
Management Board

Actions from previous meetings

Office of the Chief Executive

September 2011

1. 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

2. 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; SharePoint site now up and running but not all management actions are on the site as they were not all updated by IA's 17 February deadline.
3. 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)
— take note paper on Scheme circulated with February Board papers; action superseded.
4. 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 circulated revised draft plan in early February for detailed comment; final text on March agenda; action completed.
5. 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 added to April agenda; action completed.
6. 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.
7. 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; take note paper on proactive publication to be tabled for April Board meeting (information still awaited from some departments on other issues); action ongoing.

February 2012

8. Parliamentary Security Director to report twice a year to the Commons and Lords Management Boards on progress in achieving his objectives (item 1.5)

- *PSD is happy to make two update appearances per year to each Board, preceded by a short note on key points; action completed.*
9. John Borley to arrange for Alex Jablonowski to have a meeting with the non-executive member of the Parliamentary Estates Board to discuss the level of over-programming in PED (item 2.2)
— *Meeting arranged for 21 March; action completed.*
 10. DHRC to produce a short report for the next Board meeting on the reasons for high long term sickness absence, including the average total number of days lost, a summary of issues and cases, and distinguishing between physical and mental health issues (item 2.7)
— *Take note paper will be tabled for April agenda; action ongoing.*
 11. Andrew Walker to add long term pay remit to the agenda for the informal meeting on people and to convene the senior pay panel to examine bonuses for SCS staff (item 3.2)
— *Long term pay remit added to agenda for 24 February informal meeting; senior pay panel meeting arranged; pay on March Board agenda; action completed.*
 12. Andrew Walker to brief the Speaker's Secretary on what is involved in the ten per cent savings challenge. Myfanwy Barrett to ask the Parliamentary Commissioner for Standards if he wanted his Office to participate in the exercise (item 4.3)
— *Andrew Walker spoke to Speaker's Secretary; to be followed up by Director of Savings; Director of Savings speaking to Commissioner's office; action in hand.*
 13. Myfanwy Barrett to consider with the head of CSD whether sustainability might be a criterion added to tender evaluations and discuss how to word references to use of the Travel Office by select committees with the Committee Office Business Manager and the Travel Office Contract Manager. (item 5.4)
— *Action in hand; final Finance and Procurement Rules circulated as take-note paper for March Board.*
 14. DHRC to develop and consult on a House-wide alcohol policy for the Board to consider (item 6.3)
— *existing papers being developed; action in hand.*
 15. Andrew Walker to circulate a revised draft of the hospitality section of the Staff Handbook, taking account of the need to authorise hospitality via line managers, for the Board to agree by correspondence (item 6.6)
— *action in hand.*
 16. Myfanwy Barrett to report back to the Board on the outcome of the preliminary counter-fraud investigative work and likely future costs of counter-fraud activity (item 7.3)
— *Myfanwy Barrett & Paul Dillon-Robinson to table paper at May meeting with detailed risk register and proposed activities/costs; action in hand.*
 17. Andrew Walker to ensure Board members are invited to the launch of the Diversity and Inclusion Scheme on 1 March. Anne Foster to produce a summary of the action plan's key messages for the Clerk of the House to use when inviting staff to

the launch of the scheme or, if there was insufficient time, to use in a reminder email (item 8.2)

— *All Board members attended the launch. Insufficient time for the summary to be produced, but an invitation was sent out in the Clerk's name; action completed.*

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March 2012