

Management Board

Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive
(for the Board meeting on 1st May 2014)*

12 December 2013

1. **Agreement and Action (Business Resilience):** The **Board agreed** that a business resilience exercise should be conducted as soon as was practicable. **Action: Black Rod** to bring forward plans for a business resilience exercise.
— *BRG are continuing to keep options for training exercises under review. John Borley was working with the Business Resilience team to develop a narrative based scenario that Golds would talk through, as a form of training; action ongoing.*

23 January 2014

2. **Action:** The Board mandated the **Corporate Risk Management Team** to create a unified risk platform through which all risks would be reported.
— *Work on an integrated reporting platform for risk is in hand for the July QPR meeting. An internal audit of the risk system is due to be completed in April and the audit's findings will inform this work; action ongoing.*
3. **Action: OCE** to produce a template for SRO letters of delegation and authority.
— *See under action 7*
4. **Action: OCE** to produce a full list of all SROs.
— *See under action 7*
5. **Action:** The **OCE** to send a message to the SRO cohort setting out the Board support for the role and the support the Board is offering.
— *See under action 7*

6. **Action:** The **OCE** to arrange a meeting for SROs with Board Members to outline the Board's support for, and expectations of SROs, and for SROs to tell the Board what support they would find useful.
- *See under action 7*
7. **Action:** The **OCE** to ensure that training for SROs to be arranged as a matter of priority. The Board mandated that all SROs should go on this training and in future no-one would be appointed as an SRO without training.
- *A draft template letter of appointment for SROs has been circulated to Board members for comments. **Myfanwy Barrett** would be leading a wider piece of work to bring together the range of activities to improve project and programme management arising from recent reviews. The **Chair** asked that the issue of staff being released from their main job to lead project and programme work, be considered as part of this work; action in hand.*
8. **Action: Myfanwy Barrett** to arrange training for project leaders, contract managers and finance and procurement staff on how to spot if a supplier is in financial difficulty.
- *Myfanwy is getting a proposal from Deloitte to produce a checklist for supplier health checks, before and during appointment, and providing training sessions. Training will be for contract managers including project leaders and staff in PPCS and Finance; action ongoing.*

06 March 2014

9. **Agreement (Online Services Review):** The **Board agreed** that: the two key recommendations made by mySociety should be implemented; the report of mySociety should be published, and feedback invited on how it should be implemented; and a detailed plan for implementation should be presented to the Boards at a future date.
- *The two key recommendations made by mySociety were being implemented; the mySociety report was published on the intranet on 17th March and feedback from all Parliamentary network users has been invited up until 6th May; action ongoing.*
10. **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.
- *A list of duties and responsibilities of managers was being compiled drawing on material already developed by departments. This would be circulated after the end of the appraisal process for the financial year that had just finished, in order to inform the next reporting cycle; action in hand.*

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11. **Action: John Borley** to brief the Board on the outcome of PICTAB's discussion of the Network Convergence Programme.
— *Board updated at April Quarterly Performance meeting; workshop to discuss next steps arranged and will report before Joint Board meeting in May; action ongoing.*

01 April 2014

12. **Action: David Natzler** to update the Board on the Q&A project.
— *The Q&A project would go live on Friday 12th September. This would delay the realising of the savings, but would allow the system to be robustly tested before launch and mitigate the risk of key users having a poor initial experience of the system. Action complete.*
13. **Action: John Pullinger** and **Amanda Colledge** to ensure richer information on income generation is included in the July Quarterly Performance Report.
— *Action in hand for July QPR.*
14. **Action: Andrew Walker** to explore with the developer of the Competency Diagnostic Tool the possibility of modifying the programme to enable it to produce more comprehensive reports on completion levels.
— *Action complete; each department will now receive more comprehensive reports on completion levels.*
15. **Action: Rachel Harrison** to develop proposals for Board level risks relating to security, information security, health and safety, projects and programmes, and the Estate for consideration at the next Quarterly Performance Meeting.
— *Action in hand for July QPR.*
16. **Action: Rachel Harrison** to arrange for rolling reviews of departmental level risk at future Quarterly Performance Meetings.
— *Action in hand for July QPR.*
17. **Action: Tom Goldsmith** to arrange a separate meeting for the Board to discuss different ways of working and develop proposals for informal meetings.

— Meeting arranged for the morning of Wednesday 30th April; action complete.

10 April 2014

19. **Agreement (Financial Remit and Financial Planning Round):** The **Board agreed** to proceed on the basis of the current interpretation of the financial remit, **agreed** with the proposal for linking continuous improvement to the remit and **approved** the financial planning guidance.

**Office of the Chief Executive
April 2014**