

## Management Board

### Actions from previous meetings

*Office of the Chief Executive*

#### November 2007

1. Board to receive further update on electricity supply (item 2.12) – paper scheduled for February 08 meeting.
2. Paper on staffing commissioned by the Board (item 4.5) – Paper on January Board agenda.
3. Office of the Chief Executive to co-ordinate submission of evidence to the Procedure Committee's inquiry on e-Petitions (item 6.4) – final submission made to Procedure Committee January 08.
4. Text of Corporate Business Plan to be agreed by correspondence (item 8.1) – Corporate Business Plan now published.

#### December 2007

5. Office of the Chief Executive to formulate success criteria for [s.24], and circulate to Board members for agreement by correspondence (item 2.5) – circulated and agreed December 07.
6. [s.24]
7. Office of the Chief Executive to circulate data and information security report to Board members, for information (item 2.9) – action pending.
8. The Estate Board, and the groups under it, should be invited to consider whether revisions were necessary to their terms of reference and submit them to the Management Board (item 3.3.1) – action pending.
9. Modelling of possible new progression structure to be undertaken by Department of Resources and presented to the Management Board in early 2008 (item 4.4); further paper regarding a reward strategy to be presented to the Board in early 2008 (item 4.10) – paper scheduled for February 08 Management Board.
10. Change Team to distribute list of individuals to be spoken to about Tebbit changes by Director Generals (item 5.7) – action completed December 07.

11. All staff email to be circulated setting out the structure of the new departments from 1 January (item 5.15) – action completed December 07.
12. Internal Communications Manager to present paper on the future of InHouse Magazine to the Board (item 6.2) – action pending.
13. Central Change Team to consider opportunities for involving SMDP graduates in departmental change activity (item 6.3) – up-date in Change Team's paper to the January Board.

**Office of the Chief Executive  
January 2008**