

## Management Board

### Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive  
(for the Board meeting on 11<sup>th</sup> September 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.  
— *Planning is underway for the next Business Resilience exercise; action in hand.*

#### 23 January 2014

2. **Action:** The Board mandated the **Corporate Risk Management Team** to create a unified risk platform through which all risks would be reported.  
— *The Board agreed at its July QPR that a unified risk register would be produced for its next QPR meeting. The CRMT are discussing the details of the register with Board members and others; action ongoing.*
3. **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.  
— *Phase 1 is complete – the workshop with Deloitte has taken place to explore supplier risk and their report has been received. Phase 2 will involve further discussion across different Departments, on the basis of the report, to decide on how to take this forward; action in hand.*

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06 March 2014

4. **Action: Myfanwy Barrett and Tom Goldsmith** to produce a list of core duties and responsibilities of managers with a view to ensuring that, where not already included, they are recorded in forward job plans.  
— *This work is now being taken forward by David Vere; action in hand.*
5. **Action: John Borley** to brief the Board on the outcome of PICTAB's discussion of the Network Convergence Programme.  
— *PICTAB has agreed that Convergence should be suspended, pending the arrival of the new Head of Digital; action on hold for the time being.*

03 July 2014

6. **Agreement (Duty Gold rota):** It was **agreed** to add Jacqy Sharpe to the Duty Gold rota until there was a new Director of Information Services.
7. **Agreement (2014-19 Strategic Plan for Parliamentary Security):** It was **agreed** that **Paul Martin** would produce a high level summary of the status, resource and key problems facing the priority areas for the Board to consider.
8. The Board **endorsed** the strategic aim and guiding principles in the 2014-19 Strategic Plan for Parliamentary Security.
9. The Board **endorsed** the mandate for the second phase of the Restoration and Renewal Programme.

**Office of the Chief Executive  
September 2014**