

Management Board

Actions from previous meetings

Office of the Chief Executive

September 2010

1. The Office of the Chief Executive to consult Board members and the Resource Management Group on the form of the balanced scorecard and the content of the draft strategic plan, prior to consultation with staff in November (item 4.4) – *paper to November board*.
2. The savings team to arrange a meeting of the Resource Management Group to examine the savings proposals and the OCE communications team to consult Board members on the terms of a message to staff (item 5.5) – *action in progress*.
3. Department of Resources to explore setting up a small joint steering group with TUS to oversee consultation on savings, HRPPP and related matters (item 6.7) – *action in progress*.
4. OCE Communications team to bring proposals on improving the cascade of information to staff to the November Board (item 7.4) – *paper to November board*.
5. Board Members to confirm by correspondence their agreement to the membership of the Parliamentary Accommodation Programme Board, as proposed by the paper (item 9.3) – *action in progress*.
6. Department of Resources to circulate the draft paper to the Commission on FOI to the Board early in October for agreement by correspondence, and OCE to revise the guidance on Management Board papers (item 10.4) – *action in progress*.

October 2010

7. Corporate Risk Management team to capture corporate risk 3b (disruption to the work of the House due to failure to develop IT systems to meet business needs) as an escalated Board risk relating to corporate change in the new Balanced Scorecard (item 2.3) — *action in progress*.
8. DG Resources to circulate a paper before the November Board meeting setting out the options for the House relating to the publication of SCS pay, to be agreed by correspondence (item 3.2) — *action in progress*.
9. Savings Team to produce draft communications to staff and Members, to be circulated to the Board (item 4.4) — *action completed*.
10. [s.36(2)(b) & s.36(2)(c)]
11. [s.36(2)(b) & s.36(2)(c)]

12. Board members to provide feedback on the revised balanced scorecard to the OCE. OCE to review Departmental balanced scorecards with the aim of bringing them into line with the new Corporate scorecard (item 9.3) — *action in progress*.

**Office of the Chief Executive
November 2010**