

Management Board

Actions from previous meetings

Office of the Chief Executive

June 2008

1. [s.24] to be identified (item 7.1) – action pending: note to be circulated ahead of September Board.

January 2009

2. Equality Scheme: Office of the Chief Executive to support work by the Department of Resources on a clear, succinct communication from the Board to staff on the Equality Scheme (item 6.7). Action pending – guide for staff under development.
3. OCE to develop a House-wide communication mechanism for senior managers, to be considered by the Board by correspondence (item 8.5) – new monthly Commons Briefing issued; action pending on other communications mechanisms.

February 2009

4. John Pullinger to report to the Board on the full records audit in July and to initiate a follow-up audit in spring 2010 (item 5.5).

March 2009

5. Office of the Chief Executive to produce an analysis of best practice in Departmental Business Plans before Departments were required to produce plans for the next financial year (item 8.2) – action pending.
6. Office of the Chief Executive to undertake further work to ensure the top-level balanced scorecard diagram reflects an element of time (item 7.5) – under development.

April 2009

7. Department of Resources/Office of the Chief Executive to provide guidance to Departments on the direction of the business planning round (item 4.5) – action pending.

May 2009

8. Joan Miller to present revised ICT security policy to the Board in the Autumn, following consultation with staff and Members (item 5.4) – paper to September Board.

9. Heather Bryson to present a strategic capability programme to the Board in July (item 7.7) – paper circulated; 3 year plan to be presented to September Board.
10. OCE to work with Alex Jablonowski to develop terms of reference for a review of the implementation of the Tebbit Review, to take place in early 2010 (item 8.3).

June 2009

11. Office of the Chief Executive to work with Departments in preparing a paper for the July meeting of the Commission on business continuity planning for Swine Flu (item 2.6) – action in progress.
12. Andrew Walker and Philippa Helme to establish the scope of the work to manage the implications of the creation of the PSA for the House Service, and to identify a change director (item 2.8) – action in progress.
13. OCE to work with HRM&D and Departments to encourage staff to take up opportunities to be involved in work during dissolution (item 2.15) – action pending.
14. Chris Ridley and Philippa Helme to develop in discussion with the RMG a programme of efficiency reviews; and prepare a paper for the Finance and Services Committee in July setting out the Board's proposed approach to budget planning for 2009/10 and establishing the Committee's views on the scope for radical options (item 4.6) – action in progress.

**Office of the Chief Executive
July 2009**