

Management Board**Actions from previous meetings**

Office of the Chief Executive

December 2007

1. 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) – Response from PEB pending: broader programme governance issues under discussion.

April 2008

2. Result of work relating to the House Equality Scheme to be presented to the Board (item 7.2) – Paper tabled for July Board.

May 2008

3. High level draft of Estates Strategy to be presented to the Commission before the summer (item 1.2) – scheduled for July Commission meeting.
4. Specification for audit of records to be agreed by Director Generals by end of June (item 6.1) – information submitted by Director Generals to shape specification in their areas. Final sign off July 2008.
5. Compliance audit of House of Commons records to be completed by the end of October (item 6.1) – action pending.
6. Staff notice relating to social networking and blogging sites to be circulated (item 7.1) – action pending.
7. [s.36(2)(b) and s.26(2)(c)]

June 2008

8. Specification for the audit of records to be distributed by early July (item 1.1) – action pending (likely to be completed after start of summer recess).
9. Joan Miller to liaise with Office of the Chief Executive on report for the Board relating to IT breakdown (item 2.4) – paper circulated for July Board.

10. A member of staff to be identified to work on a part-time basis on leading the development and implementation of a revised data security policy (item 4.6) – action pending.
11. Requirements for stand-by power for Tothill Street to be identified (item 7.1) – action pending.

**Office of the Chief Executive
July 2008**