
Management Board

Actions from previous meetings

Office of the Chief Executive

March 2011 (10 March)

1. Board Secretary to propose dates for future informal meetings between the Board and Finance and Services Committee to the Committee Clerk. Robert Rogers to draft suggested changes to the Standing Orders. Elizabeth Honer to report back from the Savings Programme Board at the next Management Board meeting (item 1.5)
- Actions ongoing: Board secretary to meet Commission Secretary and Director of Savings 20 April; Director of Savings to give oral update at May board meeting.

March 2011 (24 March)

2. John Pullinger to produce take note paper for the Board on the Parliament week once plans were more developed (item 4.6)
- paper to May board; action complete.
3. Office of the Chief Executive to set up dates for special meetings on the Market Testing and People and Work strands of the savings programme. John Borley to seek agreement to SCS1 fixed term appointment from Malcolm Jack/Andrew Walker (item 5.3)
- Meeting on Market Testing held. Meeting on People and Work: date identified and meeting held. SCS fixed-term appointment agreed (trawl notice issued); action complete.

April 2011

4. Directors General to give Jane Hough any further comments on the format and content of the new Performance and Risk report. Jane Hough to prepare a paper for the next Board meeting on the practice on publication of Performance and Risk reports in central Government and devolved institutions (item 2.5)
- Some comments have been received from Board members. A take note paper will go to May Board; action in progress.
5. Board Secretary to discuss timings with D-Fin and schedule future meetings for the earliest possible dates in the month that financial information would be available. Board Secretary to also work through the effect on timing of other elements of performance reporting (item 2.10)
- Board Secretary to provide a short paper to May Board; action in progress.
6. Andrew Walker to get dates for participation in the Leading for Parliament programme in Board members' diaries as soon as possible after winning bidder announced (item 4.5)
- successful bidder to be announced next week: action ongoing.

7. Andrew Walker to give consideration to the idea of having a separate “suitability for promotion” appraisal which could be shared with promotion boards and to report back to the Board at its next meeting (item 7.2)
- *DHR&C to produce paper; action in progress.*

8. Jill Pay to draft a take note paper for the Commission on the Olympics (item 8.4)
- *Paper to go to Commission after HoL Management Board have agreed approach; action in progress.*

**Office of the Chief Executive
May 2011**