



Y Bwrdd Rheoli Management Board

Minutes of 11 June 2009, 8.45–10.45 Conference Room 4B

Present: Claire Clancy (Chief Executive and Clerk) (Chair)
Dianne Bevan (Chief Operating Officer)
Keith Bush (Director of Legal Services)
Adrian Crompton (Director of Assembly Business)
Non Gwilym (Head of External Communications)
Sulafa Halstead (Head of Assembly Committees)
Steve O'Donoghue (Head of Assembly Resources)
Mair Parry-Jones (Head of PTRS)
Kathryn Potter (Head of Members' Research Service)
Connie Robertson (Head of Estates and ICT)
Craig Stephenson (Head of Corporate Unit)
Sian Wilkins (Head of Legislation and Chamber Services)
Cathryn Newman (Secretariat)

In attendance: Professor Robert Pickard (for Item 9)

1. Introductions and apologies

There were no apologies.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the meeting held on 14 May 2009

The minutes were agreed as a correct record. There were no matters arising.

Priority Performance Issues

4. Financial Management Report: Provisional Outturn for the year ended 31 March 2009 (Paper 1)

Steve O'Donoghue introduced the report, which updated the Board on budgetary performance for the financial year 2008-09. The report was noted.

Draft Assembly Commission papers

5. Welsh Language Scheme Compliance Report (Paper 2)

Craig Stephenson introduced the draft paper, which provided an update on compliance with the Welsh Language Scheme for 2008-09. The return showed that

service areas were largely compliant with the key aspects of the Scheme, and an action plan had been developed to take forward some specific issues with the Scheme co-ordinators. It was noted that the new training contract would focus more on developing Welsh language drafting skills by bilingual staff. A language planning strategy was also proposed which would require each service area to have a language plan, which would assist in assessing how many staff were needed to deliver bilingual services across the organisation. The annual capability reviews by the Chief Executive and Directors would, from this year, also look explicitly at Welsh language skills. A further discussion would take place in September to consider how the Scheme's ambitions would be taken forward.

Action: Craig Stephenson to amend the draft paper with the specific comments made at the Management Board; schedule a discussion for its September meeting and discuss the compliance return with the Welsh Language Board on 20 July.

6. Annual Report and Accounts 2008-09 (Paper 3)

Non Gwilym introduced the draft paper, which would seek the Commission's agreement to the draft Annual Report, for publication with the accounts before the summer recess. It was noted that contributions were being finalised by service areas and that the draft report would be shared with service heads before submission to the Assembly Commission in July.

7. Pierhead (Paper 4)

Non Gwilym introduced the draft paper, which would be further updated before the Commission's meeting in July. It was noted that some key decisions were awaited by the local authority and Cadw, given its Grade 1 listed status. Once these had been finalised, the paper would be passed to Commissioners to note progress.

8. Rolling Programme of Assembly Commission Business (Paper 5)

The rolling programme of Assembly Commission agenda items was noted. Dates for meetings from September onwards would be arranged shortly.

Presentation

9. Life in the Balance

The Board received a presentation from Professor Robert Pickard, one of the Assembly Commission's Independent Advisers, entitled "Life in the Balance". Professor Pickard's background was scientific and he gave a thought-provoking talk that covered a wide range of areas including the general principles of leadership development and maintaining equilibrium in the organisation. He would be returning to the Assembly on 9 July to talk to a wider group of staff.

**Secretariat
June 2009**