
Management Board

Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive
(for the Board meeting on 5 February 2015)*

6 March 2014

1. **Action: Myfanwy Barrett and Tom Goldsmith** to produce a list of core duties and responsibilities of managers with a view to ensuring that, where not already included, they are recorded in forward job plans.
— The Good Manager Guide has been produced by DHRC and is now ready in proof copy and will be printed in early February for distribution in mid-February. A communications plan is being developed to launch the new Guide alongside the new IPR arrangements. Action ongoing.

6 November 2014

2. **Action: Tom Goldsmith** to conduct an initial exercise to map existing benchmarking activity.
— Departments had provided the OCE with information about their current benchmarking activities. A paper would be provided for the Board's March meeting mapping current activities and suggesting areas where further work could be done. Action ongoing.
3. **Action: David Natzler and the OCE** to take forward the introduction of name badges for all House staff.
— The full equality analysis was being conducted on the introduction of name badges for all House staff. Action ongoing.

4 December 2014

4. **Action: DHRC** would prepare a Q&A document (on end of departmental variation in hours) to put the current policy position in context.

— *DHRC have reviewed the queries that have been raised about time recording since the end of departmental variations on 1 November. The majority of queries have been about how to complete the monthly or annual timesheet, and/or personal cases. A short Q&A directing people to the guidance and other HR support available has been drafted for publication on the internet.*

22 January 2015

5. **Action:** *The OCE to develop a proposal for a group which will identify and manage issues of concern for Members.*

— *The Board discussed informally a note from the Secretary; a senior member of staff is being approached about leading the group. . Action ongoing.*

6. **Action: Jacqy Sharpe** *to update the Board on options for addressing the performance of security clearance at the February meeting.*

— *A paper was being prepared for the Board, and would be circulated separately ahead of the meeting.*

**Office of the Chief Executive
January 2015**