

## Management Board

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Location: Conference Room 4B – Tŷ Hywel

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Date: 8 December 2014

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Time: 12.30 – 15.30

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Cynulliad  
Cenedlaethol  
Cymru

National  
Assembly for  
Wales



For more information, please contact:

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Secretary

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### Agenda Review and Planning Board

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#### 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**