

Management Board

Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive
(for the Board meeting on 3rd July 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: 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 asked Deloitte for a slightly revised proposal after meeting with them on 24 June and will be arranging a workshop in the next couple of weeks involving a wide cross-section of colleagues to get the full picture of House arrangements to monitor/interact with suppliers. The workshop will cover where we are now, what good practices look like, and identify our key risks. The development of better governance and process, and the training will now happen in the autumn; action in hand.*

06 March 2014

4. **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; after consideration it was thought that this list was too long and detailed to be issued to all managers, David Vere has been asked to create something that could usefully be shared across the House; action in hand.
5. **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

6. **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.
7. **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.
8. **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

9. **Action: Jane Hough and Myfanwy Barrett** to discuss the interaction of the strategy development with financial planning.

— The OCE and D-Fin now work closely on all matters connected with business and financial planning, and the Strategy, Planning and Performance Manager from OCE is a member of the ‘challenge panel’ for the MTFP/MTIP departmental planning round. Further consideration will be given to the development of future strategy and financial planning at the Board’s away-day on 27 June; action complete.

10. **Action:** The **OCE** to draft a risk relating to changes in Board composition and circulate it to Board members for agreement. Robert Rogers – and, from 1 September, his successor - would be the risk owner. The Board would also be considering the unified risk platform at its next quarterly performance meeting.

— Draft risk added to the Board level risk register for consideration and agreement at the meeting; action complete.

11. **Agreement (Parliamentary Digital Service):** The Board agreed the overall direction of travel outlined in the aims but asked that they be amended to emphasise:

- A clear expression of both organisations’ commitment to making the digital service a success and a commitment to working in partnership.
- That the task of the Digital Service would be to help deliver both Houses’ Strategies.

13. **Agreement (Parliamentary Digital Service):** The Board agreed that a group should be established to work up options for the strategic direction of the digital service, which its new Director could assess and use to create a digital strategy. This work should be led by the Preparation Team, drawing on a wider pool of staff from across the organisations.

14. **Agreement (Parliamentary Digital Service):** The Board agreed to hold a joint away day to consider the draft digital strategy, once the new Director of Digital was in post.

15. **Agreement (Parliamentary Digital Service):** The Board agreed that the new Service should be a joint department and that a governance review of the new Service be held in 2017.

16. **Agreement (Parliamentary Digital Service):** The Board agreed that the Director of Digital should serve on the Commons Management Board.

17. **Agreement (Parliamentary Digital Service):** The Board agreed that the Director of Digital should be ultimately accountable to both Clerks but for day to day operational line management there should be one identified individual; this role might be performed by one of the Clerks.
18. **Agreement (Parliamentary Digital Service):** The Board agreed that all other decisions asked for in the paper should be taken by the Clerk of the House and the Clerk of the Parliaments, advised as necessary by relevant Board Members.

**Office of the Chief Executive
June 2014**