
Management Board

Actions from previous meetings

Office of the Chief Executive

December 2011

1. 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)
— Take-note paper on business resilience: remote access was included on July Board agenda; action complete.

April 2012

2. Director of Internal Audit to publish the Quarterly Report from Internal Audit on the Sharepoint site. Secretary to the Audit Committees to circulate the quarterly report to the Committee. Board to consider whether to disseminate the report more widely after the next update.
— Quarterly Report now published on Sharepoint site; Head of Internal Audit has sent quarterly report to the external members of the Audit Committee; latest quarterly report was on July agenda as take-note paper, including proposal for wider dissemination; Board suggestions invited for wider dissemination; action in hand.

May 2012

3. Action: John Borley to brief the Chair of the Finance and Services Committee and John Greenaway to update the Administration Committee on the Board's agreed proposals on PCH atrium.
— John Borley has written to the Chair of F&S on the atrium; Administration Committee briefed by John Greenaway on 3rd September and further briefing agreed before Christmas; action complete.

June 2012

4. Action: John Borley and Myfanwy Barrett to discuss sustainability in procurement further and report back to the Board.
— John Borley and Myfanwy Barrett to report back to the Board by December 2012; action in hand.
5. Action: OCE to carry out a sensitivity analysis of the proposals on Access to Facilities and put forward an appropriate communications and engagement plan.
— Head of OCE has undertaken analysis in consultation with colleagues, submitted paper to Administration Committee and briefed them on 3 September; action complete.

July 2012

6. Action: Heads of Department to remind their senior managers that outstanding audit actions must be complete by October and to place the Head of Internal Audit's Quarterly Report on the agendas for their team meetings. OCE (Head of IA) to explain to Andrew how to gain full access to the SharePoint site.
- Head of IA has briefed DG HR&C on Sharepoint site; remaining actions ongoing.
7. Action: Barbara Scott to speak to Gary Inman to discuss what quick improvements might be made to the House's performance for the final Investors in People report.
- Date being arranged for Barbara to meet with Gary Inman; action ongoing.
8. Action: John Borley to discuss with the Chair of the Finance and Services Committee approaching the Chair and Secretary of the Press Gallery to discuss the implication of the savings programme for the Press Gallery.
- A paper on the Press Gallery is being submitted to F&S next month, progress made but action ongoing.

**Office of the Chief Executive
September 2012**