



Y Bwrdd Rheoli Management Board

Minutes of 14 October 2010, 9:30–11:30 Pierhead Seminar Room

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)
Helen Birtwhistle (Head of External Communications)
Sulafa Halstead (Head of Assembly Committees)
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 and ICT)
Craig Stephenson (Head of Change Programme)
Sian Wilkins (Head of Legislation and Chamber Services)
Ian Summers (Head of Corporate Unit)
Cathryn Newman (Secretariat)
Dafydd Kidd (Learning and Development Adviser) (Items 5 & 6)

1. Introductions and apologies

There were no apologies or declarations of interest.

2. Communications to staff

Dianne Bevan to draft note of the Management Board discussions for the newspaper.

3. Minutes of the meeting held on 16 September 2010

The minutes were agreed as a correct record.

4. Future Organisational Structures

The Board discussed in confidence the proposals for the future

organisational structure. The proposals would be discussed openly with staff as soon as possible once all Heads of Service had had a chance to comment.

5. Members' Induction Programme

Steven O'Donoghue introduced the paper and thanked Adrian Crompton and Dafydd Kidd for their work in preparing it. The Induction Programme would begin after the election but would move seamlessly into the development programme for Assembly Members. The aim of the Induction Programme was to contribute to the knowledge and understanding of Members – this may need different approaches to suit the particular requirements of individual Members and to ensure that they are all able to make the most of the induction opportunities.

The Board agreed the following points:

- the first session (with the Chief Executive and Directors) should present a powerful, professional impression;**
- a low-key, inexpensive social event should be added into the annex;**
- Claire Clancy would meet with each new Member individually to undertake a short feedback survey on their induction experience;**
- Board members to consider the programme's delivery methods, and what more Dafydd Kidd can do to support it;**
- the lead responsible names were agreed.**

Action:

(1) Adrian Crompton and Dafydd Kidd to consider suggestions for maximum engagement.

(2) Dafydd Kidd to contact all Heads of Service for consultation.

(3) Dafydd Kidd to communicate the timelines.

6. Our relationships with Members

Claire Clancy opened the discussion on staff relationships with Members. The main focus was the need to get things right and

offer the best possible service within resources available, during a period when Members face the on-going consequences of budget reductions, Remuneration Board decisions and dissolution issues.

There had been praise at the last Commission meeting for the work of Assembly staff, in particular the Commissioners were grateful for the expertise and handling relating to UNO and ICT. Also praised were the e-democracy strategy, and the work of the Committee and Legislation services. To build on this, the Board was asked to think about what more can be done to ensure an effective understanding of roles, delivering a high standard of service and supporting staff under pressure. The following points were raised:

- There was a need to be sharper to recognise when reputations are at risk and work with Members to protect that;**
- Avoid staff deflation – support and explain, give different perspectives;**
- Improve one-to-one relationships/build stronger relationships to go forward whilst continuing to learn;**
- Resurrect the AM Shadowing Scheme – this could be productive;**
- Link political awareness sessions for staff into the AM Induction Programme;**
- Consider different Member training needs according to the role performed;**
- Have an all-staff induction session for the Fourth Assembly, incorporating lessons learned from the Third Assembly.**

Action: Steven O’Donoghue to arrange the induction session for staff.

7. Financial Management Report

Steven O’Donoghue introduced the paper, giving an update on spend and the impact of the early departure scheme. There were some queries regarding the Change Board project budget and it was agreed that this should be considered at the next Change

Programme Board meeting. Steven said that service areas should not build up reserves within their budgets over the next six months, with particular attention being given to the information supplied for the preparation of the next month's financial management report.

Winding up the meeting

8. Any Other Business

Claire Clancy reminded the Board members of the gathering on 21 October for those leaving under the voluntary departure scheme.

9. Agenda for next meeting

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

**Secretariat
October 2010**