

Management Board

Actions from previous meetings

Office of the Chief Executive

November 2007

1. [s.24]

December 2007

2. [s.24]
3. Office of the Chief Executive to circulate data and information security report to Board members, for information (item 2.9) – action pending.
4. The Estate Board, and the groups under it, should be invited to consider whether revisions were necessary to their terms of reference and submit them to the Management Board (item 3.3.1) – letter sent by OCE to Black Rod in January.
5. Modelling of possible new progression structure to be undertaken by Department of Resources and presented to the Management Board in early 2008 (item 4.4); further paper regarding a reward strategy to be presented to the Board in early 2008 (item 4.10) – paper circulated for February 08 Management Board.
6. Internal Communications Manager to present paper on the future of InHouse Magazine to the Board (item 6.2) – paper scheduled for March Management Board.

January 2008

7. Director General, Facilities to provide Board with further information on energy usage (item 2.2) – DGF to update the February Board.
8. Précis of Estate Board minutes to be circulated to Management Board members (item 3.5.6) – action pending.
9. Clerk to write letters of thanks to Change Team (item 4.6) – letters sent in February.
10. First draft of Estates Strategy to be available in late February / March (item 5.4) – Action expected late February / March.
11. Staff Accommodation: further papers to be prepared (item 7.3) – paper on staff accommodation circulated for February Board; second paper in preparation by OCE.

12. Director General, Resources to table paper on methods of calculation of staff numbers to February Board (item 8.3) – paper circulated for February Board.

**Office of the Chief Executive
February 2008**