

Management Board

Actions from previous meetings

Office of the Clerk

October 2007

1. Revised mid-year forecast outturn paper to be tabled at Board's November meeting (item 3.3) – circulated as take note item at November Board.
2. Opinion of Members who currently have windowless offices to be sought (item 4.4) – result included in paper considered by the Administration Committee.

November 2007

3. Board to receive briefing on relocation plans (item 2.7) – tabled for December meeting.
4. Board to receive further update on electricity supply (item 2.12) – oral update to be given at December Board, paper scheduled for January 08 meeting.
5. Study on data security commissioned by Board, to be co-ordinated by DG, Resources (item 3.7) – update to be given at December Board.
6. Paper on staffing commissioned by the Board (item 4.5) – Paper scheduled for January 08 Board meeting.
7. Change Team updates to incorporate information on Departmental Change Teams (item 5.7) – action completed.
8. Director Generals to write to welcome staff to their new departments in early January (item 5.7) – model letter circulated by Office of the Clerk, 6 December.
9. Office of the Chief Executive to co-ordinate submission of evidence to the Procedure Committee's inquiry on e-Petitions (item 6.4) – submission currently being drafted.
10. Text of Corporate Business Plan to be agreed by correspondence (item 8.1) – to be circulated week beginning 10th December.

**Office of the Clerk
December 2007**