

**Agenda for the Management Board meeting to be held on
Thursday 21 January 2010 at 4:00pm
in the Clerk of the House's office**

- 1. Matters arising from previous meetings [4.00 pm]**
MB2010.P.01 – Actions from previous meetings
- 2. Risk and performance [4.05 pm]**
The Board is asked to consider [s.36(2)(b) & s.36(2)(c)] a paper by the Director of Financial Management on the final forecast outturn:
[s.36(2)(b) & s.36(2)(c)]
MB2010.P.03 – 2009/10 Administration Estimate: Final Forecast Outturn
- 3. Oral up-dates from Directors General [4.25 pm]**
- 4. Tebbit implementation review [4.35 pm]**
The Board is asked to consider the report of the review by the external Board member
MB2010.P.04 – Report on the Implementation of the Tebbit Review Recommendations
- 5. Cost reduction [4.55 pm]**
The Board is asked to consider a paper by the Director General of Resources and the Head of the OCE
MB2010.P.05 – Achieving cost reduction
- 6. Whistleblowing [5.15 pm]**
The Board will be asked to consider a paper by the Head of Pay, Policy and Employee Relations
MB2010.P.06 – Policy on Disclosing Malpractice ('Whistleblowing')
- 7. HR matters [5.25 pm]**
The Board is asked to consider papers from the Director General of Resources and the Director of Human Resources
MB2010.P.07– Planning for 2010 staff survey
MB2010.P.08 – Band A-E Performance Award Scheme (PAS)
Review of Second Nomination Period and Lessons Learned
MB2010.P.09– SCS retirement age
- 8. Estate strategy [5.50 pm]**
The Board is asked to consider a paper from the Director General of Facilities
MB2010.P.10 – Interim Estate Strategy
- 9. Any other business [6.00 pm]**

Philippa Helme

Secretary

15 January 2010

Additional take note papers:

MB2010.P.11 Draft Departmental Business Plans

MB2010.P.12 Allocation of Garden Party Invitations