



Y Bwrdd Rheoli Management Board

Minutes of 25 March 2010, 9.30–11.30 Conference Room 4B

Present:	Claire Clancy (Chief Executive and Clerk) (Chair) Adrian Crompton (Director of Assembly Business) Sulafa Halstead (Head of Assembly Committees) Joanest Jackson (Senior Legal Adviser) Steven O'Donoghue (Head of Assembly Resources) Mair Parry-Jones (Head of Translation and Reporting
Service)	Kathryn Potter (Head of Members' Research Service) Connie Robertson (Head of Estates & ICT) Craig Stephenson (Head of Change Programme) Ian Summers (Head of Corporate Unit) Sian Wilkins (Head of Legislation and Chamber Services) Cathryn Newman (Secretariat)

1. Introductions and apologies

Apologies had been received from Dianne Bevan and Keith Bush. There were no declarations of interest.

2. Minutes of the meeting held on 25 February 2010

The minutes were agreed as a correct record. It was agreed that the Strategic Plan 2010-11 be made available to staff for information.

3. Travel to Work and Car Park Options Report

Connie Robertson introduced the paper, which informed the Board on the work carried out by the Travel to Work Task Group, and set out its recommendations in relation to the future provision of car parking facilities and sustainable travel initiatives. The majority view was that progress should be made soon. The Board agreed with the following comments:

- consideration be given to a parking policy which better integrates with the Travel Plan and tackles any complexities;
- the proposals and options be narrowed down before consultation with the Trade Union Side;
- calculations be prepared on all costs for staff parking so that staff do not have to subsidise others;
- Connie Robertson, Steven O'Donoghue and Adrian Crompton to progress the above.

Management Board thanked the Task Group for the work undertaken.

4. Strategic Risks – Goal 5c – We are not prepared to respond to disruptions to our critical business activities

Sian Wilkins introduced the paper, which was topical in light of the recent business disruptions due to the snow and the industrial action. The Board agreed the following:

- the use of the word “prepared” was not correct, and the risk should be re-worded as “Our critical business activities are disrupted”;
- the use of the word “critical” in the ‘Inherent Likelihood’ box and the ‘Outcome’ bubble was not accurate;
- as foreseeable disruptions were being handled well, the risk should include reference to how unanticipated disruptions would be handled.

Action: Kathryn Hughes to work to revise the risk wording based on the comments above.

5. Work Placement Scheme

The Board agreed the recommendation to have a Work Placement Scheme for people who have a learning disability. Christine Morgan was thanked for her work in preparing the Scheme. Claire Clancy would write to the Chair of the Petitions Committee.

6. Financial Management Report: Year-to-date period ended 28 February 2010

The Board noted the paper and it was agreed to have a separate Management Board meeting soon to fully discuss the financial situation for 2010/11.

7. Key Performance Dashboard

The Board considered the dashboard and the following new suggestions were made:

- "Pierhead visitors" be included on the Public Engagement Indicators.
- the Key Milestones column could include the following:
 - public appointments over the next six months;
 - a communications strategy for the Referendum;
 - some additions under the 4th Assembly Project milestone - 'Standing Orders' should be one.

Overall, consideration should be given to enhancing the Dashboard to include Change Board issues; and possibly to show progress against Strategic Goals linked into the Strategic Plan. Ian Summers to action as necessary.

Papers to note

8. HR Highlight Report

The Board noted the report, in particular the PMDR Audit figures which were now available from U-Access.

Winding up the meeting

9. Any Other Business

- Pay negotiations with the Trade Union Side had commenced.
- Claire Clancy's response to PCS would be circulated to the Board for information, and Steven O'Donoghue would circulate the percentage figure for staff in PCS.

10. Communications to staff

Steven O'Donoghue would arrange for the topics discussed to be communicated to staff via the Newspaper as soon as possible.

11. Agenda for next meeting

Claire Clancy and the Directors to clear the items for inclusion on the agenda.

Secretariat
March 2010