

Management Board

Actions from previous meetings

Office of the Chief Executive

May 2011

1. OCE to ensure next month's Performance and Risk Report: includes Facilities' new KPIs; moves the staff survey and staff appraisal indicators from the "well informed" goal to another heading; and respecifies the recycling target based on the revised data from the waste management contractor. Board to review those and any other proposed changes at its next meeting and, if satisfied with them, to formally notify the Commission (item 2.3)
- revised KPI dashboard agreed by Board; Board agreed not to respecify recycling target; OCE in discussion with Commission Secretary; action in hand.

June 2011

2. Andrew Walker and the OCE to agree a broader range of HR indicators, including commentary on trends, for inclusion into future Performance and Risk Reports (item 2.8)
- OCE and DHCR in ongoing discussion; action in hand.

July 2011

3. DGs/Directors to check their KPIs are realistic and give comments to OCE before the September Performance and Risk Report is issued (item 2.4)
- KPI dashboard being prepared for publication; action in hand.
4. Andrew Walker to produce a paper for the Board in the autumn on coordinating and simplifying change management in the House (item 2.6)
- Change Manager now appointed; action superseded.
5. David Scullion to develop a simple paper based system of time recording ready to be implemented from the autumn (item 7.5)
- policy has been drafted and agreed by programme board; guidance for staff in hand; action in hand.
6. Internal Communications Team with the HRPPP Programme team to produce a draft communication on HRPPP and time recording as well as an overall integrated communications plan for major communications, including those arising from the other July agenda items, for the Board to agree when the House returns in September (item 7.6)
- communication on time recording agreed by Board and issued to senior staff on 5 September; communications plan complete; draft communication for all staff sent to leadership group for discussion on 7 October; action ongoing.
7. Board Secretariat to set up a separate meeting of the Board on the Strategic Property Review once the financial analysis of the scenarios is complete (item 8.5)
- SPR now agreed by Commission; action superseded.

September 2011

8. OCE to include latest returns for PDMs in published performance dashboard (item 2.3)
- final figures received and to be published in this month's KPI dashboard; action complete.
9. Board Secretariat to inform Lords Management Board Secretariat of proposed approach to joint meeting on 2 November (item 4.2)
- discussions taking place; action ongoing.
10. Elizabeth Honer to produce revised [savings programme] consultation document by week beginning 26 September. OCE to set up meeting for the Board to consider the document on 4 October (item 5.5)
- revised document circulated; 4 October meeting arranged; action complete.
11. Director of HR Services to bring paper to October Board setting out proposals for new VES scheme (item 7.3)
- paper on agenda for October Board; action complete.
12. Director of HR Services to publish final annual report on the intranet. DHRC to send a digest of HR information to the Board on a quarterly basis (item 9.2)
- final version of annual report to be published on internet in the future; quarterly digest to be sent to Board; action in hand.
13. Janet Rissen to discuss [Leading for Parliament] final selection criteria with Board members for approval (item 10.3)
- criteria agreed offline; action complete.
14. OCE to find date for strategy and business planning workshop in early November (item 11.3)
- workshop planned for 4 November; action complete.

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September 2011**