



Trafodaeth Llywodraethu y Bwrdd Rheoli Management Board Governance Discussion

Note of discussion on 14 June 2011

Present: Steve O'Donoghue (Head of Assembly Resources)
Dianne Bevan (Chief Operating Officer)
Keith Bush (Head of Legal Service)
Kathryn Potter (Head of Members' Research Service)
Sulafa Halstead (Head of Assembly Committees)
Craig Stephenson (Head of Commission and Member Support Service)
Mair Parry Jones (Head of Translation and Reporting Service)
Connie Cockburn (Head of Assembly Estates and ICT)
Jonathan Thomas (Programme Manager)
Jane Glass (Secretariat)

Goal 1: Promote and widen engagement in devolution

Bilingual Services Programme – Status at Amber

This was still awaiting a steer from the Commission and an additional meeting would be needed to consider it.

Assembly Business Management System – Status at Green

The Bilingual elements of the system were proving problematic. There had been complaints about various issues from AMs including the lack of availability of bilingual claim forms (these are not part of ABMS). These had been translated but links to them had not been posted to the website. This had now been rectified.

Action: Non Gwilym to ask those responsible for sections of the new Members Website to revisit the site and check that all landing pages and linked documents were fully bilingual.

Website visits: Craig Stephenson asked why the figures had been moved from the front of the Dashboard to the Supplementary Briefing. Jonathan Thomas explained that this was because there was no specific target and thus it was difficult to read much into the information. Steve O'Donoghue felt it was useful to have the information on the front page.

Action: Jonathan to liaise with the appropriate people to look at the value of returning the website visit information to the front page, possibly in conjunction with the website project.

Craig suggested an additional KPI relating to increasing the number of hits to the new Cofnod Cryno. Mair Parry Jones said she would give consideration to this.

Action: Mair to give consideration to KPI relating to Cofnod Cryno hits.

Goal 2: Unity, leadership and a bold response to constitutional change

**Legislation Drafting Project – Status at Green
Rollout of software and training now complete.**

Goal 3: Respect, probity and good governance

**% of completed mid year PMDRs – Status at Green
99% of PMDRs had been completed by end of May. Dianne Bevan asked whether any quality checks had taken place. Steve O'Donoghue said that this would be easier for line managers to carry out than HR.**

Goal 4: Working sustainably

No discussion

Goal 5: Best service delivered in the most effective way

No discussion

Complaints & Positive Feedback

No discussion

Significant Risks

No discussion