

## Management Board

### Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive  
(for the Board meeting on 06 March 2014)*

#### 12 December 2013

1. **Agreement and Action (Business Resilience):** The **Board agreed** that a business resilience exercise should be conducted as soon as was practicable. **Action: Black Rod** to bring forward plans for a business resilience exercise.  
— *BRG considered a programme of meetings at its 2<sup>nd</sup> February meeting, and plans are being developed for training and possible exercises with Government Departments; action ongoing.*
2. **Agreement and Action (Respect Policy Implementation):** The Board **agreed** that training on dealing with customers in difficult situations should be provided to staff in those areas which had extensive dealings with Members; this training should take place as soon as possible. Training for managers in their responsibilities under the Respect policy would be delivered when the policy was finalised. **Action: Andrew Walker** to develop a plan for delivering this training.  
— *Take note paper on the agenda for the March meeting; action in hand.*

#### 23 January 2014

3. **Action: John Borley** to ensure that PICTAB receives a paper on progress implementing recording via handheld devices for maintenance works.  
— *See under action 4*
4. **Action: John Borley** to provide the Board with a take note paper on progress following consideration of the issues at PICTAB.  
— *Take note paper on the Board's agenda; action complete.*
5. **Action: The Chair** to raise the possibility of a single investment board at the joint board away day.

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- *Chair raised the issue at the Joint Board Away Day; action complete.*
6. **Action:** The Board mandated the **Corporate Risk Management Team** to create a unified risk platform through which all risks would be reported.
- *Work on an integrated reporting platform for risk is in hand. An internal audit of the risk system is due to be completed in March and the audit's findings would inform this work; action ongoing.*
7. **Action:** **OCE** to produce a template for SRO letters of delegation and authority.
- *See under action 11*
8. **Action:** **OCE** to produce a full list of all SROs.
- *See under action 11*
9. **Action:** The **OCE** to send a message to the SRO cohort setting out the Board support for the role and the support the Board is offering.
- *See under action 11*
10. **Action:** The **OCE** to arrange a meeting for SROs with Board Members to outline the Board's support for, and expectations of SROs, and for SROs to tell the Board what support they would find useful.
- *See under action 11*
11. **Action:** The **OCE** to ensure that training for SROs to be arranged as a matter of priority. The Board mandated that all SROs should go on this training and in future no-one would be appointed as an SRO without training.
- *A draft template letter of appointment and a working list of SROs will be circulated in advance of the Board meeting. The first tranche of SRO training is being arranged for May. An event is being organised with Board members and SROs; action in hand.*
12. **Action:** **Board members** to provide Jane Hough with detailed comments on the draft Corporate Business Plan by the start of the February recess.
- *Action complete.*

13. **Action: Myfanwy Barrett** to arrange training for project leaders, contract managers and finance and procurement staff on how to spot if a supplier is in financial difficulty.
- *Myfanwy is looking at the best way to deliver this and how it fits with a general improvement in our monitoring of contractors; action ongoing.*

06 February 2014

14. **Action: Tom Goldsmith** to raise the Gold command structure at the next meeting of BRG.
- *Tom will provide an oral update at the March Board meeting; action in hand.*
15. **Action: Tom Goldsmith** to ensure that the Gold handbook was shared in draft with Board members before it is finalised.
- *Tom will provide an oral update at the March Board meeting; action in hand.*
16. **Action: John Borley** to update the Board on arrangements for the network convergence programme at the March Board.
- *John will provide an oral update at the March Board meeting; action in hand.*
17. **Action: David Natzler** to explore options using the current A2 Clerk vacancies in DCCS to improve the department's diversity profile.
- *David will provide an oral update at the March Board meeting; action in hand.*
18. **Action: Myfanwy Barrett** to circulate the list of additional financial pressures to the Board.
- *Myfanwy emailed the list to Board members following the meeting; action complete.*
19. **Action (Visitor Access):** The **Board** agreed that the work on Cromwell Green Entrance should be a high priority: **John Borley** to inform the Board what impact this decision would have on other projects.
- *John will provide an oral update at the March Board meeting; action in hand.*
20. **Agreement (Visitor Access):** The **Board** agreed that **Richard Latham** would produce a paper on Income Generation Optimisation.

21. **Agreement (Northern Estate Accommodation Programme):** The **Board agreed** that all three options should be taken forward and developed as part of the Strategic Outline Programme Case for the Northern Estate.
22. **Agreement (Northern Estate Accommodation Programme):** The **Board agreed** that negotiation for a lease on an additional building should start but that the final decision would be taken on the basis of the Strategic Outline Programme Case.
23. **Agreement (Northern Estate Accommodation Programme):** The **Board agreed** that planning and preparation for full co-location of DCCS and DIS teams and consequential moves by May 2015 should continue, outside the remit of the Northern Estate Accommodation Programme, and co-ordinated with the work underway in Canon Row. The business case for the Canon Row work would be amended and a separate business case produced for co-location.
24. **Action (Northern Estate Accommodation Programme):** **John Borley** to suggest a SRO for additional staff moves that resulted from co-location.  
  
— *Patsy Richards has been appointed as SRO for co-location.*

**Office of the Chief Executive  
February 2014**