

## Management Board

### Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive  
(for the Board meeting on 12 December 2013)*

#### 11 July 2013

1. **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 was originally to be completed in the Department of Facilities by the end of the calendar year which would ensure reliable data; this is now expected to be ready by March 2014; action ongoing.*

#### 10 October 2013

2. **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. The Board will receive a paper in January; action in hand.*
3. **Action: Paul Martin** to provide the Board with an update on the actions planned to create a challenge culture.  
*— A take-note paper has been included in the circulation for this meeting; action complete.*

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13 November 2013

4. **Agreement (co-location):** The Board **agreed**, in principle, to the co-location of the Committee Office and Library Research Service by the 2015 General Election subject to satisfactory justification concerning the benefits, costs, practicalities and consequential moves. This should be included in the Northern Estate Accommodation Strategic Outline Business Case.
5. **Agreement (Northern Estate Accommodation Strategy):** The Board **agreed** that the Strategic Outline Business Case (SOBC) would come to the Board in January ahead of formal approval being sought from the Clerk.
6. **Agreement (Northern Estate Accommodation Strategy):** The Board **agreed** not to return to the Commission on the planning assumption for Members' staff; a clear decision had been given when the Commission considered the Accommodation Strategy.
7. **Agreement (Northern Estate Accommodation Strategy):** The Board **agreed** that the residences would be considered as part of the work on Parliament Street.
8. **Agreement (Northern Estate Accommodation Strategy):** The Board **agreed** that it was not necessary to consult Member Committees at this stage.
9. **Agreement (DHRC organisational review):** It was **agreed** that **Andrew Walker** and the **Chair** would take forward the issues raised through bilateral conversations.

**Office of the Chief Executive  
December 2013**