

Management Board

Location: Conference Room 4B – Tŷ Hywel

Date: 8 December 2014

Time: 12.30 – 15.30

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



For more information, please contact:

Liz Jardine

Secretary

0300 200 6565

liz.jardine@assembly.wales

Agenda Review and Planning Board

Opening the meeting

- 1 Introductions, apologies and declarations of interest
- 2 Communication note to staff

Main items

3 Capacity Planning – continued discussion to include:

- Brief presentations and challenge of predictions for future demands for staffing from:
 - Communications
 - ICT
 - Governance and Audit
 - Finance
 - HR
 - EFM/Security/FoH
- Pressures on our capacity to deliver
 - These were identified as: project management skills; internal churn of staff

and the 'recess effect'; the flexibility of staff terms and conditions; the risk of failure to recruit; and the prioritisation and duplication of work.

Papers as distributed for Review and Planning Board meeting 24 Nov

- Financial Management Report *paper 3*
- Investment and Resourcing Board update – 20 Nov / 1 Dec *oral*

Winding up the meeting

End