

Management Board

Actions from previous meetings

Office of the Chief Executive

October 2010

1. Corporate Risk Management team to capture corporate risk 3b (disruption to the work of the House due to failure to develop IT systems to meet business needs) as an escalated Board risk relating to corporate change in the new Balanced Scorecard (item 2.3)
— work towards the new balanced scorecard is ongoing; progress being maintained. There will be an opportunity to discuss the new Balanced Scorecard at the Board workshop in January.
2. Board members to provide feedback on the revised balanced scorecard to the OCE. OCE to review Departmental balanced scorecards with the aim of bringing them into line with the new Corporate scorecard (item 9.3)
— all Departmental scorecards have been provided apart from DCCS which is under development. There has been no feedback as yet from Board members.

November 2010

3. Elizabeth Honer to prepare a paper on the process for organisational redesign work for the Board's 27 January meeting, to form the basis for staff meetings to be held in early February (item 5.3)
– paper for Commission agreed on 19 January; all-staff meetings put back to late Feb/early March; paper for all staff meetings will be brought to February board.

December 2010

4. Department of Resources to bring a paper on the role of the new Department of HR and Change to the January Board meeting (item 8.3).
- action in progress. Paper to January Board – action completed.

January 2011

5. Departments to give the Board Secretary an indication of topics which they might need to bring to the Board over the next three to six months by end-February. OCE to schedule dates for future single-issue meetings as soon as possible and to seek to ensure substantive papers are circulated well in advance of meetings where possible (item 1.6) *action ongoing. Board Secretary will update Board members orally at Board meeting.*
6. Elizabeth Honer to draft document for the senior leaders event setting out the Commission's decision, the Finance and Services Committee's work, and the Management Board's response, for cascade to all staff. Elizabeth Honer to circulate a template for provision of financial data for Directors General and D-PICT to complete before the next meeting of the Finance and Services Committee (item 4.4) *document drafted. Template circulated for DGs. Action completed.*

7. Board Secretary to send options for Board members (on GEPG) to agree by correspondence by mid March (item 6.5) *action ongoing: Board Secretary will complete by March.*
8. Board Secretary to trial publication arrangements for Board papers in January, revise Board paper guidance accordingly, and report back to the Board in February (item 7.3) *arrangements in hand, practice run completed: Board Secretary will update Board in February.*
9. Head of the OCE to discuss implementation with PICT and the PPPA team (item 9.1) – *action ongoing. Board Secretary has talked to personnel: implementation to be completed by March.*
10. Board Secretary to circulate details of recent FoI request relating to senior staff expenses to Board members (item 10.2) *action completed.*

**Office of the Chief Executive
January 2011**