
Management Board

Actions from previous meetings

Office of the Chief Executive

September 2011

1. 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; action outstanding.*

December 2011

2. Head of Internal Audit to ensure report recommendations are open to all audit sponsors once the new SharePoint site is up (item 3.11)
— *SharePoint site now up and running and all management actions were on the site by 30 March (not all were updated by IA's 17 February deadline); action completed.*
3. 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 in lead and BRG to receive update; HR guidance to managers for the Olympic period issued, including on remote working; action ongoing.*
4. 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; take note paper on proactive publication tabled for April Board meeting; action ongoing.*

February 2012

5. DHRC to produce a short report for the next Board meeting on the reasons for high long term sickness absence, including the average total number of days lost, a summary of issues and cases, and distinguishing between physical and mental health issues (item 2.7)
— *Take note paper will be tabled for April agenda; action ongoing.*
6. Andrew Walker to brief the Speaker's Secretary on what is involved in the ten per cent savings challenge. Myfanwy Barrett to ask the Parliamentary Commissioner for Standards if he wanted his Office to participate in the exercise (item 4.3)
— *Andrew Walker spoke to Speaker's Secretary; Savings Team have spoken to the Commissioner, who does not wish to take part in the exercise; action completed.*
7. Myfanwy Barrett to consider with the head of CSD whether sustainability might be a criterion added to tender evaluations and discuss how to word references to use of the Travel Office by select committees with the Committee Office Business Manager and the Travel Office Contract Manager. (item 5.4)
— *Final Finance and Procurement Rules issued 30 March; action completed.*

8. DHRC to develop and consult on a House-wide alcohol policy for the Board to consider (item 6.3)
— *draft policy circulated to RMG and Board for consultation; action ongoing.*
9. Andrew Walker to circulate a revised draft of the hospitality section of the Staff Handbook, taking account of the need to authorise hospitality via line managers, for the Board to agree by correspondence (item 6.6)
— *revised drafted circulated; comments received; new text incorporated in draft staff handbook; action completed.*
10. Myfanwy Barrett to report back to the Board on the outcome of the preliminary counter-fraud investigative work and likely future costs of counter-fraud activity (item 7.3)
— *Myfanwy Barrett & Paul Dillon-Robinson to table paper at May meeting with detailed risk register and proposed activities/costs; action in hand.*

March 2012 (meeting of 15 March)

11. John Borley to brief the Speaker about the delay to the Northern and Western Railings projects (item 2.6)
— *action in hand.*
12. OCE to draft communications for staff on the Corporate Business Plan, to be agreed by the Board in advance (item 4.3)
— *Commission postponed consideration of Corporate Plan so no communications yet issued; OCE will clear draft communications with Board in due course; action in hand.*
13. Myfanwy Barrett to come back to the Board, having consulted with John Borley, with a proposal on how to incorporate sustainability into the procurement criteria in future (item 10.2)
— *Inclusion of sustainability in the procurement process is addressed in para 28 of the take-note paper on financial management and procurement circulated for the May Board meeting; action in hand.*
14. Board secretariat to put an additional one hour meeting in the diary to consider the Safety Assurance paper and other postponed Board papers (item 10.5)
— *meeting scheduled for 23 March; action completed.*

March 2012 (meeting of 23 March)

15. Andrew Walker to invite Liz Hallam Smith to join the Data Security Group. Board to reconsider governance arrangements for information security in the House once a permanent Parliamentary Security Director is appointed (item 2.3)
— *action in hand.*
16. Chairman to discuss bicameral health and safety arrangements with the Clerk of Parliaments. John Borley and Andrew Walker to provide him with a brief (item 3.3)
— *DHRC has discussed with House of Lords. Options for health and safety governance will be brought to the June Board. Action in hand.*

**Office of the Chief Executive
April 2012**