

# Management Board

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Meeting Venue: **Conference Room 4B – Tŷ Hywel**

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Meeting date: **Wednesday, 17 December 2014**

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Meeting time: **10.00 – 12.30**

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Cynulliad  
Cenedlaethol  
Cymru

National  
Assembly for  
Wales



**Minutes:** MB (18–14)

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**Committee Members:**

**Claire Clancy, Chief Executive and Clerk (Chair)**  
**Nicola Callow, Head of Finance**  
**Anna Daniel, Head of Strategic Transformation**  
**Non Gwilym, Head of Communications**  
**Bedwyr Jones, Acting Head of ICT and Broadcasting**  
**Elisabeth Jones, Director of Legal Services**  
**Kathryn Potter, Head of Research**  
**Mike Snook, Head of People and Places**  
**Craig Stephenson, Interim Director of Commission Services and Head of Commission and Members Support Service**  
**Dave Tosh, Interim Director of Assembly Business and Director of ICT**  
**Virginia Hawkins, Head of Governance**

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**Committee Staff:**

**Liz Jardine**

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**Others in attendance:**

**Kevin Tumelty, Head of Security**

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## 1 Introductions, apologies and declarations of interest

Apologies were received from Mair Parry-Jones (Head of Translation and Reporting Service), Chris Warner (Head of Policy and Legislation Committee Service) and Siân Wilkins (Head of Chamber & Committee Service).

There were no declarations of interest.

## **2 Communication note to staff**

Elisabeth Jones would draft a note of the Management Board discussion for the news page.

## **3 Security Briefing**

In light of recent global security events, the Management Board welcomed police representatives to discuss the current level of threat in the UK and how any potential risk could be mitigated. This included giving staff the information they needed to help them stay safe in the event of an incident as the Commission's top priority was the safety of Members and staff. The Board watched a video, 'Stay Safe' – an informative guide, produced by the Home Office, on what to do in the event of a firearms attack.

Although the Commission's security arrangements were already good, to continue to ensure the safety of Members and staff, Management Board would be acting on the expert advice of the Security team and the police. It was agreed that the Security team and members of the Board would compile a plan for responding to a firearms incident.

## **3 Any other business**

The Board wished Virginia Hawkins well in her 12-month secondment at the House of Lords assuming the role of Project Manager, Pay and Grading Review.

Claire Clancy advised the outcome of the House of Commons Committee in relation to the role of the Chief Executive and Clerk, to which she and the Presiding Officer submitted evidence. She also gave an overview of her meeting with the Clerks of NI Assembly and Scottish Parliament.

The Management Board would next meet at their away day on 8 January 2015.