



## MANAGEMENT BOARD

Wednesday 13 April 2016, 10am to 12.15pm in Room 1-02, Millbank House

### Agenda

1. **Strategy for the House of Commons Service for 2016-2021** **MB/2016/23**  
[David Beamish, 25 minutes] – *Ian Ailles will be in attendance*  
*RESTRICTED ACCESS: MANAGEMENT*
2. **Establishing a Strategic Estates Portfolio** **MB/2016/24**  
[Carl Woodall, 30 minutes] – *John Borley will be in attendance*  
*RESTRICTED ACCESS: MANAGEMENT*
- [10 minute break]
3. **Enterprise Programme Management Office** **MB/2016/25**  
[Andrew Makower, 15 minutes] – *Charlotte Simmonds will be in attendance*  
*RESTRICTED ACCESS: MANAGEMENT*
4. **Relocation Contingencies Programme [RESERVED]** **MB/2016/26**  
[David Leakey, 20 minutes] – *John Greenaway will be in attendance*  
*RESTRICTED ACCESS: MANAGEMENT*
5. **Corporate risk register as at 6 April 2016** **MB/2016/27**  
[5 minutes]  
*RESTRICTED ACCESS: MANAGEMENT*
6. **Draft Corporate Governance Statement 2015/16** **MB/2016/28**  
[David Beamish, 5 minutes]  
*RESTRICTED ACCESS: MANAGEMENT*
7. **Internal Audit Programme 2016/17** **MB/2016/29**  
[David Beamish, 5 minutes] – *Paul Thompson will be in attendance*  
*RESTRICTED ACCESS: MANAGEMENT*
8. **Tracking of outstanding audit recommendations** **MB/2016/30**  
[David Beamish, 5 minutes] – *Paul Thompson will be in attendance*  
*RESTRICTED ACCESS: MANAGEMENT*
9. **Any other business:**
  - Draft Audit Committee agenda, 25 April 2016

For information

10. **House of Parliament: Safeguarding Children and Vulnerable Adults Policy Statement** **MB/2016/31**  
[Simon Burton]  
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**11. House of Lords Portfolio Dashboard**

[Sam Jones]

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**MB/2016/32**

The following minutes are circulated electronically only for information:

- Parliamentary Estates Forum, 25 January 2016

Forward plan:

Meeting (2016)	Agenda items	Papers deadline	Circulation date
Fri 15 April	<ul style="list-style-type: none"> <li>Grading review</li> <li>Final tender award: Millbank House Development</li> </ul>	Fri 8 April	Mon 11 April
Tue 19 April	<u>House Committee</u>		
Mon 25 April	<u>House of Lords Audit Committee</u>	Wed 30 March	Mon 4 April
Tue 3 May	<u>House Committee</u>		
Wed 11 May	<ul style="list-style-type: none"> <li>Consideration of draft House of Lords strategy</li> <li>Pay and Grading Review: Assimilation</li> <li>Performance management (from Tom Mohan)</li> <li>Accommodation Strategic Principles and Plan</li> <li>Risk report: Governance</li> <li>Corporate risk register</li> <li>Q4 2015/16 quarterly performance report</li> </ul>	Fri 29 April	Wed 4 May
Fri 20 May	<u>Joint meeting with HoC Executive Committee</u> <ul style="list-style-type: none"> <li>Towards the Medium-Term Investment Plan 2017-21 (Strategic Themes &amp; Priorities)</li> <li>Restoration &amp; Renewal: next phase</li> <li>Digital Strategy for Parliament (formal approval)</li> </ul>	Wed 11 May	Fri 13 May
Tue 14 June	<ul style="list-style-type: none"> <li>Archives Accommodation Programme</li> <li>Strategy to mitigate the people impacts of the Restoration and Renewal Programme (tbc)</li> <li>Consideration of joint working options: Internal Audit and L&amp;D functions</li> <li>Draft Corporate Business Plan 2016/17</li> <li>Draft Annual Report 2015/16</li> <li>Draft Resource Accounts 2015/16</li> <li>Corporate risk register</li> </ul>	Thu 2 June	Tue 7 June
Tue 7 June	<u>House Committee</u> <ul style="list-style-type: none"> <li>Consideration of draft House of Lords strategy (tbc)</li> </ul>		
Fri 1 July	<u>Joint Lords Board/Commons Executive Committee awayday</u> <ul style="list-style-type: none"> <li>Items to be confirmed</li> </ul>	TBC	TBC



# HOUSE OF LORDS

MB/2016  
5th Meeting

Meeting (2016)	Agenda items	Papers deadline	Circulation date
Wed 6 July	<ul style="list-style-type: none"> <li>• Towards the Financial Plan 2017/18 – 2020/21</li> <li>• Risk report: Facilities &amp; Buildings</li> <li>• Corporate risk register</li> <li>• Annual Environment Update 2015/16</li> <li>• Tracking of outstanding audit recommendations</li> <li>• Annual Corporate Events 2016/17</li> </ul>	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
Wed 14 September	<ul style="list-style-type: none"> <li>• Corporate risk register</li> <li>• Q1 2016/17 quarterly performance report</li> </ul>	Fri 2 Sep	Wed 7 Sep
October/ November (tbc)	<u>Management Board awayday</u> <ul style="list-style-type: none"> <li>• Items to be confirmed</li> </ul>	TBC	TBC
Wed 12 October	<ul style="list-style-type: none"> <li>• Risk report: Security</li> <li>• Corporate risk register</li> <li>• Tracking of outstanding audit recommendations</li> </ul>	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"> <li>• Approval of Medium-Term Investment Plan 2017-21</li> <li>• Corporate risk register</li> <li>• Q2 2015/16 quarterly performance report</li> </ul>		
Thu 17 November	<u>Joint meeting with HoC Executive Committee</u> <ul style="list-style-type: none"> <li>• Items to be confirmed</li> </ul>	Mon 7 Nov	Thu 10 Nov
Wed 7 December	<ul style="list-style-type: none"> <li>• Forecast Outturn, Financial Plan and Efficiencies Programme</li> <li>• Update on business resilience capability and annual approval of Business Resilience Policy</li> <li>• Risk report: Staff</li> <li>• Corporate risk register</li> </ul>	Fri 25 Nov	Wed 30 Nov