



## MANAGEMENT BOARD

26 May 2010, 10am to 12noon in Room G01, 14 Tothill Street

### *Agenda*

1. **Corporate Risk Register at 19 May [RESERVED]** **MB/2010/63**  
Oral Updates
2. **Risk Report: Security, Contingency Planning and Business Continuity [RESERVED]** **MB/2010/64**  
Memorandum by Freddie Viggers
3. **Risk Report: Externalities and Infrastructure [RESERVED]** **MB/2010/65**  
Memorandum by Carl Woodall
4. **Risk Report: Staffing** **MB/2010/66**  
Memorandum by Simon Burton
5. **2010 Pay Remit**  
Oral update by Simon Burton
6. **Review of Competencies for House of Lords' Staff** **MB/2010/67**  
Memorandum by Michael Pownall
7. **Information Security Update** **MB/2010/68**  
Memorandum by Alex Daybank
8. **Records Management in the House of Lords: Results of the Compliance Audit 2009-10** **MB/2010/69**  
Memorandum by Alex Daybank and Shona Robertson
9. **Staff Survey 2010** **MB/2010/70**  
Memorandum by Simon Burton
10. **Investors in People Healthcheck** **MB/2010/71**  
Memorandum by Simon Burton

For formal decision/information:

11. **Minutes of Meeting on 10 May**
12. **Agenda for the Audit Committee on 8 June** **MB/2010/72**
13. **Minutes of the House of Commons Management Board on 28 April**
14. **Refreshment Department Profitability Sub-Group: 4th Report** **MB/2010/73**  
Memorandum by Andrew Makower

**15. M&E Project 2010-14: Update**  
Memorandum by Carl Woodall

**MB/2010/74**

**16. Transcription Services Procurement Exercise -  
Update [COMMERCIAL IN CONFIDENCE]**  
Memorandum by Chloe Mawson and Simon Nicholls

**MB/2010/75**

**17. Any Other Business**