



## MANAGEMENT BOARD

Wednesday 4 November 2015, 10am to 12.15pm in Room 1-02, Millbank House

### Agenda

1. **Pay (oral update)**  
[Tom Mohan, 45 minutes] – *James Taylor & Virginia Hawkins will be in attendance*  
  
[10 minute break]
2. **Further steps towards the Financial Plan 2016/17 – 2019/20** **MB/2015/73**  
[Andrew Makower, 25 minutes] – *Jonathan Smith & Martina Hunter will be in attendance*  
*RESTRICTED ACCESS: MANAGEMENT*
3. **Corporate risk 5: mitigations** **MB/2015/74**  
[Elizabeth Hallam Smith, 25 minutes] – *Benet Hiscock will be in attendance*  
*RESTRICTED ACCESS: MANAGEMENT*
4. **Corporate risk register as at 28 October 2015** **MB/2015/75**  
*RESTRICTED ACCESS: MANAGEMENT*
5. **Q2 2015/16 Performance Report** **MB/2015/76**  
*RESTRICTED ACCESS: MANAGEMENT*
6. **Business Planning Group membership** **MB/2015/77**  
[Simon Burton, 5 minutes]  
*RESTRICTED ACCESS: MANAGEMENT*

The following minutes are circulated electronically only for information:

- House of Commons Executive Committee, 16 October 2015
- Business Planning Group, 22 October 2015



Forward plan:

Meeting	Agenda items	Papers deadline	Circulation date
Friday 20 December 2015	<u>Joint meeting with HoC Executive Committee</u> <ul style="list-style-type: none"> <li>• Introduction by Ian Ailles, Director General of the House of Commons</li> <li>• Medium-Term Investment Plan 2016-20</li> <li>• Digital Strategy: work in progress</li> </ul>	Wed 11 November	Fri 13 November
Wednesday 2 December 2015	<ul style="list-style-type: none"> <li>• Archives Accommodation Programme</li> <li>• Accommodation in the House of Lords</li> <li>• Commercial banqueting</li> <li>• Update on business resilience capability and annual approval of Business Resilience Policy</li> <li>• Forecast Outturn and Financial Plan</li> <li>• Corporate risk register</li> </ul>	Fri 20 November	Wed 25 November
Wednesday 16 December 2015	<ul style="list-style-type: none"> <li>• Pay &amp; Grading</li> <li>• Performance management</li> <li>• Risk report: Staff</li> <li>• Diversity &amp; Inclusion</li> </ul>	Fri 4 December	Wed 9 December
January 2016 (tbc)	<ul style="list-style-type: none"> <li>• Joint internal audit of sub-board groups (tbc)</li> <li>• Risk report: Reputation</li> <li>• Corporate risk register</li> </ul>	TBC	TBC
Monday 25 January	<u>House of Lords Audit Committee</u> <ul style="list-style-type: none"> <li>• Items tbc</li> </ul>	Wed 13 January	Mon 18 January
Wednesday 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
February 2016 (tbc)	<ul style="list-style-type: none"> <li>• Leader's Group on Governance: consideration of recommendations (tbc)</li> <li>• Draft Business Plan 2015/16</li> <li>• Corporate risk register</li> <li>• Q3 2015/16 quarterly performance report</li> </ul>	TBC	TBC
March 2016 (tbc)	<ul style="list-style-type: none"> <li>• Risk report: House of Commons</li> <li>• Corporate risk register</li> </ul>	TBC	TBC
March/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
April 2016 (tbc)	<ul style="list-style-type: none"> <li>• Corporate risk register</li> <li>• Draft Corporate Governance Statement 2014/15</li> <li>• Internal Audit Programme 2015/16</li> <li>• Tracking of outstanding audit recommendations</li> </ul>	TBC	TBC



# HOUSE OF LORDS

MB/2015  
11th Meeting

Monday 11 April	<u>House of Lords Audit Committee</u> • Items tbc	Wed 30 March	Mon 4 April
May 2016 (tbc)	• Risk report: Governance • Corporate risk register • Q4 2015/16 quarterly performance report	TBC	TBC
May 2016 (tbc)	<u>Joint meeting with HoC Executive Committee</u> • Towards the Medium-Term Investment Plan 2016-20 • Restoration & Renewal (tbc)	TBC	TBC
June 2016 (tbc)	• Draft Resource Accounts 2014/15 • Corporate risk register	TBC	TBC
July 2016 (tbc)	• Towards the Financial Plan 2016/17 – 2019/20 • Risk report: Facilities & Buildings • Corporate risk register • Annual Environment Update 2015/16	TBC	TBC
Monday 11 July 2016	<u>House of Lords Audit Committee</u> • Items tbc	Wed 29 June	Mon 4 July
July 2016 (tbc)	<u>Joint meeting of Lords/Commons Audit Committees</u> • Items to be confirmed	TBC	TBC
July 2016 (tbc)	• Tracking of outstanding audit recommendations • Annual Corporate Events 2016/17	TBC	TBC
October 2016 (tbc)	<u>Management Board awayday</u> • Items to be confirmed	TBC	TBC
October 2016 (tbc)	• Risk report: Security • Corporate risk register • Q1 2016/17 quarterly performance report	TBC	TBC
Monday 24 October 2016	<u>House of Lords Audit Committee</u> • Items tbc	Wed 12 October	Mon 17 October