

Management Board

Actions from previous meetings

Office of the Clerk

October 2007

1. Tebbit consultation document to be agreed by Board members by correspondence (item 1.7) – completed.
2. Tebbit consultation document published to staff (item 1.7) – circulated 9 November.
3. Change team to be identified (item 1.7) – completed.
4. Management Board papers to be copied to Heads of Directorates (item 2.1) – full list of names agreed and given access to shared area.
5. Other matters concerning the Board's operation (item 2.2) – proposed board dates for January to July 2008 and revised guidance on Board papers circulated on 8 November, other issues added to forward agenda.
6. Revised mid-year forecast outturn paper to be tabled at Board's November meeting (item 3.3) – pending.
7. Revised accommodation paper to be circulated to Board members for information (item 4.4) – both papers for Administration Committee circulated with papers for November meeting.
8. Opinion of Members who currently have windowless offices to be sought (item 4.4) – action passed to James Robertson by Office of the Clerk, result pending.

**Office of the Clerk
November 2007**