
Management Board

Actions from previous meetings

Office of the Chief Executive

June 2011

1. Andrew Walker and the OCE to agree a broader range of HR indicators, including commentary on trends, for inclusion in future Performance and Risk Reports (item 2.8)
- OCE and DHRC in ongoing discussion; action in hand.

September 2011

2. Director of HR Services to publish final annual report on the intranet. DHRC to send a digest of HR information to the Board on a quarterly basis (item 9.2)
- final version of annual report to be published on internet in the future; next quarterly digest to be sent to Board in January; action in hand.

December 2011

3. Joan Miller to get dates in the diary by mid-January to visit the Parliamentary Labour Party, 1922 Committee and the Liberal Democrat equivalent to talk to them about the work of PICT (item 3.6)
— Joan Miller's office in discussion with all three Parties about possible dates; action in hand.
4. Head of Internal Audit to ensure report recommendations are open to all audit sponsors once the new Sharepoint site is up (item 3.11)
— issue to be covered in IA item on January agenda; action in hand.
5. OCE Secretariat to add an action plan for implementing the draft Diversity and Inclusion Scheme 2012-2015 to the Board's future programme. Board members to give any specific comments on the draft Scheme to Anne Foster by early January (item 5.4)
— item on Scheme provisionally added to March agenda; action in hand.
6. Directors General to give the OCE details of their plans to increase effectiveness to feed into the Corporate Business Plan, as well as any other drafting comments (item 6.2)
— substantial feedback from D Fin and DG DCCS; awaiting further comments from other Board members; action in hand.
7. Board Secretariat to add an item on the security issues raised by Cloud computing and the increased use of mobile devices to the future programme (item 7.4)
— item on Cloud computing issues provisionally added to March agenda; action in hand.
8. Joan Miller to report back on progress in developing a general policy on working from home and remote access to support it at the January Board (item 8.3)
— meeting held on 21 December; next steps agreed; OCE to lead; action in hand.

9. Joan Miller and John Pullinger to come back to the Board with a proposal on how to cover ICT and information management in the programme of informal meetings (item 10.2)
— *action ongoing.*

10. OCE to alert heads of department when EDMs are tabled relating to their area of the House Service so that departments can draft a response. OCE to let heads of department know whether the response should be drafted from the Clerk or from the appropriate head (item 10.4)
— *OCE in discussion with Table Office to set up mechanism for alerting OCE to relevant EDMs; action in hand.*

11. Andrew Walker to ensure the publication of data, including on invoices worth more than £25,000, by mid March (item 10.6)
— *draft sample report sent to Board members for comment; action ongoing.*

**Office of the Chief Executive
January 2012**