

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.
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) - *feedback on new performance measures has been received from Board members and other colleagues as part of the business planning process. OCE is using this to assist with the development of the new balanced scorecard.*

January 2011

3. 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.*
4. Head of the OCE to discuss implementation with PICT and the PPPA team (item 9.1) – *action completed.*

February 2011

5. Andrew Walker to ensure interim scheme on complaints against Members is published and to give DGs wording for use in their next staff bulletins by 21 February (item 3.5) – *policy published: action complete*
6. Elizabeth Honer to draft paper for the Finance and Services Committee to be agreed by the Board by correspondence before the next meeting of the Committee. Elizabeth Honer to work with John Borley to draw up his terms of reference and circulate them to the Board as a model to follow by 22 February. Remaining Board members to produce draft terms of reference for their lead workstreams by 1 March (item 5.3) - *actions all completed.*
7. OCE to update the draft Corporate Business Plan and circulate to BMDs/business managers and Board members by 23 February for contributions and comment by 4 March. Final version to be circulated on 8 March for discussion by Board on 10 March, ready for circulation to Commission on 14 March (item 6.3) – *action completed.*
8. Bob Twigger to draft article on results of Members' survey for next edition of CAPS news. OCE to ensure full report of survey, minus verbatim comments, is published

on intranet and internet (item 7.3) – *article to be published in next edition on 28 March – report published on internet.*

**Office of the Chief Executive
March 2011**