

## Management Board

### Actions from previous meetings

*Office of the Chief Executive*

#### December 2007

1. 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.

#### June 2008

2. [s.24] to be identified (item 7.1) – action pending (update to July Board, note to be produced prior to occupation by either House). Update on standby power to be circulated ahead of March Board.

#### September 2008

3. Report on audit of House of Commons records to be made to the Management Board in January 2009 (item 1.3) – report circulated for February Board.
4. Andrew Walker and Joan Miller to investigate the transfer of HAIS authorisation (item 2.2) – Janet Rissen to report to the DG Resources on HAIS Procure to Pay by late January. Summary paper to be circulated ahead of February Board.

#### November 2008

5. John Pullinger to champion proposals for a “virtual Members’ Centre” (item 7.3) – progress report to be circulated to the Board in February.

#### December 2008

6. Andrew Walker to present a paper on increasing the speed of invoice payment for SMEs (item 2.6) – conclusions to be circulated before the April Board (paper circulated to February Board).
7. John Borley to report to the Board on the findings of the asset survey in the Spring (item 2.10) – action pending.
8. Directors General to give any detailed comments on the latest draft of the Corporate Plan, particularly on Departmental risks, to Philippa

Helme (item 5.10) – revised plan to be agreed by the Board by correspondence prior to submission to the Commission in January. Action completed.

#### January 2009

9. Clerk to write to James Robertson to thank him for his contribution to the management of the gas leak incident – action completed.  
Douglas Millar to pass thanks to Jill Pay and Jacqy Sharpe (item 3.3.4) – action completed.
10. Equality Scheme:
  - a. Andrew Walker to ensure that the business benefits of equality were more strongly emphasised within the Equality Scheme and associated documents, and that where possible the scheme should be made more succinct (item 6.5).
  - b. Diversity team to consult managers who would be responsible for delivering individual actions on the Equality Scheme, to ensure that these were realistic, and to reduce the total number of actions (item 6.6).
  - c. Office of the Chief Executive to support work by the Department of Resources on a clear, succinct communication from the Board to staff on the Equality Scheme (item 6.7).  
– action in progress: revised scheme to be submitted to March Commission.
11. Performance and Development Management:
  - a. Directors General to send detailed comments on the Performance and Development Management system and feedback on the new Line Management training to Andrew Walker (item 7.4).
  - b. Andrew Walker to consult on the possibility of twice yearly performance appraisal in the first year of the scheme to allow an additional two months for guidance to be disseminated (item 7.5).
12. OCE to arrange a facilitated Board workshop on the Balanced Scorecard (item 8.2) – workshop arranged for 6 March 2009.
13. OCE to develop a House-wide communication mechanism for senior managers, to be considered by the Board by correspondence (item 8.5) – new monthly Commons Briefing issued; action pending on other communications mechanisms.

**Office of the Chief Executive  
February 2009**