



MANAGEMENT BOARD

Thursday 17 March 2016, 9am to 10am in Room 1-02, Millbank House

Agenda

- 1. Grading Review [RESERVED]** **MB/2016/21**
[Tom Mohan, 50 minutes] – *Virginia Hawkins and James Taylor will be in attendance*
RESTRICTED ACCESS: MANAGEMENT

- 2. 2016 Staff Survey Proposal** **MB/2016/22**
[Tom Mohan, 10 minutes] – *Sarah Burke will be in attendance*
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Forward plan:

Meeting (2016)	Agenda items	Papers deadline	Circulation date
Tue 22 March	<u>House Committee</u>		
Wed 13 April	<ul style="list-style-type: none"> • Strategy for the House of Commons Service for 2016-2021 (Ian Ailles will be in attendance) • Update on Relocation Contingencies Programme • Proposed creation of a Parliamentary Enterprise Programme Management Office • Establishing a Strategic Estates Portfolio • Accommodation Strategic Principles and Plan • Millbank House Development: Approval of Stage 2 Tender Report • Corporate risk register • Draft Corporate Governance Statement 2015/16 • Internal Audit Programme 2016/17 • Tracking of outstanding audit recommendations 	Fri 1 April	Wed 6 April
Tue 19 April	<u>House Committee</u>		
Mon 25 April	<u>House of Lords Audit Committee</u>	Wed 30 March	Mon 4 April
Wed 11 May	<ul style="list-style-type: none"> • Consideration of House of Lords strategy (tbc) • Pay and Grading Review: Assimilation • Performance management (from Tom Mohan) • 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 (Themes) • Restoration & Renewal: next phase • Digital Strategy for Parliament (formal approval) 	Wed 11 May	Fri 13 May
Tue 24 May	<u>House Committee</u> <ul style="list-style-type: none"> • Consideration of draft House of Lords strategy 		
Wed 15 June	<ul style="list-style-type: none"> • Archives Accommodation Programme • Strategy to mitigate the people impacts of the Restoration and Renewal Programme (tbc) • Draft Corporate Business Plan 2016/17 • Draft Annual Report 2015/16 	Fri 3 June	Wed 8 June

Meeting (2016)	Agenda items	Papers deadline	Circulation date
	<ul style="list-style-type: none"> Draft Resource Accounts 2015/16 Corporate risk register 		
Tues 21 June	<u>House Committee</u>		
Fri 1 July	<u>Joint Lords Board/Commons Executive Committee 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 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 Oct	<u>House of Lords Audit Committee</u>	Wed 12 Oct	Mon 17 Oct
November (tbc)	<ul style="list-style-type: none"> Approval of Medium-Term Investment Plan 2017-21 Corporate risk register Q2 2015/16 quarterly performance report 		
November (tbc)	<u>Joint meeting with HoC Executive Committee</u> <ul style="list-style-type: none"> 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