

Management Board – communications activities update

Open meetings in 7 Millbank and Portcullis House

- Open meetings will be held for all staff in 7 Millbank and Portcullis House.
- The meetings would last around 45 minutes.
- Staff will be invited to express views.

Timing – 22 April Room E Millbank, 25 April Attlee Suite.

Board role: At least two Management Board members will be needed at each of these events. They will both be am meetings. Please confirm availability.

The theme of the open meetings could be on the Service Delivery Centre and other progress made with regards to the Tebbit change process.

June Management Conference

- The Board should consider holding two events (one am/one pm) to ensure all managers have an opportunity to attend this year's.
- By running two events we would be able to target around 250 managers, reaching more staff than at previous Management Conferences when managers attending have been nominated by their DEOs.
- The theme of the conference will be suggested nearer the time.
- Managers will be invited to express views.

Timing – booked for 27 June.

Board role: please reserve this date in your diaries and consider how long the sessions should be.

The length of the sessions will be determined by the format of the conference – e.g. whether we use break out groups etc. It would be helpful if Board Members could express format preferences.

Contact the Board

- The OCE will provide an intranet based form for staff to complete, which will enable staff to submit questions to the Board.
- The form will be 'live' for 48 hours per month and can be accessed by staff from the intranet home page (draft form attached).
- Staff without computer access can phone in questions to the OCE on ext. 1707.

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- The OCE will collate the questions and forward these to relevant Board Members, who will be asked to provide an answer within a week.
 - Staff submitting questions will be asked if they would like their question published on the intranet.

Timing – to begin after the May Management Board 23/26 May.

Board role: please be aware that the OCE may be contacting you with questions from staff

Phone in

- Staff will be invited to talk to a Board Member directly by phoning them.
- On the Friday morning after each Board meeting a Board Member will be available to take staff phone calls during a specific two hour slot (or another convenient time).
- Board Members will perform this role on a rotation system.
- Board Members can either use their own phone number or a different phone number can be assigned for this exercise.
- Staff will be reminded via notices on the intranet and departmental emails that the phone in was taking place and which Board Member would be taking calls. The Board Members' phone number would also be publicised.

Timing – to begin on 23 May.

Board role: a volunteer is needed for the first session

Departmental meetings – Board members attend

- When departmental or directorates hold meetings a Board Member or two could attend/participate.
- Douglas Millar and John Borley attended the Information Services departmental meetings held on 10/11 March

Timing – Internal Communications Officers will confirm dates of forthcoming meetings and the OCE will circulate these.