

Management Board

Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive
(for the Board meeting on 5th June 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.
— *A Gold workshop has been held and planning is underway for the next Business Resilience exercise; action in hand.*

23 January 2014

2. **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 for the July QPR meeting. An internal audit of the risk system is due to be completed in April [note: this has been delayed and is now expected in June] and the audit's findings will inform this work; action ongoing.*
3. **Action: OCE** to produce a template for SRO letters of delegation and authority.
— *See under action 7*
4. **Action: OCE** to produce a full list of all SROs.
— *See under action 7*
5. **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 7*

6. **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 7*
7. **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.
— *Board members' feedback on the template letter of appointment for SROs had been received and a revised draft would be circulated by the end of week commencing 5th May; action complete.*
8. **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 has received a training proposal from Deloitte; action in hand.*

06 March 2014

9. **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 complete.*
10. **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 have drawn together disparate lists of requirements of managers and produced a consolidated list which has been shared with Myfanwy and Andrew Walker. Consideration being given to how best to promulgate the list in order to populate forward job plans; action in hand.*
11. **Action: John Borley** to brief the Board on the outcome of PICTAB's discussion of the Network Convergence Programme.

— PICTAB has agreed that Convergence should be suspended, pending the arrival of the new Head of Digital; action on hold for the time being.

01 April 2014

12. **Action: John Pullinger** and **Amanda Colledge** to ensure richer information on income generation is included in the July Quarterly Performance Report.
— *Action in hand for July QPR.*
13. **Action: Rachel Harrison** to develop proposals for Board level risks relating to security, information security, health and safety, projects and programmes, and the Estate for consideration at the next Quarterly Performance Meeting.
— *Action in hand for July QPR.*
14. **Action: Rachel Harrison** to arrange for rolling reviews of departmental level risk at future Quarterly Performance Meetings.
— *Action in hand for July QPR.*

01 May 2014

16. **Action: John Borley** agreed to explore the likely end date of the Westminster Hall internal walls cleaning project with the project team.
— *The project is now in Phase 2 with a completion date of 31 December 2014; action complete.*
17. **Action: Jane Hough** and **Myfanwy Barrett** to discuss the interaction of the strategy development with financial planning.
— *The OCE and DFIN in regular contact; action ongoing.*
18. **Action: Jane Hough** to e-mail Board members with a deadline for ideas for the 2015 Strategy from their senior leadership discussion groups.
— *Email has been sent; action complete.*

**Office of the Chief Executive
May 2014**