

Management Board

Actions from previous meetings

Office of the Chief Executive

June 2008

1. [s.24] to be identified (item 7.1) – action pending (update to July Board, note to be circulated ahead of July Board).

December 2008

2. John Borley to report to the Board on the findings of the asset survey in the Spring (item 2.10) – findings to be reported to the Board as part of the 25 year Estates Programme.

January 2009

3. Equality Scheme: Office of the Chief Executive to support work by the Department of Resources on a clear, succinct communication from the Board to staff on the Equality Scheme (item 6.7). Action pending Commission approval of Equality scheme; communication to be circulated to staff thereafter.
4. OCE to develop a House-wide communication mechanism for senior managers, to be considered by the Board by correspondence (item 8.5) – new monthly Commons Briefing issued; action pending on other communications mechanisms.

February 2009

5. Joan Miller to circulate questions required to evaluate use of Citrix to Directors General – action completed. Directors General to provide data to PICT (item 4.3) – action pending.
6. John Pullinger to report to the Board on the full records audit in July and to initiate a follow-up audit in spring 2010 (item 5.5).
7. Department of Resources to report on progress towards implementing new system of Members' allowances to October Board meeting (item 8.6).

March 2009

8. Office of the Chief Executive to produce an analysis of best practice in Departmental Business Plans before Departments were required to produce plans for the next financial year (item 8.2) – action pending.

9. Office of the Chief Executive to undertake further work to ensure the top-level balanced scorecard diagram reflects an element of time (item 7.5) – under development.

April 2009

10. John Borley to report to the June Board on how problems with the power supply would be mitigated in the future (item 2.3) – paper to June Board.
11. Department of Resources/Office of the Chief Executive to provide guidance to Departments on the direction of the business planning round (item 4.5) – action pending.
12. Department of Resources to table a paper on staffing numbers for discussion at the May meeting of the Management Board (item 4.5) – action completed, further paper to June Board.

May 2009

13. Joan Miller to present revised ICT security policy to the Board in the Autumn, following consultation with staff and Members (item 5.4).
14. John Borley to confirm that the Department of Facilities was content with the proposed procurement policies (item 6.3).
15. Heather Bryson to present a strategic capability programme to the Board in July (item 7.7).
16. OCE to work with Alex Jablonowski to develop terms of reference for a review of the implementation of the Tebbit Review, to take place in early 2010 (item 8.3).

June 2009

17. Office of the Chief Executive to work with Departments in preparing a paper for the July meeting of the Commission on business continuity planning for Swine Flu (item 2.6).
18. Andrew Walker and Philippa Helme to establish the scope of the work to manage the implications of the creation of the PSA for the House Service, and to identify a change director (item 2.8).
19. OCE to work with HRM&D and Departments to encourage staff to take up opportunities to be involved in work during dissolution (item 2.15).
20. Chris Ridley and Philippa Helme to develop in discussion with the RMG a programme of efficiency reviews; and prepare a paper for the Finance and Services Committee in July setting out the Board's

proposed approach to budget planning for 2009/10 and establishing the Committee's views on the scope for radical options (item 4.6).

**Office of the Chief Executive
June 2009**