



Y Bwrdd Rheoli Management Board

Minutes of 11 November 2010, 9.30–11.30 Conference Room D

Present: Claire Clancy (Chief Executive and Clerk) (Chair)
Dianne Bevan (Chief Operating Officer)
Keith Bush (Director of Legal Services)
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)

Observing: Jane Glass, Corporate Unit

1. Introductions and apologies

Apologies had been received from Adrian Crompton. There were no declarations of interest.

2. Communications to staff

Ian Summers to draft a note of the Management Board discussions for the newspaper.

3. Minutes of the meeting held on 14 October 2010

The minutes were agreed as a correct record.

4. Update on Future Structures

Claire Clancy said that staff affected by the changes to future structures would be informed later that day. A communications note would be published on the newpage by close of play that day. The initial feedback from the Trade Union Service had raised no fundamental issues although the formal feedback was awaited. The all-staff meeting on 15 November would focus on the 2011 priorities and challenges.

Action: all Board members to send their comments on the 'Improving Staff Flexibility' paper to Steven O'Donoghue as soon as possible.

5. Financial Management Report

Steven O'Donoghue introduced the paper, which estimated an end-year outturn of 0.6 per cent under budget. A key risk was the delivery of the change programme and decisions were needed on whether to prepare to deliver where projects were not delivering, or whether to return funds to the Welsh block. The Board also discussed management of spend where factors were beyond control under the Siemens contract.

Action:

- (1) Claire Clancy to include information on projects within the Change Programme in her letter to the Chair of Finance Committee;**
- (2) Steven O'Donoghue to clarify the underspends and overspends in the remaining projects, to reduce the risk from Red to Amber;**
- (3) Craig Stephenson to consider bringing forward the Change Board meeting to 17 November;**
- (4) Dianne Bevan to discuss the Siemens contract spend with Terry Chinnock.**

Draft Commission papers

6. Future Organisational Plans

The paper was agreed subject to paragraph 3.13 being updated to distinguish between the different FOI requests.

7. Communications activities to support Vote 2011

Helen Birtwhistle introduced the paper and after discussion the following points were agreed:

- (1) The first part of the paper should be strengthened to build up the public interest position, and the paragraph on AM involvement should also be strengthened;**
- (2) References to 'social media' and 'education' to be inserted;**
- (3) Costs should be clarified – Helen to establish these and circulate a final version of the paper for comments.**

8. Our commitment to sustainability

The draft paper was agreed subject to Connie Robertson adding in reference to the recently-achieved Sustainable Facilities Management Award.

9. Enhanced Bilingual Services

The paper sought Commission agreement to a new Welsh Language Scheme in 2011, and the Board discussed the risks, terminology and consultation options. It was agreed the paper should be expanded to ensure the Commission was well-informed about any potential issues, and that the title of the paper should be changed.

10. International Strategy

The paper proposed a framework for developing the Assembly's position on the international stage. It was agreed that paragraph 6.4 should include reference to operational involvement, and that the reference to the European and External Affairs Committee should be checked. The reference to the work of the Committees in general should be expanded upon. It was noted that good joint working in the preparation of the paper had already strengthened relationships.

11. Estate opening hours

The paper proposed changes to winter opening hours for 2010-11. There were some concerns on reducing opening hours in the

months running up to the Referendum and the Election. The following points were agreed:

- (1) Connie Robertson to add in to the paper mention of other things being done around the estate to improve capability and respond to demand;**
- (2) Dianne Bevan to discuss the paper with Commissioners in advance of the Commission meeting.**

Winding up the meeting

12. Any Other Business

None.

13. Agenda for next meeting

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

**Secretariat
November 2010**