
Management Board

Actions from previous meetings

Office of the Chief Executive

May 2011

1. OCE to ensure next month's Performance and Risk Report: includes Facilities' new KPIs; moves the staff survey and staff appraisal indicators from the "well informed" goal to another heading; and respecifies the recycling target based on the revised data from the waste management contractor. Board to review those and any other proposed changes at its next meeting and, if satisfied with them, to formally notify the Commission (item 2.3)
- KPI dashboard revised for the June Performance and Risk Report, for consideration by the Board; Commission not yet informed of changes; action in hand.

June 2011

2. Andrew Walker and the OCE to agree a broader range of HR indicators, including commentary on trends, for inclusion into future Risk and Performance Reports (item 2.8)
- OCE working with DHCR on this; some provisional HR data included in September Risk and Performance Report; DHRC paper on HR indicators on agenda for September Board; action ongoing.
3. John Borley to ensure room bookings staff are aware that room bookings are open to all staff (item 6.5)
- action complete.

July 2011

4. DGs/Directors to check their KPIs are realistic and give comments to OCE before the September Performance and Risk Report is issued (item 2.4)
- no feedback received so far; action ongoing.
5. DGs/Directors to encourage their departments to return completed PDMs to DHRC (item 2.5)
- action in hand (one department has provided OCE with PDM data).
6. Andrew Walker to produce a paper for the Board in the autumn on coordinating and simplifying change management in the House (item 2.6)
- paper to be brought to October Board; action in hand.
7. Board Secretariat to invite David Natzler to the next Board meeting (item 3.13)
- David Natzler invited to September Board meeting; action complete.
8. DHRC to produce a paper on a possible new VES or other forms of staff severance for discussion by the Board at its September meeting (item 4.9)
- paper on agenda for September board; action complete.

9. Board Assistant Secretary to circulate the minutes of the agenda item [on senior staff review] as soon as possible after the meeting for agreement by the Board by correspondence. Philippa Helme to write a short final report of the senior staff review of the savings programme reflecting those decisions for approval at the next meeting. Internal Communications Team to use the minutes and the short report to form the basis of a CAPS News article and other communications about the review. DHRC to report on progress on achieving the target at six monthly intervals (item 5.4)
- Board minutes circulated and agreed; paper on agenda for September Board; communications plan in place; action ongoing.
10. Board Secretariat to seek proposals for membership of the group to develop new access arrangements after the meeting and to circulate those for agreement by the Board by correspondence (item 6.4)
- Group membership agreed; action complete.
11. Head of Internal Communications to issue revised announcement [on officer status] on behalf of the Board when House returns in September (item 6.7)
- announcement issued on 6 September; action complete.
12. David Scullion to develop a simple paper based system of time recording ready to be implemented from the autumn (item 7.5)
- policy has been drafted and agreed by programme board; guidance for staff in hand; action in hand.
13. Internal Communications Team with the HRPPP Programme team to produce a draft communication on HRPPP and time recording as well as an overall integrated communications plan for major communications, including those arising from the other July agenda items, for the Board to agree when the House returns in September (item 7.6)
- communication on time recording agreed by Board and issued to senior staff on 5 September; communications plan complete; action ongoing.
14. Board Secretariat to set up a separate meeting of the Board on the Strategic Property Review once the financial analysis of the scenarios is complete (item 8.5)
- action in hand (pending completion of financial analysis).

**Office of the Chief Executive
September 2011**