

Y Bwrdd Rheoli Management Board

Cynulliad
Cenedlaethol
Cymru
National
Assembly for
Wales



Minutes of meeting on 27 February 2012 12:00-14:00, 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 Communications)
Steven O'Donoghue (Head of Assembly Resources)
Mair Parry-Jones (Head of Translation and Reporting Service)
Kathryn Potter (Head of Research Service)
Craig Stephenson (Head of Commission and Member Support Service)
Sian Wilkins (Head of Legislation and Chamber Services)
Dafydd Kidd (Secretariat)

1.0 Introductions and apologies

1.1 Apologies were received from Connie Cockburn (Head of Estates and ICT) and Sulafa Thomas (Head of Assembly Committees)

2.0 Communications to staff.

2.1 Sian Wilkins agreed to draft a note of the Management Board discussions for the newspage.

3.0 Minutes of the meeting held on 20 February 2012

3.1 The minutes were agreed as a correct record.

4.0 Matters arising

4.1 There were no matters arising.

Draft Commission Papers

5.0 Freedom of Information

5.1 The Board discussed the draft paper, which sought agreement from Commissioners to some adjustments to our approach to FOI requests, partly to reflect recent practice.

5.2 Following discussion, the Board agreed that the paper should clearly identify the risks and benefits associated with each of the options under consideration in order to help Commissioners make an informed decision on any changes to the approach to future FOI requests. It was noted by the Board that the current arrangements were largely effective and the suggestion that there might be charges for information, if pursued, ought only to apply in rare and exceptional circumstances.

6.0 Framework for Annual report and Accounts

6.1 The Board discussed the paper, which outlined the proposed content of the Commission's annual report and statement of accounts. The Board clarified the general purpose of the report and concluded that a balance would need to be struck between reporting on the Commission's operational and strategic activities in support of Assembly business since May 2011 and the need to capture the preparations for the Fourth Assembly. Several amendments to the wording of the paper to reflect the Board's discussions were noted and agreed.

7.0 ICT service recovery

7.1 The Board noted the purpose of this paper in outlining improvements made to the Commission's ICT services in response to feedback received from Members. The need to include a general sentence on the costs associated with the service improvements, identified within the paper, was agreed by the Board. It was also noted that the use of technical jargon should be avoided where possible to aid understanding of the paper.

8.0 Draft budget strategy 2013 - 2016

8.1 The Board noted the purpose of this paper as a means to consult with Commissioners on the budget strategy for 2013 – 2014. The Board agreed that the paper should reinforce the fact that the figures contained within the budget for this period derived from the Finance Committee’s request in 2011 that funds for investment should be phased over more than one year. The impact of the Remuneration Board’s decisions was raised and the Board’s attention was drawn to paragraph 4.3 which was agreed as appropriate, given the dependence of the Assembly Members’ budget ambit on the Board’s decisions.

Winding up the meeting

9.0 Any other business

9.1 The Board noted the changes currently being made to the organisation of communications support for the Presiding Officers.

9.2 Claire Clancy informed the Board of the positive feedback, received by her in recent meetings with the Chair of the Finance Committee and with the leader of Plaid Cymru on the quality of support they have received from staff. She asked Management Board to pass on the compliments, and thanks, to their teams.

Secretariat

February 2012