

Management Board

Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive
(for the Board meeting on 10 April 2014)*

12 December 2013

1. **Agreement and Action (Business Resilience):** The **Board agreed** that a business resilience exercise should be conducted as soon as was practicable. **Action: Black Rod** to bring forward plans for a business resilience exercise.
— *BRG are continuing to keep options for training exercises under review; action ongoing.*
2. **Agreement and Action (Respect Policy Implementation):** The Board **agreed** that training on dealing with customers in difficult situations should be provided to staff in those areas which had extensive dealings with Members; this training should take place as soon as possible. Training for managers in their responsibilities under the Respect policy would be delivered when the policy was finalised. **Action: Andrew Walker** to develop a plan for delivering this training.
— *Take note paper discussed at the March meeting; action complete.*

23 January 2014

3. **Action:** The Board mandated the **Corporate Risk Management Team** to create a unified risk platform through which all risks would be reported.
— *Work on an integrated reporting platform for risk is in hand. An internal audit of the risk system is due to be completed in April and the audit's findings will inform this work; the work will also reflect the Board's discussion at the April Quarterly Review; action ongoing.*
4. **Action: OCE** to produce a template for SRO letters of delegation and authority.
— *See under action 8*

5. **Action: OCE** to produce a full list of all SROs.
— *See under action 8*
6. **Action:** The **OCE** to send a message to the SRO cohort setting out the Board support for the role and the support the Board is offering.
— *See under action 8*
7. **Action:** The **OCE** to arrange a meeting for SROs with Board Members to outline the Board's support for, and expectations of SROs, and for SROs to tell the Board what support they would find useful.
— *See under action 8*
8. **Action:** The **OCE** to ensure that training for SROs to be arranged as a matter of priority. The Board mandated that all SROs should go on this training and in future no-one would be appointed as an SRO without training.
— *A list of SROs had been compiled. A draft letter of appointment and draft guidance for SROs has been produced. Training for SROs and an event for SRO and Board Members is being arranged; action in hand.*
9. **Action: Myfanwy Barrett** to arrange training for project leaders, contract managers and finance and procurement staff on how to spot if a supplier is in financial difficulty.
— *Myfanwy is getting a proposal from Deloitte to produce a checklist for supplier health checks, before and during appointment, and providing training sessions. Training will be for contract managers including project leaders and staff in PPCS and Finance; action ongoing.*

06 February 2014

10. **Action: Tom Goldsmith** to raise the Gold command structure at the next meeting of BRG.
— *Tom provided an oral update at the March Board meeting; action complete.*
11. **Action: Tom Goldsmith** to ensure that the Gold handbook was shared in draft with Board members before it is finalised.
— *Tom provided an oral update at the March Board meeting; action complete.*

12. **Action: John Borley** to update the Board on arrangements for the network convergence programme at the March Board.
— *A paper outlining the next steps went to PICTAB on 10th March; action complete.*
13. **Action: David Natzler** to explore options using the current A2 Clerk vacancies in DCCS to improve the House Service's diversity profile.
— *David provided an oral update at the March Board meeting; action complete.*
14. **Action (Visitor Access):** The **Board** agreed that the work on Cromwell Green Entrance should be a high priority: **John Borley** to inform the Board what impact this decision would have on other projects.
— *John informed the Board that PED would absorb the work arising from the changes to Cromwell Green Entrance without there being any impact on other projects; action complete.*

06 March 2014

15. **Agreement (Online Services Review):** The **Board agreed** that: the two key recommendations made by mySociety should be implemented; the report of mySociety should be published, and feedback invited on how it should be implemented; and a detailed plan for implementation should be presented to the Boards at a future date.
— *The two key recommendations made by mySociety were being implemented; the mySociety report was published on the intranet on 17th March and feedback from all Parliamentary network users has been invited up until 6th May; action ongoing.*
16. **Action: Mary Ollard** to ensure that meetings with staff in WIS and PICT should be held next week. Following those meetings staff should be sent copies of the report and a revised version of the Board paper. Advice on the format of the meeting should be sought from the internal communications team.
— *The staff meeting with PICT was held by both Clerks on 12th March and with WIS on 13th March, with the report being published on 17th March; action complete.*
17. **Action: Myfanwy Barrett and Tom Goldsmith** to produce a list of core duties and responsibilities of managers with a view to ensuring that, where not already included, they are recorded in forward job plans.

— OCE collecting information from Departments about what guidance is already available; will then work with DHRC and BMDs to consider how best to ensure relevant duties and responsibilities are covered in PDMs and ASRs; action ongoing.

18. **Agreement (Performance and Risk):** The Board **agreed** that the audio visual work should be formally established as a programme.

19. **Action: John Borley** to brief the Board on the outcome of PICTAB's discussion of the Network Convergence Programme.

— Board updated at April Quarterly Performance meeting; workshop to discuss next steps arranged and will report before Joint Board meeting in May; action ongoing.

01 April 2014

20. **Action: David Natzler** to update the Board on the Q&A project.

— David to provide an oral update at the April meeting.

**Office of the Chief Executive
April 2014**