



## MANAGEMENT BOARD

Wednesday 16 December 2015, 10am to 12.15pm in Room 1-01, Millbank House

### *Agenda*

- 1. Development of a Diversity and Inclusion Plan** **MB/2015/87**  
[David Beamish, 40 minutes] – *Mary Ollard will be in attendance*  
*RESTRICTED ACCESS: MANAGEMENT*
  
- [10 minute break]
  
- 2. Draft Supplementary Pay Offer – December 2015 [RESERVED]** **MB/2015/88**  
[Tom Mohan, 45 minutes]  
*RESTRICTED ACCESS: MANAGEMENT*
  
- 3. Risk report: Staff [RESERVED]** **MB/2015/89**  
[Tom Mohan, 25 minutes]  
*RESTRICTED ACCESS: MANAGEMENT*

The following minutes are circulated electronically only for information:

- House of Commons Executive Committee, 5 November 2015
- House Committee, 17 November 2015
- Joint meeting of the House of Lords Management Board and House of Commons Executive Committee, 20 November 2015
- Business Planning Group, 23 November 2015

Forward plan:

Meeting	Agenda items	Papers deadline	Circulation date
Fri 15 January 2016	<ul style="list-style-type: none"> <li>Archives Accommodation Programme</li> <li>Joint internal audit of sub-board groups (tbc)</li> <li>Performance Management (tbc)</li> <li>Corporate risk register</li> </ul>	Wed 6 January	Fri 8 January
Mon 25 January	<u>House of Lords Audit Committee</u> <ul style="list-style-type: none"> <li>Items to be confirmed</li> </ul>	Wed 13 January	Mon 18 January
Wed 27 January	<u>Joint meeting of Lords/Commons Audit Committees</u> <ul style="list-style-type: none"> <li>Items to be confirmed</li> </ul>	Fri 15 January	Wed 20 January
Wed 10 February 2016	<ul style="list-style-type: none"> <li>Revision of Lords strategic plan (tbc)</li> <li>Update on Relocation Contingencies Programme</li> <li>Accommodation paper (tbc)</li> <li>Risk report: Reputation</li> <li>Corporate risk register</li> <li>Q3 2015/16 quarterly performance report</li> <li>Continuous Improvement: Update</li> </ul>	TBC	TBC
Wed 9 March 2016	<ul style="list-style-type: none"> <li>Draft Business Plan 2016/17</li> <li>Proposed creation of a Parliamentary Enterprise Programme Management Office</li> <li>Risk report: House of Commons</li> <li>Corporate risk register</li> </ul>	Fri 26 February	Wed 2 March
Mon 11 April	<u>House of Lords Audit Committee</u> <ul style="list-style-type: none"> <li>Items to be confirmed</li> </ul>	Wed 30 March	Mon 4 April
Wed 13 April 2016	<ul style="list-style-type: none"> <li>Corporate risk register</li> <li>Draft Corporate Governance Statement 2015/16</li> <li>Internal Audit Programme 2016/17</li> <li>Tracking of outstanding audit recommendations</li> </ul>	Fri 1 April	Wed 6 April
Late April (tbc)	<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/2015  
14th Meeting

Meeting	Agenda items	Papers deadline	Circulation date
Wed 11 May 2016	<ul style="list-style-type: none"> <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 2016	<u>Joint meeting with HoC Executive Committee</u> <ul style="list-style-type: none"> <li>Towards the Medium-Term Investment Plan 2017-21</li> <li>Restoration &amp; Renewal (tbc)</li> </ul>	Wed 11 May	Fri 13 May
Wed 15 June 2016	<ul style="list-style-type: none"> <li>Archives Accommodation Programme</li> <li>Draft Resource Accounts 2015/16</li> <li>Corporate risk register</li> </ul>	Fri 3 June	Wed 8 June
Wed 6 July 2016	<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 2016	<u>Joint meeting of Lords/Commons Audit Committees</u> <ul style="list-style-type: none"> <li>Items to be confirmed</li> </ul>	Fri 24 June	Wed 29 June
Mon 11 July 2016	<u>House of Lords Audit Committee</u> <ul style="list-style-type: none"> <li>Items tbc</li> </ul>	Wed 29 June	Mon 4 July
October 2016 (tbc)	<u>Management Board awayday</u> <ul style="list-style-type: none"> <li>Items to be confirmed</li> </ul>	TBC	TBC
October 2016 (tbc)	<ul style="list-style-type: none"> <li>Risk report: Security</li> <li>Corporate risk register</li> <li>Q1 2016/17 quarterly performance report</li> </ul>	TBC	TBC
Mon 24 October	<u>House of Lords Audit Committee</u> <ul style="list-style-type: none"> <li>Items to be confirmed</li> </ul>	Wed 12 October	Mon 17 October
November 2016 (tbc)	<u>Joint meeting with HoC Executive Committee</u> <ul style="list-style-type: none"> <li>Medium-Term Investment Plan 2017-21</li> <li>Other items to be confirmed</li> </ul>	TBC	TBC