
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)
— *new Performance and Risk Report being prepared for April meeting. Action complete.*

January 2011

2. Board Secretary to send options for Board members (on GEPG) to agree by correspondence by mid March (item 6.5)
- *action complete: "Member service delivery champion" identified (Editor of Hansard).*

March 2011 (10 March)

3. OCE Central Communications team and Media and Communications Service to prepare communications for Commission to approve by 20 March. Elizabeth Honer to draft a letter from the Clerk to the Clerk of the Parliaments to be sent after 21 March and to arrange a time to brief the Lords Management Board. Board Secretary to fix a date for a joint meeting with the Lords Management Board (item 1.2)
- *Communication issued. Letter sent by Clerk to Clerk of Parliaments. Date fixed for joint meeting with the Lords Management Board (14 June): action complete.*
4. Board Secretary to propose dates for future informal meetings between the Board and Finance and Services Committee to the Committee Clerk. Robert Rogers to draft suggested changes to the Standing Orders. Elizabeth Honer to report back from the Savings Programme Board at the next Management Board meeting (item 1.5)
- *Actions ongoing: Board secretary to meet Commission Secretary and Director of Savings 20 April; Director of Savings to give oral update at May board meeting.*
5. OCE Central Communications team and Department of Resources to issue a message to all staff on the Voluntary Exit Scheme once all affected staff had been informed (item 1.7)
— *Message to staff issued: action complete.*
6. Jane Hough to circulate the final version of the Corporate Business Plan to Board members before 21 March (item 2.3)
— *Corporate Business Plan published at the end of March in print and online: action complete.*

March 2011 (24 March)

7. Andrew Walker to report to the next Board meeting about the reasons for the current policy of non disclosure of non-SCS staff appraisal reports to promotion boards (item 2.4)
– *paper going to April Board: action complete.*
8. John Pullinger to produce take note paper for the Board on the Parliament week once plans were more developed (item 4.6)
- *action outstanding.*
9. Office of the Chief Executive to set up dates for special meetings on the Market Testing and People and Work strands of the savings programme. John Borley to seek agreement to SCS1 fixed term appointment from Malcolm Jack/Andrew Walker (item 5.3)
- *Meeting on Market Testing held. Meeting on People and Work: suitable date still being sought. SCS fixed-term appointment agreed (trawl notice issued); action ongoing.*

**Office of the Chief Executive
April 2011**