

Management Board

Actions from previous meetings

Office of the Chief Executive

December 2007

1. The Estate Board, and the groups under it, should be invited to consider whether revisions were necessary to their terms of reference and submit them to the Management Board (item 3.3.1) – Response from PEB pending: broader programme governance issues under discussion.

May 2008

2. High level draft of Estates Strategy to be presented to the Commission before the summer (item 1.2) – presented to the July Commission meeting.
3. Specification for audit of records to be agreed by Director Generals by end of June (item 6.1) – information submitted by Director Generals to shape specification in their areas. Specification distributed to Steering Group July 2008.
4. Compliance audit of House of Commons records to be completed by the end of October (item 6.1) – action pending.
5. Staff notice relating to social networking and blogging sites to be circulated (item 7.1) – action pending (update to July Board, notice to be published in the autumn).

June 2008

6. Specification for the audit of records to be distributed by early July (item 1.1) – action pending (Update to July Board – likely to be completed after start of summer recess).
7. A member of staff to be identified to work on a part-time basis on leading the development and implementation of a revised data security policy (item 4.6) – action pending.
8. [s.24] to be identified (item 7.1) – action pending (update to July Board, note to be produced prior to occupation by either House).

July 2008

9. High level results of staff survey to be published on the Intranet before the summer recess (item 4.2) – action completed.
10. Corporate Diversity Managers to produce paper on goals and targets relating to equality in other organisations and possible goals for the House Service for September Board meeting (item 5.4) – take-note paper from Director General Resources circulated for September Board.
11. Paper on Standards of Behaviour to be considered in conjunction with the draft Equality Scheme (item 7.2) – scheduled for October Board meeting.
12. High level priorities for 2009/10 to be discussed at September Board meeting and subsequently with senior managers from the House Service item 8.1) – paper scheduled for September meeting, and meeting between the Board and senior managers organised for 10 October.
13. Board Secretary to write on behalf of the Board to SMDP cohort three participants (item 9.1) – action completed.

**Office of the Chief Executive
September 2008**