

Management Board

Actions from previous meetings

Office of the Chief Executive

June 2008

1. Requirements for stand-by power for Tothill Street to be identified (item 7.1) – *action pending*.

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*.

March 2009

4. 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) – *paper circulated to RMG members*.

May 2009

5. 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 November Board*.
6. Heather Bryson to present a strategic capability programme to the Board in July (item 7.7) – *paper circulated to September Board*.
7. 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) – *action pending*.

June 2009

8. 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*.

July 2009

9. Risk facilitators to liaise with Risk Owners about the risk escalation process and to improve the integration of risk into the balanced scorecard (item 2.6) – *under development*.
10. Pandemic Planning Group to update the Board on planning for swine flu at the September Board (item 2.8) – *paper circulated*.
11. OCE to make plans for a workshop to enable the Board to consider lessons learned from events affecting the House Service during 2009 (item 2.10) – *arranged for November*.
12. OCE to ensure that lessons from the Survey of Services are taken forward in the business planning process and communicated to the Management Board in September (item 5.6) – *paper circulated*.
13. Following presentational changes, headline report of results of the Staff Survey to be circulated to staff before the summer recess (item 6.5) – *action completed*.
14. OCE to circulate the revised Incident Management Framework documents to the Board for agreement by correspondence (item 8.3) – *action completed*.

**Office of the Chief Executive
September 2009**