



Y Bwrdd Rheoli Management Board

Minutes of 12 November 2009, 9.30–11.30 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 Translation and Reporting Service)
Kathryn Potter (Head of Members' Research Service)
Craig Stephenson (Head of Change Programme)
Ian Summers (Head of Corporate Unit)
Sian Wilkins (Head of Legislation and Chamber Services)
Cathryn Newman (Secretariat)
Janette Iliffe (for Item 8)

1. Introductions and apologies

Claire Clancy welcomed Craig Stephenson in his new role as Head of Change Programme, and Ian Summers as the new Head of Corporate Unit. Apologies had been received from Connie Robertson.

Strategic Focus

2. The Future Design of Committees

The purpose of the discussion was to focus on how committees might work in the future, into the Fourth Assembly and beyond. Areas covered included the nature and role of cross-party groups, ways of working in other countries, using more flexible structures, and responding to the interests and talents of Members more effectively. There were also some challenges to consider, such as increasing interest in the less motivating committees, and encouraging a positive reaction to change.

Business Decisions

3. Minutes of the meeting held on 8 October 2009

The minutes were agreed as a correct record.

Actions agreed:

- There would in future be an annual joint meeting of the Management Board and Trade Union Side;
- Staff would be invited by e-mail to express an interest in observing a future meeting of the Board.

4. Strategic Risks – Goal 3 – Demonstrate respect, probity and good governance

The key risk to the achievement of this goal, as currently identified, was “gaps or inadequacies exposed in our controls, systems or processes”. There was wide discussion on embedding leadership in governance and tailoring messages for the audience, with further effort to encourage staff to attend suitable hot-shot sessions and to include risk management in their PMDRs. Other avenues to make progress could involve the risk forum and the change programme, as well as establishing an events calendar for staff.

The following issues were raised as particular risks against the goal:

- The scrutiny of Finance Committee and having to re-present the budget;
- Assembly Member expenses;
- Planning for the Fourth Assembly;
- The General Election and the election of the First Minister – getting the procedures correct on things which don't happen frequently.

5. Financial Management Report: Year-to-date period ended 30 September 2009

Steve O'Donoghue pointed to the new style of forecasting spend being introduced. Board members were reminded to identify valid and appropriate spend for this year, and to consider whether they could bring forward any projects from the 2010-11 financial year.

6. Key Performance Dashboard

The dashboard was noted, along with the revised target date of 20 November 2009 for the UNO Project. Non Gwilym advised that data for senedd.tv users would be available from October.

7. HR Highlight Report

The report was noted.

8. Feedback from the Cyfnewid session on 'Car Parking'

Janette Iliffe was in attendance for this item. The Board noted, and welcomed, the summary of feedback from staff on this item. A travel-to-work survey was to be issued by the end of November, and Dianne Bevan confirmed that a task force was looking into all possibilities. The task force was committed to producing firm proposals by the end of February 2010 to be considered by Management Board. A detailed response to staff would be included in the communications to staff.

Draft Assembly Commission papers

9. Supporting Assembly Members Project Update

The Board considered the draft paper, prepared by Chris Reading. There were some comments on the annexes, and Board members were asked to e-mail any comments to Chris Reading as soon as possible to enable him to re-draft the paper.

10. Our Commitment to Sustainability

The Board considered the draft paper, prepared by Connie Robertson. In Connie's absence, Board members were asked to e-mail their comments to her.

11. Rolling Programme

The rolling programme for future Commission papers was noted.

Winding up the meeting

12. Any Other Business

None.

13. Communications to staff

Dianne Bevan would arrange for the topics discussed to be communicated to staff via the Newspaper, as soon as possible.

14. Agenda for next meeting

Keith Bush and Kathryn Potter to gather the items for inclusion on the agenda.

**Secretariat
November 2009**