



MANAGEMENT BOARD

Wednesday 14 September 2016, 10am to 12.15pm in the Archbishops' Room,
Millbank House

Agenda

- 1. Business Resilience** **MB/2016/73**
[David Beamish/Andrew Walker, 25 minutes]
RESTRICTED ACCESS: MANAGEMENT
- 2. Pay remit April 2016** **MB/2016/74**
[Tom Mohan, 20 minutes]
RESERVED
- 3. Internal Communications strategy** **MB/2016/75**
[Simon Burton, 30 minutes]
RESTRICTED ACCESS: MANAGEMENT
- 4. External Communication strategy** **MB/2016/76**
[Simon Burton, 20 minutes]
RESTRICTED ACCESS: MANAGEMENT
- 5. Corporate Risk Report – Facilities** **MB/2016/77**
[Carl Woodall, 15 minutes]
RESTRICTED ACCESS: MANAGEMENT
- 6. Corporate Risk register** **MB/2016/78**
[David Beamish, 5 minutes]
RESTRICTED ACCESS: MANAGEMENT
- 7. Any other business:**
 - Oral updates

For information

- 8. Update: Accommodation Strategic Principles and Plan 2010** **MB/2016/79**
[Carl Woodall]
RESTRICTED ACCESS: MANAGEMENT
- 9. Portfolio dashboard** **MB/2016/80**
[Sam Jones]
RESTRICTED ACCESS: MANAGEMENT

Forward plan:

| Meeting (2016) | Agenda items | Papers deadline | Circulation date |
|---------------------------|--|-----------------|------------------|
| Thurs 6 October | <u>Senior managers away day</u> <ul style="list-style-type: none"> External impacts on the Administration (governance, DG Review, Brexit, R&R) Diversity and Inclusion People Business Plan II | n/a | n/a |
| Wed 12 October | <ul style="list-style-type: none"> Strategy for the House of Lords Administration 2016-21 Archives Accommodation Programme Governance of Cyber security Management Seminar December 2016: agenda and attendees Residency requirement for passes 2016-17 Q1 Quarterly performance report Risk report: Security Corporate risk register Parliamentary Safety Team – update Vote 100 Project – update Infrastructure transformation project – update Denial of access to outbuildings – update Tracking of outstanding audit recommendations | Thurs 29 Sep | Wed 5 Oct |
| Mon 24 Oct | <u>House of Lords Audit Committee</u> | Wed 12 Oct | Mon 17 Oct |
| Thurs 27 October [3-4 pm] | <ul style="list-style-type: none"> Joint Working programme update Others tbc (possibly from list of items for 12 October meeting) 2016-17 Q2 Quarterly performance report | | |
| Wed 9 November | <ul style="list-style-type: none"> Further steps to MTFP Approval of Medium-Term Investment Plan 2017-21 Corporate risk register Q2 2015/16 quarterly performance report | | |



HOUSE OF LORDS

MB/2016
12th Meeting

| Meeting (2016) | Agenda items | Papers deadline | Circulation date |
|-----------------|---|-----------------|------------------|
| Thursday 10 Nov | <u>Management Board away day</u> <ul style="list-style-type: none">• External impacts on the Administration (governance, DG Review, Brexit, R&R)• Diversity and Inclusion• People Business Plan II | | |
| Thu 17 November | <u>Joint meeting with House of Commons Board</u> <ul style="list-style-type: none">• Summary of R&R Decant Business Case• Other items to be confirmed | Mon 7 Nov | Thu 10 Nov |
| Wed 7 December | <ul style="list-style-type: none">• Forecast Outturn, MTFP and Efficiencies Programme• Update on business resilience capability and annual approval of Business Resilience Policy• Risk report: Staff• Corporate risk register | Thurs 24 Nov | Wed 30 Nov |