

Management Board

Actions from previous meetings

Office of the Chief Executive

October 2010

1. 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)
— work towards the new balanced scorecard is ongoing; progress being maintained. There will be an opportunity to discuss the new Balanced Scorecard at the Board workshop in January.
2. 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)
— all Departmental scorecards have been provided apart from DCCS which is under development. There has been no feedback as yet from Board members. There will be an opportunity to discuss the new Balanced Scorecard at the Board workshop in January.

November 2010

3. The Director General of Resources to promulgate the decision on publication of SCS pay to TUS and staff following Commission meeting on 13 December (item 1.4)
— action in hand. Paper going to Commission for its 24 January meeting.
4. The OCE to organise a Management Board workshop on risk and strategic planning early in 2011 (item 2.2)
— meeting arranged for January 21.
5. Elizabeth Honer to prepare a paper on the process for organisational redesign work for the Board's 27 January meeting, to form the basis for staff meetings to be held in early February (item 5.3)
— paper for Commission agreed on 19 January; all-staff meetings put back to late Feb/early March; paper for all staff meetings will be brought to February board.

December 2010

6. Office of the Chief Executive to circulate latest guidance to submitting papers to the Management Board for comments before Christmas (item 1.4).
— latest guidance circulated to DGs for comments by early January. Paper issued on 10 January.
7. Directors General to give any further suggestions on areas for discussion at the Management Board workshop to the Office of the Chief Executive by the New Year. OCE to circulate draft agenda to the Board in the New Year (item 3.4).
— agenda circulated to the Board prior to 21 January workshop.

8. Department of Resources to prepare a staff notice updating staff about the voluntary severance scheme, to be issued by 21 December. Directors General to alert their senior managers before Christmas of the need to make time available for managing the scheme in the New Year. If CSCS is not agreed before Christmas, Department of Resources to prepare a new paper for the Board in January to consider next steps (item 5.8).
– *staff notice issued by Department of Resources.*
9. Office of the Chief Executive to issue a template for business plans by January 2011, which Departments would be required to follow. Director Generals to submit comments on the draft strategic plan to the Office of the Chief Executive before the 21 January workshop (item 6.6).
– *template completed and issued to Business Management Directors and sent to Board Members for information.*
10. Board secretary to arrange another update from the Business Risk and Resilience Group to the Management Board before the summer recess (item 7.5).
– *update from BRRG added to future programme.*
11. Department of Resources to bring a paper on the role of the new Department of HR and Change to the January Board meeting (item 8.3).
– *action in progress. Paper to January Board.*
12. Joan Miller to provide the Board with further details on the costs of the Feasibility Study, and to consult House of Lords on proposed governance of the programme, by the end of January (item 10.2).
– *e-mail from D-PICT to both Clerks and MB members on 6 January covered points raised: action now completed.*

**Office of the Chief Executive
January 2011**