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## Management Board

### Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive  
(for the Board meeting on 8 January 2015)*

#### 6 March 2014

1. **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.  
*— Following a period of consultation The Good Manager Guide will be printed at the end of January. The brand guidelines for the People Strategy have been chosen and they will form the basis for the design of the Guide. Action ongoing.*
2. **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.*

#### 6 November 2014

3. **Action: Tom Goldsmith** to conduct an initial exercise to map existing benchmarking activity.  
*— All Departments were asked to inform the OCE about the benchmarking activities which currently go on in their areas by the end of November. The OCE will collate this information and propose next steps. Action ongoing.*
4. **Action: David Natzler and the OCE** to take forward the introduction of name badges for all House staff.  
*— Name badges have been ordered for some early adopters and a consultation process has now begun. Action ongoing.*

4 December 2014

5. **Action: DHRC** would prepare a Q&A document (on end of departmental variation in hours) to put the current policy position in context.

— *Update not provided.*

**Office of the Chief Executive  
January 2015**