

Management Board**Actions from previous meetings***Office of the Chief Executive*June 2008

1. [s.24] to be identified (item 7.1) – action pending (update to July Board, note to be produced prior to occupation by either House).

December 2008

2. John Borley to report to the Board on the findings of the asset survey in the Spring (item 2.10) – action pending.

January 2009

3. Equality Scheme: 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 pending Commission approval of Equality scheme; communication to be circulated to staff thereafter.
4. 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.

February 2009

5. Joan Miller to circulate questions required to evaluate use of Citrix to Directors General. Directors General to provide data to PICT (item 4.3) – action pending.
6. John Pullinger to report to the Board on the full records audit in July and to initiate a follow-up audit in spring 2010 (item 5.5).
7. Department of Resources to report on progress towards implementing new system of Members' allowances to October Board meeting (item 8.6).
8. Internal Audit service to report annually to the Board on progress against lessons learned from the VRB project (item 9.5). Report to be included in 2009/10 internal audit programme – paper circulated to April Board.

March 2009

9. Office of the Chief Executive to produce an analysis of best practice in Departmental Business Plans before Departments were required to produce plans for the next financial year (item 8.2).
10. Office of the Chief Executive to undertake further work to ensure the top-level balanced scorecard diagram reflects an element of time (item 7.5) – under development.

**Office of the Chief Executive
April 2009**