
Management Board
Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive
(for the Board meeting on 16 April 2015)*

6 November 2014

1. **Action: David Natzler and the OCE** to take forward the introduction of name badges for all House staff.

— A full equality analysis on the introduction of name badges for all House staff has been conducted. Guidance and order forms have been issued to all BMDs. Steps put in place to ensure ordering will continue as BAU. Action complete.

22 January 2015

2. **Action:** The **OCE** to develop a proposal for a group which will identify and manage issues of concern for Members.

— The Serjeant at Arms has met with the Acting Clerk and the Head of the Office of the Chief Executive to discuss taking this initiative forward. A number of further meetings are planned with key stakeholders over coming weeks. It is intended that improved 'early warning' procedures will be developed and in place immediately following the General Election. Action ongoing.

5 February 2015

3. **Action:** The Board agreed that the Continuous Improvement Team should be invited to help review the Commons owned parts of the security clearance process and that **David Natzler** would undertake initial high level engagement with external bodies on possible solutions.

— The Continuous Improvement Team have conducted a review of the Commons owned parts of the security clearance process. Meeting held on 25 March between David Natzler and the external bodies involved in the clearance process. Action complete.

12 March 2015

4. **Action: Tom Goldsmith** to ensure that the Board receive a briefing on the main topics covered in the SARP strategic framework agreement.

— *Paper to be brought to the May Management Board meeting. Action complete.*

5. **Action: Jacqy Sharpe** to update the Board on the replacement of the annunciator software.

— *Jacqy will provide an update at the April Management Board meeting. Action complete.*

6. **Action: Myfanwy Barrett** to work with the Lords on a revised proposal for the Joint Investment Board.

— *Myfanwy has met with Andrew Makower to discuss the Lords' concerns. A revised paper will be circulated to Members for consideration by the Board in May. Action ongoing.*

**Office of the Chief Executive
April 2015**