

## Management Board

### Actions from previous meetings

*Office of the Chief Executive*

#### December 2007

1. Office of the Chief Executive to circulate data and information security report to Board members, for information (item 2.9) – Paper tabled for June Board.
2. 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) – Response from PEB pending: broader programme governance issues under discussion.

#### March 2008

3. [s.24]

#### April 2008

4. Implementation plan and timetable for the remodelling of HR, finance and procurement to be presented to the Board (item 4.5) – Paper tabled for June Board.
5. Result of work relating to the House Equality Scheme to be presented to the Board (item 7.2) – Paper scheduled for July Board.

#### May 2008

6. High level draft of Estates Strategy to be presented to the Commission before the summer (item 1.2) – scheduled for July Commission meeting.
7. Specification for audit of records to be agreed by Director Generals by end of June (item 6.1) – action pending
8. Compliance audit of House of Commons records to be completed by the end of October (item 6.1) – action pending.
9. Staff notice relating to social networking and blogging sites to be circulated (item 7.1) – issued May 08.
10. [s.36(2)(b) and s.36(2)(c)].

**Office of the Chief Executive  
June 2008**