
Management Board

Decisions and outstanding actions from previous meetings

*Note by the Office of the Chief Executive
(for the Board meeting on 16 January 2014)*

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.

— John Borley reported that problems with mobile working were still preventing automated figure collection for reactive maintenance works; this was due to issues with the software application and delays in staff training. The revised deadline of March might not be achievable; 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.

— Tom Goldsmith reported that the Board would receive a paper on competency framework implementation in January. Andrew Walker circulated a hard copy of the headline figures to the Board; action in hand.

12 December 2013

3. **Agreement and Action (Business Resilience):** The **Board agreed** to discuss a single structure for incident management with the House of Lords at a future joint meeting. **Action: Tom Goldsmith** to include Business Resilience on the agenda for a future Joint Board Meeting.

— On the agenda for 16th May Joint Management Board meeting; action complete.

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4. **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 considering a 2014 exercise plan at their meeting on 2nd February; action ongoing.*
5. **Agreement (Business Resilience):** The Board noted the planned resource to conduct work on relocation planning, and **agreed** the changes in the business resilience policy.
6. **Agreement (Future of the Parliamentary Archives' Accommodation):** The **Board agreed** that the following options should not be taken forward to the next stage in the business case process:
- Moving to another location in the Palace
 - The Joint World Heritage Site Archive
 - The National Archives
 - A Charitable Trust
 - A fully contracted out service.

The follow options should be considered further:

- Do nothing (for comparison purposes)
- A space in London
- A space outside London
- A hybrid option with a small number of documents on site and the rest stored elsewhere.

The Board gave a strong steer in favour of a hybrid/partially contracted out-sourced model.

7. **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.
— *Action ongoing.*
8. **Agreement (Respect Policy Implementation):** The **Board agreed** that, following consultation with the Commissioner's Office, a message should be sent to staff updating them on the developments with the Respect Policy.

9. **Agreement:** The **Chair** agreed to discuss the issue of resources for the challenge culture work with the Parliamentary Security Director at their next bilateral.

— *On agenda for next bilateral, action ongoing.*

**Office of the Chief Executive
January 2014**