



MANAGEMENT BOARD

Friday 26 April, 1.00 to 4.00 pm in Room 1-09, Millbank House

Revised Agenda

- 1. Human Resources review RESERVED** **MB/2013/26**
Jim Morrison, author of the review, will attend for this item.
[Tom Mohan, 1 hour]
RESTRICTED ACCESS: MANAGEMENT **26A**
- 2. Web and intranet next steps RESERVED** **MB/2013/25**
Benet Hiscock, Seonaid Whitley and Alison Couch will give a ten minute presentation.
[Liz Hallam Smith, 1 hour including presentation]
RESTRICTED ACCESS: MANAGEMENT
- 3. Draft Strategic Plan 2014-19 and engagement with the House Committee** **MB/2013/24**
[David Beamish/ Rhodri Walters]
RESTRICTED ACCESS: MANAGEMENT **24A**
- 4. Retail: Branding and the Westminster Hall shop RESERVED** **MB/2013/26**
[Contact Group on Income Generation]
RESTRICTED ACCESS: MANAGEMENT
- 5. Corporate risk register at 10 April** **MB/2013/27**
- 6. Risk report: ICT RESERVED** **MB/2013/28**
[Joan Miller]
RESTRICTED ACCESS: MANAGEMENT
- 7. Parliament Security Board Terms of Reference** **MB/2013/29**
[Paul Martin¹]
RESTRICTED ACCESS: MANAGEMENT
- 8. Draft corporate governance statement 2012/13** **MB/2013/30**
[David Beamish]
RESTRICTED ACCESS: MANAGEMENT **30A**
- 9. Internal audit programme 2013/14** **MB/2013/31**
[Rhodri Walters]
RESTRICTED ACCESS: MANAGEMENT
- 10. Any other business**

¹ The Parliamentary Security Director has not been invited to attend, as the Chairman does not expect the paper to be controversial; so it would be helpful if any Board member with any queries could raise them in advance (and if necessary the PSD will then be invited to attend)



For information:

- | | |
|--|-------------------|
| 11. Review of the Information Office
<i>RESTRICTED ACCESS: MANAGEMENT</i> | MB/2013/32 |
| 12. Strategically Managed Expenditure
<i>RESTRICTED ACCESS: MANAGEMENT</i> | MB/2013/33 |
| 13. Management Board forward plan
<i>RESTRICTED ACCESS: MANAGEMENT</i> | MB/2013/34 |
| 14. Agenda for Audit Committee meeting on 22 April | MB/2013/35 |
| 15. Minutes of the meeting on 8 March
[Previously agreed by correspondence. Circulated by email only.] | |

The following minutes are circulated electronically only for information:

- House Committee: 26 February and 19 March.
- House of Commons Management Board: 14 February, 28 February and 14 March.
- PEB: 28 January and 25 February.
- PICTAB: 14 January and 11 February.
- BPG (consideration of draft strategic plan): 9th, 10th and 11th meetings.



HOUSE OF LORDS

AUDIT COMMITTEE

Monday 22 April 2013 at 4.00pm, in Committee Room 1

Agenda

1. Declaration of interests

[Chairman]

Committee members will be invited to declare any relevant interests and agree the proposal in paper AC/2013/19.

AC/2013/19

2. Matters arising from the minutes of the last meeting, 14 January 2013

The Committee will be invited to agree the minutes.

3. Corporate risk register as at X, considered by the Board on Y

[RESERVED]

[Clerk of the Parliaments]

The Committee will be invited to comment on the risk register.

AC/2013/20

Hard copy only

4. Internal Audit Reports **[RESERVED]**

[Head of Internal Audit]

The Committee will be invited to comment on the reports.

- i. Select Committee Specialist Advisers
 - ii. Voting and Divisions
 - iii. Office Level Business Continuity Plans
 - iv. Management of the Cyber Threat
 - v. CRS Retailing Operations
- House of Commons Internal Audit reports:
- vi. Software Usage
 - vii. Annunciator System

AC/2013/21

AC/2013/22

AC/2013/23

AC/2013/24

AC/2013/25

AC/2013/26

AC/2013/27

AC/2013/28

Follow-up reports

- i. Risk Management Arrangements
 - ii. Estates Governance
 - iii. Electronic Point of Sale System in Catering and Retail Services
 - iv. Staff Christmas Funds
 - v. Centrally Determined Training
 - vi. Information Security
- House of Commons Internal Audit follow-up report:
- vii. Parliamentary Outreach

AC/2013/29

AC/2013/30

AC/2013/31

AC/2013/32

AC/2013/33

AC/2013/34

AC/2013/35

5. Annual Plan and Internal Audit Strategy for 2013/14 **[RESERVED]**

[Head of Internal Audit]

The Committee will be invited to note audit work undertaken in 2012/13, approve the 2013/14 Internal Audit Strategy and 2013 Internal Audit Charter and discuss the proposed programme of work for 2013/14.

AC/2013/36

6. Annual Assurance for the 2012/13 Financial Year **[RESERVED]**

[Head of Internal Audit]

The Committee will be invited to discuss the annual assurance for 2012/13.

AC/2013/37

7. Draft Governance Statement 2012/13 [RESERVED] **AC/2013/38**
[Clerk of the Parliaments]

The Committee will be invited to comment on the draft Governance Statement.

8. Draft Committee Annual Report 2012/13 [RESERVED] **AC/2013/39**
[Chairman] **39A**

The Committee will be invited to comment on and agree the Annual Report.

9. Audit Progress Report 2012/13 [RESERVED] **AC/2013/40**
[National Audit Office]

The Committee will be invited to comment on the Progress Report.

10. Outstanding audit recommendations [RESERVED] **AC/2013/41**
[Head of Internal Audit] **41A**

The Committee will be invited to comment on the outstanding recommendations.

11. Any Other Business

The Committee will be invited to:

- Agree a provisional date for the October meeting of the Committee.
- Discuss possible agenda items for the July meeting with the House of Commons Administration Estimate Audit Committee.

12. Committee meeting in private with National Audit office

The following documents are circulated for information only. The Committee will be invited to take note.

- **Minutes of Management Board meetings [RESERVED]:**
 - 28 November 2012
 - 17 December 2012
 - 16 January 2013
 - 13 February 2013
 - 6 March 2013
- **Risk Reports [RESERVED]:**
 - Facilities iv and v (January 2013)
 - Finance (February 2013)
 - Facilities i and ii (March 2013)
- **Minutes of the House of Commons Administration Estimate Audit Committee, 23 January [RESERVED]**

MB/2013/1
MB/2013/10
MB/2013/20

A paper, *Own Label Wine and Champagne Contract (AC/2013/18)* was circulated to the Committee as an interim paper on 26 February 2013.

Rob Whiteway
Clerk, Audit Committee
whitewayr@parliament.uk / 020 7219 5961

Notes on the agenda

- The introducer of each agenda item is shown in square brackets [].
- Items marked as [RESERVED] will not be made available on the Committee website.
- Summaries of House of Lords internal audit reports are circulated to the Committee. Full reports are available on request from the Head of Internal Audit or the Clerk.