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## 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; action in hand.*
2. OCE to work with departments to improve the quality of reports in preparation for potential publication. Board to reconsider the position relating to publication of the Performance and Risk Report in October (item 2.7)  
*- OCE working on quality of reporting – action in hand; future programme amended to include consideration in October of publication policy; action complete.*

#### June 2011

3. OCE and Myfanwy Barrett to produce a revised Board-level risk register, including the proposed financial risk, for agreement by the Board by correspondence (item 2.6)  
*- revisions in Performance and Risk Report; action complete.*
4. 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)  
*- to be done in consultation with DHR&C; action pending.*
5. Andrew Walker to invite heads of department to take soundings from senior staff on how to manage demands on facilities post-abolition of Officer status. A paper summarising those ideas and suggesting new access rules, developed with John Borley, to be brought to the July Board. Marianne Cwynarski to work on a communications plan for announcing the intention to abolish Officer status, to be included in the same Board paper. Andrew Walker to informally consult the unions on the proposals, then open formal negotiations on the abolition of Officer status after the July Board meeting (item 6.4)  
*- ongoing: paper to be brought to July Management Board.*
6. John Borley to ensure room bookings staff are aware that room bookings are open to all staff (item 6.5)  
*- action ongoing.*

**Office of the Chief Executive**  
**July 2011**