Y Bwrdd Rheoli
Management Board

Minutes of meeting on 3 October 2013
10:30 -13:00, Conference Room 4B

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

1.0   Introductions and apologies

1.1   A welcome was given to Delyth Lewis (Corporate Events Manager) and Deborah Hill (Head of Recruitment, Learning and Development and Projects) who attended to present the National Events paper and Staff Survey results respectively.

1.2   An apology was received from Gareth Price (Acting Head of Communications), who would be joining the meeting later.

1.3   There were no declarations of interest.

2.0   Communications to staff

2.1   Mike Snook agreed to draft a note of the Management Board discussion for the news page.

3.0   Minutes of the meeting held on 11 September 2013

3.1   The minutes were agreed as a correct record.

4.0   National Events

4.1   The Board received a draft paper, requested by the Commission, on a proposed events programme for 2013-14, which considered the established annual events alongside key major events and anniversaries for the period. The paper would be presented to the Commission meeting on 17 October and approval sought for the events team to take forward the planning, organisation and liaison with external partners to ensure the Assembly's appropriate positioning and involvement in the preparation of certain major events. It was proposed to present this annually to the Commission for approval.

4.2   Board Members recommended including further information on the resources required to deliver the programme and a commitment to provide a simple performance matrix to show outcomes.

5.0   Staff Survey results

5.1   The Management Board meeting had been extended for Board to fully consider the results of the recent Staff Survey. This survey had concentrated on core questions asked in a previous survey, to help benchmark the results against past and future survey outcomes. These were supplemented by questions on morale, motivation and respect.

5.2   The Board was pleased that 77% of staff had responded to the survey, which was significantly higher than the previous two surveys. Responses to the core questions were positive with an improvement in some areas compared to the previous survey.

5.3   The survey highlighted key themes in the concerns raised by staff which centred on recruitment, poor performance management, accommodation, career progression and line management. The Board committed to address these issues and identified actions that would help to deliver improvements. It was agreed that the results and actions

needed to be communicated to staff in a way to facilitate further discussion and feedback.

5.4 Actions:

- The suggested actions arising from the Board discussion would be distributed to Management Board for final input.

- The results and actions would be made available to staff and plans for an all-staff meeting and communication within areas were agreed.

6.0 Assembly Top Level Domain names

6.1 The Management Board received recommendations on the future format of the top level domain names for the National Assembly when the new '.wales' and '.cymru' domains become available in 2014. The Board were invited to recommend any additional domain names that might be useful to reserve.

6.2 Board noted that the provision of email addresses with the new name convention, would be implemented after the ICT transition from ATOS.

6.3 It was agreed that an application be made to the naming authority NOMINET to apply to reserve and purchase the top level domain names as recommended.

6.4 The Board also agreed to continue to use the current structure of navigation, which complies with best practice guidelines for usability and accessibility.

7.0 Language Awareness training

7.1 Management Board considered a proposal for language awareness training to be delivered to staff as part of the Official Language Scheme action plan. It was agreed that Board members would trial the training once it had been developed further to reflect the organisation's current level of awareness.

8.0 Youth engagement and outreach

8.1 A draft update was presented to Board on the youth engagement consultation, which was launched online on 18 September and due to finish in mid November. This would be presented to the Commission at their meeting on 17 October, to provide reassurance on the approach to the consultation ahead of the results being available.

8.2 Assembly Members were being encouraged to be involved with the campaign at the public level, and there was good support in their local areas. The outreach and education teams were working through conferences and networks, to access the harder to reach groups, and in communities to ensure that the results are representative of young people in all regions across Wales.

8.3 Actions: Chris Warner to review the suggestions given by Finance Committee members on 3 October.

9.0 Update on Corporate Risk

9.1 The Board considered the corporate risk register and whether there was anything missing or on the horizon to be added.

9.2 Dave Tosh advised the Board that information security risk could be removed from a corporate level; document retention schemes were in progress across areas and risks were being managed and it would be appropriate for the risk to be managed at service level. The current protective marking scheme would continue in use for the present time and a communication would be circulated shortly.

9.3 Actions:

- It was agreed that information security be removed from the corporate register. Dave Tosh and Gareth Price would review where there may still be staff concerns in that area in relation to information management. All Heads would ensure that staff were comfortable with their information security responsibilities.

- Both the risks surrounding Remuneration Board, as a result of the retirement of the Chair, Sir George Reid, and

the risks of involvement in the Supreme Court case were noted.

- The issue of capacity to achieve all that was planned would be discussed at a future meeting.

10.0 Investment Board Update

10.1 An update was given on the activity of the Investment Board, which indicated that the remaining budget available for investment was tight. Investment Board had asked Nicola Callow (Head of Finance) to report back on safety measures. The ICT Futures project was on time and on budget, with available funds within the budget. These would remain with the ICT project fund. The HR/Payroll project had some additional funding implications for Phase 2 and 3, due to extra resourcing needs in Phase 1. A decision will be taken on 24 October when the project will go live.

10.2 The Women in Public Life proposal had been approved; there were no investment budget implications.

10.3 Feedback on the changes to the Tŷ Hywel reception area had been wholly positive.

Winding up the meeting

11.0 Any other business

11.1 Gareth Price was welcomed to the Board in his capacity as Acting Head of Communications.

11.2 The next meeting will be held on 17 October.