Y Bwrdd Rheoli
Management Board

Minutes of meeting on 10 June 2013
13:30 -15:00, Conference Room 4B

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales

Present:
Claire Clancy (Chief Executive and Clerk) (Chair)
Adrian Crompton (Director of Assembly Business)
Non Gwilym (Head of Communications)
Steven O'Donoghue (Head of Assembly Resources)
Elisabeth Jones (Director of Legal Services)
Mike Snook (Head of Estates and Front of House)
Craig Stephenson (Head of Commission and Member Support Service)
Anna Daniel (Head of Strategic Transformation)
Virginia Hawkins (Head of Assembly Committees)
Mair Parry-Jones (Head of Translation and Reporting Service)
Kathryn Potter (Head of Research)
Dave Tosh (Director of ICT)
Sian Wilkins (Head of Legislation and Chamber Services)
Liz Jardine (Secretariat)

1.0 Introductions and apologies

1.1 Anna Daniel was congratulated on her new role as Head of Strategic Transformation.

1.2 There were no apologies.

1.3 There were no declarations of interest.

2.0 Communications to staff

2.1 Elisabeth Jones agreed to draft a note of the Management Board discussion for the news page. Anna Daniel would prepare the note following the next meeting on 27 June.

3.0 Minutes of the meeting held on 23 May 2013

3.1 The minutes were agreed as a correct record.

4.0 Review of support for Assembly Committees

4.1 The paper provided an update on the outcomes of the review of the service provided to Committees. This would be presented to the Commission on 20 June for their input on the progress of the work so far and to provide a steer on key issues and appetite for developing the service to Members.

4.2 The review had provided opportunities for greater discussion with Assembly Members, which had been helpful in identifying specific issues beyond those already being addressed.

4.3 The Board recommended further clarification of the anticipated outcomes with target timescales, particularly in relation to provision of bilingual services, and to include concrete examples of the progress that had taken place. It was also noted that the challenges in providing tailored services to Members, balanced against the resources available, should be clearly identified, to enable the Commission to provide direction on where to deploy resources to maximise efficiency.

4.4 The original decision paper for the Committees Review outlined the range of support made available to Committees and the Board recommended that this be provided to the Commission with the current update.

4.5 Action: Adrian Crompton and Virginia Hawkins to incorporate recommendations received on the update to the Commission.

5.0 Official Languages Scheme

5.1 The preparation of the Official Languages Scheme had been the stimulus for an investigation into Machine Translation (MT) and consideration of the work processes, structure and skill sets required to support the Scheme's aims, in particular, the production and editing of the Record of Proceedings.

5.2 Papers exploring the background to the MT options and service provided by the Translation and Reporting Service would be presented to the Commission on 27 June in order to

receive direction on where resources should be focussed. The Commission would also be asked to approve the Scheme ahead of it being laid before the Assembly on 17 July.

5.3 Management Board considered the Scheme's action plan to ensure the content on services and targets was complete, also taking into account timescale and rate of change as a result of feedback from consultation with staff. The results of the Assembly Members' survey, that had just taken place, would also shape the actions. The Board recommended the inclusion of the lead person for the targets in priority areas and to clearly separate what was currently being done with that intended. The Board thanked Non Gwilym for all the work done in preparing the Scheme and its associated documents.

5.4 Action: Non Gwilym to forward results of the consultation with staff to Board Members and to incorporate recommendations received on the action plan.

6.0 Machine Translation

6.1 The objective of pursuing MT options was to provide an efficient solution for bilingual services to the Assembly. The technologies available to assist translation would help process the volumes of text produced. The Board were appraised of the different options being explored and their relative benefits.

6.2 All the options considered appeared to be capable of improved accuracy over time through training the products. There would still be a need for the people and skills to edit text and resolve new phrasing post-production, in order to provide quality translation for Assembly Committees, Record of Proceedings, literature etc.

6.3 A useful feature of one such solution would be the capability of providing a 'gist' translation facility for staff and Assembly Members for quick translation of text for internal documentation.

6.4 Currently, exploration of one solution was underway with a view to inputting a quota of text and attaining a level of

accuracy, which would provide an operable system to trial by the end of the summer recess.

6.5 The options for MT technology will be presented to the Commission at the meeting on 27 June alongside the Official Languages Scheme and the current translation services provide. They would be asked to consider the strategic priorities and how MT would be used, the structure and the skill sets required to support bilingual services in the future.

7.0 Monthly Financial Management Report

7.1 Lisa Bowkett (Management Accountant, Finance) would be meeting all members of the Board to discuss how more robust information can be obtained at an earlier stage in order to maximise flexibility in the budget.

Winding up the meeting

8.0 Any other business

8.1 The next meeting of the Board will be 27 June 2013.