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**Management Board**  
**Decisions and outstanding actions from previous meetings**

*Note by the Office of the Chief Executive  
(for the Board meeting on 12 March 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 was posted to all 600+ managers with a covering letter from the Management Board on 13 and 16 February 2015. Action complete.*

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 has been provided for this meeting mapping current activities and suggesting areas where further work could be done. Action complete.*

3. **Action: David Natzler and the OCE** to take forward the introduction of name badges for all House staff.

*— A full equality analysis on the introduction of name badges for all House staff has been conducted. Guidance and order forms are soon to be issued to all BMDs. 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.

*— The Q&A document entitled 'Update on Time Recording' was shared with the unions for comment. It has since been sent to Departmental Business Development Directors and posted in the time recording shared folder which is accessible to all staff. Action complete.*

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 Serjeant at Arms has met with the Acting Clerk and the Head of the Office of the Chief Executive to discuss taking this initiative forward. A number of further meetings are planned with key stakeholders over coming weeks. It is intended that improved 'early warning' procedures will be developed and in place immediately following the General Election. 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 circulated to the Board in February. Action complete.*

5 February 2015

7. **Action:** The Board agreed that the Continuous Improvement Team should be invited to help review the Commons owned parts of the security clearance process and that **David Natzler** would undertake initial high level engagement with external bodies on possible solutions.

— *The Continuous Improvement Team have conducted a review of the Commons owned parts of the security clearance process. A meeting is being arranged between David Natzler and the external bodies involved in the clearance process. Action ongoing.*

**Office of the Chief Executive  
March 2015**