



## MANAGEMENT BOARD

Wednesday 9 March 2016, 10am to 12.15pm in Room 1-02, Millbank House

### Agenda

1. **Archives Accommodation Programme Follow-Up** **MB/2016/10**  
[Elizabeth Hallam Smith, 10 minutes] – *Caroline Shenton will be in attendance*  
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2. **Internal Communications Review 2016** **MB/2016/11**  
[Simon Burton, 30 minutes] – *Sarah Burke will be in attendance*  
*RESTRICTED ACCESS: MANAGEMENT*
  
3. **Mitigating the people impacts of the Restoration and Renewal Programme [RESERVED]** **MB/2016/12**  
[Tom Mohan/Carl Woodall, 20 minutes]  
*RESTRICTED ACCESS: MANAGEMENT*
  

[10 minute break]

4. **Life Safety Works Project** **MB/2016/13**  
[Carl Woodall, 10 minutes]  
*RESTRICTED ACCESS: MANAGEMENT*
  
5. **Completing Parliament's transition to Office 365** **MB/2016/14**  
[Rob Greig, 10 minutes]  
*RESTRICTED ACCESS: MANAGEMENT*
  
6. **Risk report: House of Commons** **MB/2016/15**  
[David Beamish, 10 minutes]  
*RESTRICTED ACCESS: MANAGEMENT*
  
7. **Corporate risk register as at 2 March 2016** **MB/2016/16**  
[10 minutes]  
*RESTRICTED ACCESS: MANAGEMENT*
  
8. **Director General's Review [at 11.50am]**  
[David Beamish, 15 minutes] – *Ian Ailles, the Director General of the House of Commons, will be in attendance to provide an oral briefing about his review*
  
9. **Any other business:**
  - Oral updates
  

For information

10. **Period 10 Finance Report** **MB/2016/17**  
[Andrew Makower]  
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**I1. Magna Carta & Parliament Exhibition and the de Montfort Project  
2015: Impact Report**

[Elizabeth Hallam Smith]

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**I2. Retail Services – Memorandum of Understanding (February 2016)**

[Carl Woodall]

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**MB/2016/19**

**I3. House of Lords Portfolio Dashboard**

[Sam Jones]

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**MB/2016/20**

The following minutes are circulated electronically only for information:

- House Committee, 18 December 2015
- Strategic Estate Portfolio Steering Group, 26 January 2016
- House of Lords Audit Committee (joint meeting), 27 January 2016
- Digital Strategy Board, 12 February 2016

Forward plan:

Meeting (2016)	Agenda items	Papers deadline	Circulation date
Thu 17 March	<ul style="list-style-type: none"> <li>Pay and Grading Review: Results of Matching Exercise (Virginia Hawkins will be in attendance)</li> </ul>	Mon 7 March	Thu 10 March
Tue 22 March	<u>House Committee</u>		
Wed 13 April	<ul style="list-style-type: none"> <li>Strategy for the House of Commons Service for 2016-2021 (Ian Ailles will be in attendance)</li> <li>Draft Business Plan 2016/17</li> <li>Update on Relocation Contingencies Programme</li> <li>Proposed creation of a Parliamentary Enterprise Programme Management Office</li> <li>Millbank House Development: Approval of Stage 2 Tender Report</li> <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
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"> <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</li> <li>Restoration &amp; Renewal: next phase (tbc)</li> <li>Strategic Estate Portfolio Steering Group: Terms of Reference</li> </ul>	Wed 11 May	Fri 13 May
Tue 24 May	<u>House Committee</u>		
Wed 15 June	<ul style="list-style-type: none"> <li>Archives Accommodation Programme</li> <li>Draft Annual Report 2015/16</li> <li>Draft Resource Accounts 2015/16</li> <li>Corporate risk register</li> </ul>	Fri 3 June	Wed 8 June



# HOUSE OF LORDS

MB/2016  
3rd Meeting

Meeting (2016)	Agenda items	Papers deadline	Circulation date
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"> <li>Items to be confirmed</li> </ul>	TBC	TBC
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
October (tbc)	<u>Management Board awayday</u> <ul style="list-style-type: none"> <li>Items to be confirmed</li> </ul>	TBC	TBC
October (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> <li>Tracking of outstanding audit recommendations</li> </ul>	TBC	TBC
Mon 24 Oct	<u>House of Lords Audit Committee</u>	Wed 12 Oct	Mon 17 Oct
November (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
December (tbc)	<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>	TBC	TBC