
Management Board

Actions from previous meetings

Office of the Chief Executive

September 2011

1. Director of HR Services to publish final annual report on the intranet. DHRC to send a digest of HR information to the Board on a quarterly basis (item 9.2)
— *Superseded; annual report for 2011/12 tabled at May Management Board.*

December 2011

2. Joan Miller to report back on progress in developing a general policy on working from home and remote access to support it at the January Board (item 8.3)
— *Meeting held on 21 December; next steps agreed; OCE in lead and BRG received update April 2012; HR guidance to managers for the Olympic period issued, including on remote working; action ongoing.*
3. Andrew Walker to ensure the publication of data, including on invoices worth more than £25,000, by mid March (item 10.6)
— *Take note paper on proactive publication considered at April Board meeting; action complete.*

February 2012

4. DHRC to produce a short report for the next Board meeting on the reasons for high long term sickness absence, including the average total number of days lost, a summary of issues and cases, and distinguishing between physical and mental health issues (item 2.7)
— *Take note paper tabled at April Management Board; action complete.*
5. DHRC to develop and consult on a House-wide alcohol policy for the Board to consider (item 6.3)
— *Revised draft policy considered by RMG and tabled at May Board for consultation; action complete.*
6. Myfanwy Barrett to report back to the Board on the outcome of the preliminary counter-fraud investigative work and likely future costs of counter-fraud activity (item 7.3)
— *Paper tabled for May Management Board meeting; action complete.*

March 2012 (meeting of 15 March)

7. John Borley to brief the Speaker about the delay to the Northern and Western Railings projects (item 2.6)
— *Speaker briefed; action complete.*
8. OCE to draft communications for staff on the Corporate Business Plan, to be agreed by the Board in advance (item 4.3)

— *Commission agreed Corporate Plan on 30 April; OCE circulated communication plan to Board members on 3 May; action complete.*

9. Myfanwy Barrett to come back to the Board, having consulted with John Borley, with a proposal on how to incorporate sustainability into the procurement criteria in future (item 10.2)
— *John Borley and Veronica Daly (Director of Commercial Services) met with an expert on the subject, to develop our approach; action ongoing.*

March 2012 (meeting of 23 March)

10. Andrew Walker to invite Liz Hallam Smith to join the Data Security Group. Board to reconsider governance arrangements for information security in the House once a permanent Parliamentary Security Director is appointed (item 2.3)
— *Action complete.*
11. Chairman to discuss bicameral health and safety arrangements with the Clerk of Parliaments. John Borley and Andrew Walker to provide him with a brief (item 3.3)
— *DHRC has discussed with House of Lords. Options for health and safety governance will be brought to the June Board; action in hand.*

April 2012

12. Corporate Risk Management Team and Portfolio Manager to report back to the Board on consistency of risk scoring between programmes and departments.
— *CRMT will address this issue in the proposed July Board update on risk; action in hand.*
13. Andrew Walker to send an update on Leading for Parliament to the Board.
— *Update sent to Board members 3 May; action complete.*
14. Myfanwy Barrett to investigate the impact of the recent postage increases on budgets and include an update in the next Budget Forecast Outturn Report.
— *Action in hand.*
15. Andrew Walker, with support from the Central Communications team, to draft a statement for publication of the Investors in People report for agreement by the Board by correspondence.
— *Action in hand.*
16. Edward Wood, Chair of the Access to Facilities Group, to ensure Serjeant is consulted on the proposal that from October 2012 Doorkeepers should control access near the Chamber on the basis of business need.
— *Action in hand.*
17. OCE to broker further discussion between Edward Wood and David Natzler on his alternative proposal relating to access to the Terrace and other propositions. OCE either to arrange another meeting for the Board to finalise the recommendations on access or add that item to the May agenda.

— OCE and EW have discussed alternative proposals from DN; revised paper will be sent to the Board shortly and another meeting will be convened to consider access to facilities; action in hand.

18. Bob Twigger to circulate a revised draft of the Survey of Services paper to the Administration Committee with a longer list of actions for the Board to agree by correspondence.
— Action in hand.

19. Director of Internal Audit to publish the Quarterly Report from Internal Audit on the Sharepoint site. Secretary to the Audit Committees to circulate the quarterly report to the Committee. Board to consider whether to disseminate the report more widely after the next update.
— Quarterly Report will be published on Sharepoint site; report will be sent to the Committee for its June meeting; Board will consider further dissemination at Action in hand.

20. Myfanwy Barrett to send an update round the Board on publication of payments over £25,000.
— Action in hand.

**Office of the Chief Executive
May 2012**