
Management Board

Actions from previous meetings *Office of the Chief Executive*

June 2011

1. Andrew Walker and the OCE to agree a broader range of HR indicators, including commentary on trends, for inclusion in future Performance and Risk Reports (item 2.8)
- all KPIs to be reviewed by OCE for new Business Plan; action superseded.

September 2011

2. 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; action ongoing.

December 2011

3. Joan Miller to get dates in the diary by mid-January to visit the Parliamentary Labour Party, 1922 Committee and the Liberal Democrat equivalent to talk to them about the work of PICT (item 3.6)
— dates now in Joan Miller's diary; action complete.
4. Head of Internal Audit to ensure report recommendations are open to all audit sponsors once the new Sharepoint site is up (item 3.11)
— action in hand; to be completed by end-February.
5. OCE Secretariat to add an action plan for implementing the draft Diversity and Inclusion Scheme 2012-2015 to the Board's future programme. Board members to give any specific comments on the draft Scheme to Anne Foster by early January (item 5.4)
— item on Scheme provisionally added to March agenda; action in hand.
6. Directors General to give the OCE details of their plans to increase effectiveness to feed into the Corporate Business Plan, as well as any other drafting comments (item 6.2)
— OCE to circulate new draft plan in early February for detailed comment; final text on March agenda; action in hand.
7. Board Secretariat to add an item on the security issues raised by Cloud computing and the increased use of mobile devices to the future programme (item 7.4)
— item on Cloud computing issues provisionally added to March agenda; action in hand.
8. Joan Miller to report back on progress in developing a general policy on working from home and remote access to support it at the January Board (item 8.3)
— meeting held on 21 December; next steps agreed; OCE in lead; action in hand.

9. Joan Miller and John Pullinger to come back to the Board with a proposal on how to cover ICT and information management in the programme of informal meetings (item 10.2)
— *Management Board to explore the possibility of an informal visit; action complete.*
10. OCE to alert heads of department when EDMs are tabled relating to their area of the House Service so that departments can draft a response. OCE to let heads of department know whether the response should be drafted from the Clerk or from the appropriate head (item 10.4)
— *OCE has agreed mechanism with Table Office for alerting OCE to relevant EDMs; action complete.*
11. Andrew Walker to ensure the publication of data, including on invoices worth more than £25,000, by mid March (item 10.6)
— *draft sample report sent to Board members for comment; action ongoing.*

January 2012

12. OCE to check Board member diaries to see if a half day can be found for the informal meeting on ICT and information management (item 2.4)
— *date identified and agreed with Board members; action complete.*
13. Chairman to discuss deadline for catering requests during the Olympics and Paralympics with the Speaker (item 2.6)
— *Chairman agreed with Speaker that there should be no special events during the Olympics; action complete.*
14. Matthew Hamlyn to work with Peter Mason on revising the PSB's proposed terms of reference before they went to the House of Lords Board for endorsement (item 5.5)
— *Lords Board to consider PDB ToR on 8 February; action complete.*
15. OCE to ensure that final letter from the Clerks to Peter Mason setting out his responsibilities and the Parliamentary Security governance diagram is circulated to the Board (item 5.7)
— *final letter & governance diagram circulated; action complete.*

**Office of the Chief Executive
February 2012**