

Management Board

Actions from previous meetings

Office of the Chief Executive

April 2012

1. Director of Internal Audit to publish the Quarterly Report from Internal Audit on the Sharepoint site. Secretary to the Audit Committees to circulate the quarterly report to the Committee. Board to consider whether to disseminate the report more widely after the next update.

— Quarterly Report now published on Sharepoint site; Head of Internal Audit has sent quarterly report to the external members of the Audit Committee; latest quarterly report was on July agenda as take-note paper, including proposal for wider dissemination; Board suggestions invited for wider dissemination; action in hand.

June 2012

2. Action: John Borley and Myfanwy Barrett to discuss sustainability in procurement further and report back to the Board.

— John Borley and Myfanwy Barrett to report back to the Board by December 2012; action in hand.

July 2012

3. Action: Heads of Department to remind their senior managers that outstanding audit actions must be complete by October and to place the Head of Internal Audit's Quarterly Report on the agendas for their team meetings. OCE (Head of IA) to explain to Andrew how to gain full access to the SharePoint site.

- Head of IA has briefed DG HR&C on Sharepoint site; remaining actions ongoing.

4. Action: Barbara Scott to speak to Gary Inman to discuss what quick improvements might be made to the House's performance for the final Investors in People report.

- Barbara has now met Gary Inman; action complete.

5. Action: John Borley to discuss with the Chair of the Finance and Services Committee approaching the Chair and Secretary of the Press Gallery to discuss the implication of the savings programme for the Press Gallery.

- A paper on the Press Gallery is being submitted to F&S next month, progress made but action ongoing.

September 2012

6. Action: the survey team would hold meetings with heads of department within the next four weeks.

Action ongoing.

7. Action: Follow-up work, including focus groups, would be carried out by the survey company in the four areas identified in their presentation.
Action ongoing.
8. Action: The presentation, overall report, departmental report and anonymised comments would be made available to staff as soon as possible with a covering message from the Clerk, setting out next steps for follow up work.
Message sent from the Clerk and documents made available to staff; action complete.
9. Action: The Chairman to discuss the scoring of the relationship with Member bodies risk with Corporate Risk Management Team.
Meeting held; outcome reflected in Performance and Risk Report; action complete.
10. Action: Heads of department to review the list of outstanding staff appraisals in their department and inform HR of any staff listed who were not required to complete an assessment this year.
Action ongoing.
11. Action: Andrew Walker to bring a paper containing a revised alcohol policy to the Management Board in October.
Andrew Walker to give oral update to October Board; action ongoing.
12. Action: The Board agreed that a communication plan would be produced for the outcome of the Business Improvement process.
Action in hand.

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September 2012**