

Management Board

Actions from previous meetings

Office of the Chief Executive

June 2008

1. [s.24] to be identified (item 7.1) – *paper circulated to October Board meeting.*

January 2009

2. 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 – guide for staff under development.*
3. 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.*

March 2009

4. 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) – *action completed – paper circulated to RMG, available to DGs on request.*

May 2009

5. Joan Miller to present revised ICT security policy to the Board in the Autumn, following consultation with staff and Members (item 5.4) – *paper to October Board.*
6. OCE to work with Alex Jablonowski to develop terms of reference for a review of the implementation of the Tebbit Review, to take place in early 2010 (item 8.3) – *action pending, paper for Board in early 2010.*

July 2009

7. Risk facilitators to liaise with Risk Owners about the risk escalation process and to improve the integration of risk into the balanced scorecard (item 2.6) – *under development.*
8. OCE to make plans for a workshop to enable the Board to consider lessons learned from events affecting the House Service during 2009 (item 2.10) – *workshop arranged for November.*

September 2009

9. John Pullinger to oversee the formulation of a communications strategy in response to the Legg review (item 2.6) – *action in progress*.
10. Directors General to identify staff in bands A to C to assist DR with FOI publication work (item 2.8) – *action pending*.
11. Heather Bryson to work with RMG in developing advice for the Board on the available mechanisms for reducing staff numbers and costs (item 4.5) – *action pending (November Board)*.
12. Internal Communications team to liaise with HRM&D in preparing a message to staff on work during dissolution (item 4.11 – also item 2.15 from June 2009 Board) – *action pending*.
13. Board Secretary to discuss with the Commission Secretary a mechanism for reporting risks to the Commission (item 6.3) - *action pending*.

**Office of the Chief Executive
October 2009**