

Management Board

Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive
(for the Board meeting on 13 November 2013)*

07 May 2013 (Talent Management)

1. **Action: Andrew Walker** to submit a paper to the Board on the “unlocking talent” pilot setting out more details, including the success criteria, before the pilot is launched.

— *Andrew Walker updated the Board at the 10 October meeting. A decision had been taken to postpone the unlocking potential pilot until next year, as there were not enough business areas interested in participating due to a lack of capacity in teams and a need to embed the competencies framework. The target was for all teams to have started using the competency framework, and 50% of staff having finished the first cycle of using the framework, by the end of the financial year. Action superseded by Action 5.*

11 July 2013

2. **Action: Matthew Hamlyn and John Borley** to ensure that the reactive maintenance performance figures were only included in the next Performance and Risk Report if they accurately reflected the situation; if they did not, this section of the report should be replaced by an explanation of the steps being taken to resolve the data accuracy problems.

— *Information on reactive maintenance omitted from September report as not yet sufficiently robust; work should be completed in the Department of Facilities by the end of the calendar year which would ensure reliable data; action ongoing.*
3. **Action: OCE** to co-ordinate any response from the Clerk to IPISA’s consultation on MPs’ pay and pensions.

— *OCE to liaise with departments on this issue and brief the Clerk before the consultation closes on 20 October; action complete.*

12 September 2013

4. **Action: Executive Board members** to make clear to their departments that the Board was mandating the use of the competency framework. **Andrew Walker** to brief BMG.

— *Andrew Walker to email all members of BMG on 2 October with this information; action complete.*

10 October 2013

5. **Action: Andrew Walker** and **Tom Goldsmith** to agree how the Board could best be informed on progress implementing the competency framework.

— *The **Change Team in DHRC** is working with **OCE** on proposals for monitoring the implementation of the competency framework. These will include both quantitative and qualitative measures of progress; action in hand.*

6. **Action: Paul Martin** to provide the Board with an update on the actions planned to create a challenge culture.

— *The Board will receive this update as a take-note paper at the 12 December meeting; action in hand.*

7. **Agreement (Security):** The **Board** agreed the proposed risk appetites and target scores outlined in this paper; and noted the significant mitigation actions currently planned and/or in progress.

8. **Agreement (Restoration and Renewal):** The **Board** agreed that the paper had identified the significant impacts, interdependencies and risks and that processes were in place to ensure that decisions are made in a timely way.

9. **Agreement (Restoration and Renewal):** The **Board** agreed that the R&R Programme team should continue to work with those engaged in strategy and business planning in both Houses, and with the Portfolio Office (HoC) to develop high level plans charting interdependencies and decision points across all relevant strategies and submit these for review by both Management Boards in the spring of 2014.

10. **Action: Andrew Walker** to bring a paper on the DHRC departmental review to the November meeting of the Management Board.

— *Paper circulated with the 13 November Management Board papers; action complete.*

**Office of the Chief Executive
November 2013**