tue 7 June
Fri 1 July	<u>Joint Lords/Commons Board awayday</u> <ul style="list-style-type: none"> • Items to be confirmed 	TBC	TBC
Wed 6 July	<ul style="list-style-type: none"> • Towards the Financial Plan 2017/18 – 2020/21 • Refresh of People Business Plan (tbc) • 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



HOUSE OF LORDS

MB/2016
7th Meeting

Meeting (2016)	Agenda items	Papers deadline	Circulation date
Tue 19 July	<u>House Committee</u>		
Wed 14 September	<ul style="list-style-type: none"> Archives Accommodation Programme Corporate risk register Q1 2016/17 quarterly performance report 	Fri 2 Sep	Wed 7 Sep
October/ Nov (tbc)	<u>Management Board awayday</u> <ul style="list-style-type: none"> Items to be confirmed 	TBC	TBC
Wed 12 October	<ul style="list-style-type: none"> Risk report: Security Corporate risk register Tracking of outstanding audit recommendations 	Fri 30 Sep	Wed 5 Oct
Mon 24 Oct	<u>House of Lords Audit Committee</u>	Wed 12 Oct	Mon 17 Oct
Wed 9 November	<ul style="list-style-type: none"> Approval of Medium-Term Investment Plan 2017-21 Corporate risk register Q2 2015/16 quarterly performance report 		
Thu 17 November	<u>Joint meeting with House of Commons Board</u> <ul style="list-style-type: none"> Items to be confirmed 	Mon 7 Nov	Thu 10 Nov
Wed 7 December	<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 	Fri 25 Nov	Wed 30 Nov