



Y Bwrdd Rheoli Management Board

Minutes of meeting on 14 January 2013 13:30 -15:00, Conference Room 4B

Present:

Claire Clancy (Chief Executive and Clerk) (Chair)
Adrian Crompton (Director of Assembly Business)
Non Gwilym (Head of Communications)
Virginia Hawkins (Temporary Head of Assembly Committees)
Steven O'Donoghue (Head of Assembly Resources)
Mair Parry-Jones (Head of Translation and Reporting Service)
Mike Snook (Temporary Head of Estates and Front of House)
Craig Stephenson (Head of Commission and Member Support Service)
Anna Daniel (Head of Chamber Secretariat)
Dave Tosh (Director of ICT)
Elisabeth Jones (Director of Legal Services)
Glenys Llewelyn (Secretariat)

1.0 Introductions and apologies

1.1 Apologies were received from Siân Wilkins, Head of Legislation.

1.2 There were no declarations of interest.

1.3 Management Board members were asked to ensure that their teams were aware of our information security requirements and in particular, where they could seek advice.

2.0 Communications to staff

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

3.0 Minutes of the meeting held on 13 December 2012

3.1 The minutes were agreed as a correct record.

4.0 Corporate priorities

- 4.1 Following previous work to identify priority work areas, Claire introduced a paper on the Commission's strategy and corporate priorities and asked for comments. The purpose of the document was to bring together strategy, strategic goals, priorities and various key elements of governance into one coherent whole. It was agreed that each of the priority areas would benefit from an introductory sentence or two to provide some context. Other drafting suggestions were also made and Claire agreed to incorporate these into a final version of the document. The final paper would be issued to staff, published (but as an internal working document) and shared with the Assembly Commission.**
- 4.2 It was agreed that Claire would write a covering note to go with the document on the Intranet, explaining that it should be used to inform service plans and PMDRs and that Management Board members would discuss the document at their team meetings.**

Action: Members of Management Board to draft their introductory sentences and submit to Claire as soon as possible.

Action: All members of the Management Board to provide final amendments to Claire by close on Monday 21 January.

Action: Board members to have discussions with their teams following publication (this will be after the further Board development session which has now been arranged for 18 February).

- 4.3 Key Performance Indicator (KPI) Framework**
- 4.4 The Board discussed the content of the draft KPI Framework. The proposal contained areas on progress on priorities for change, public engagement indicators, output indicators and KPIs which covered business delivery and performance reporting. Awards and external recognition such as liP Gold could also be included in the framework. Once populated, it was proposed that the framework could be provided to the Commission on a monthly basis.**

Action: Management Board members to suggest specific indicators to be considered for inclusion in the framework by 29 January.

5.0 Follow up from December Management Board Development Day

Board members agreed that the Board's development day in December had been extremely fulfilling and valuable. Individuals felt empowered and energised by the experience. As part of the follow-up, self-assessment tables had been provided. It was agreed that each Management Board member would circulate these to colleagues who would identify one strength and one development area in each category. A further meeting would be arranged as soon as possible to:

- translate the positive discussions into agreed action;**
- ensure that the issues identified as needing further work or discussion are addressed;**
- clarify how each of the six priorities will be taken forward and delivered so that all Management Board members have a good, collective understanding that they would then be able to share with their teams;**
- discuss the outputs from the assessment matrix.**

Action: Matrix assessment sheets to be completed.

Winding up the meeting

6.0 Any other business

6.1 The findings and action plan from the AM and AMSS User Satisfaction Survey would be presented to the Commission on 24 January, and then published on the Intranet.

Action: Comments and feedback should be forwarded to Dave Tosh as soon as possible.