

## Management Board

### Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive  
(for the Board meeting on 12 September 2013)*

#### 07 May 2013 (Talent Management)

1. **Action: Andrew Walker** to submit a paper to the Board on the “unlocking talent” pilot setting out more details, including the success criteria, before the pilot is launched.  
  
*— Andrew Walker updated the Board at the 11 July meeting - a number of teams wanted to postpone their involvement in the pilot until their workload decreased and the use of the competency framework had become embedded. It was therefore likely the start of the pilot would be postponed by a few months. Action ongoing.*

#### 13 June 2013

2. **Action: The Business Management Group** to discuss and identify positions into which unsuccessful applicants in the Attendant job match process could be redeployed.  
  
*— All the Attendants have now been found positions without the need for further BMG consideration; action complete.*
3. **Action: The Corporate Risk Management Team** to provide further analysis on the departmental risks scored as Amber, to be reported to the Board at the proposed quarterly performance review meetings.  
  
*— Action ongoing; information will be reported to the Quarterly Review meeting on 17 October 2013*
4. **Action: Matthew Hamlyn** to ensure: the OCE make the annual work plan more widely available to staff; arrange an awayday and quarterly performance review meetings for the Management Board; and provide the Board with a greater range of activity measures for discussion at the quarterly performance review meetings.  
  
*— Awayday and quarterly performance review meetings have been set up; annual work plan now shared with senior leadership group; work being done on activity measures and other material for the first quarterly performance report on 17 October; action in hand.*

5. **Agreement and action (Management Board Effectiveness):** The Board **agreed** the paper subject to these changes and asked the OCE to review the paper (on requirements for Board paper authors) with a view to shortening it and emphasising the value to Board paper authors of consulting the OCE at an early stage.

— OCE have amended requirements for Board paper authors; they will be issued in September; action complete.

11 July 2013

6. **Action: Matthew Hamlyn and John Borley** to ensure that the reactive maintenance performance figures were only included in the next performance and risk report if they accurately reflected the situation; if they did not, this section of the report should be replaced by an explanation of the steps being taken to resolve the data accuracy problems.

— Dept of Facilities reports that the issue of hand-held devices to maintenance staff has been delayed until October at the earliest. Accurate statistics for maintenance figures are therefore unlikely to be available to the Board before December, given the reporting lag; action ongoing.

7. **Action: David Natzler and Joan Miller** to update the Board on progress with the Hansard reporting suite at the next meeting.

— Hansard reporting suite update to be given at 12 September meeting; information also included in Performance and Risk report; action in hand.

8. **Action: Andrew Walker** to consult the OCE on the communication of the staff discussion group outcomes.

— Staff discussion group outcomes communicated to all staff before the summer recess following consultation between DHRC and OCE; action complete.

9. **Action: OCE** to co-ordinate any response from the Clerk to IPSA's consultation on MPs' pay and pensions.

— OCE to liaise with departments on this issue and brief the Clerk before the consultation closes on 20 October; action in hand.

10. **Agreement (Staff Survey):** The **Board agreed** they were content with the planned publication schedule for the staff survey and that the survey company should be invited to the September Board meeting but did not need to give a formal presentation of the survey results.

11. **Agreement (Staff Survey):** The Board **agreed** to release the follow-up report from the 2012 staff survey on staff's experience of stress and other mental health issues to the Health and Safety Committee, and place the report on the intranet in due course, with a cover note to explain the context.
12. **Agreement (Medium Term Financial Plan):** The Board **agreed** that it was content for the Education Centre to be regarded as a new commitment and to be funded from outside the current spending settlement.
13. **Agreement (Medium Term Financial Plan):** The **Board** agreed that the additional cost arising from changes in fixed asset accounting treatment be treated as outside the scope of the savings target.

29 August 2013

14. **Pay and Reward** (additional meeting): The **Board** approved the revised pay and reward proposal and agreed the draft Commission update paper with minor amendments.

**Office of the Chief Executive  
September 2013**