

## 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.

#### May 2008

2. Staff notice relating to social networking and blogging sites to be circulated (item 7.1) – action pending (update to September Board, [s.40] to discuss this matter with Departments as part of a wider review of data security).

#### June 2008

3. [s.24] to be identified (item 7.1) – action pending (update to July Board, note to be produced prior to occupation by either House)

#### September 2008

4. Report on audit of House of Commons records to be made to the Management Board in January 2009 (item 1.3) – report to be presented to February Board.
5. Andrew Walker and Joan Miller to investigate the transfer of HAIS authorisation (item 2.2) – Janet Rissen to report to the DG Resources on HAIS Procure to Pay by late January. Summary paper to be circulated ahead of February Board.
6. Consultants to be appointed and balanced scorecard to be developed in collaboration with Board members (item 5.10) – Board agreed in November to proceed without consultants in first instance; update presented to January Board.

#### October 2008

7. Andrew Walker to consult Board members on the draft staff survey action plan, which would be agreed by the Board by correspondence

(item 5.3) – revised plan circulated in December for comment by 14 January.

8. Paper on Standards of Behaviour to be considered in conjunction with the revised draft Equality Scheme (item 7.2) – revised draft scheme presented to January Board.

#### November 2008

9. Directors General to give detailed comments on the FOI Publication Scheme to Andrew Walker by 5 December; Andrew Walker to circulate the amended scheme for agreement by correspondence (item 6.6) – revised plan circulated in December for comment by 14 January.
10. John Pullinger to champion proposals for a “virtual Members’ Centre” (item 7.3) – progress report to the Board in February.

#### December 2008

11. Andrew Walker to present a paper on increasing the speed of invoice payment for SMEs (item 2.6) – action pending.
12. John Borley to circulate a report on power failures in Canon Row and back up power provision, in late December (item 2.10) – action completed.
13. John Borley to report to the Board on the findings of the asset survey in the Spring (item 2.10) – action pending.
14. Board Members to inform [s.40] of their availability. Alison Game to prepare a rota to the end of the first week in January in the first instance and contact cards for Management Board members (item 4.6) – action completed
15. Directors General to give any detailed comments on the latest draft of the Corporate Plan, particularly on Departmental risks, to Philippa Helme (item 5.10) – revised plan to be agreed by the Board by correspondence prior to submission to the Commission in January.

**Office of the Chief Executive  
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