

Management Board

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

Meeting date: **Monday, 15 June 2015**

Meeting time: **13.30 – 15.00**

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



Minutes: MB (09–15)

Committee Members:

Claire Clancy, Chief Executive and Clerk (Chair)
Nicola Callow, Head of Finance
Adrian Crompton, Director of Assembly Business
Anna Daniel, Head of Strategic Transformation
Non Gwilym, Head of Communications
Bedwyr Jones, Head of ICT
Elisabeth Jones, Director of Legal Services
Mair Parry-Jones, Head of Translation and Reporting Service
Kathryn Potter, Head of Research
Mike Snook, Head of People and Places
Craig Stephenson, Director of Commission Services
Dave Tosh, Director of Assembly Resources
Christopher Warner, Head of Policy and Legislation Committee Service
Siân Wilkins, Head of Chamber and Committee Service
Lowri Williams, Head of Human Resources

Committee Staff:

Liz Jardine (Secretariat)

Others in attendance:

Sulafa Thomas, Head of Commission Secretariat/Fifth Assembly Transition

1 Introductions, apologies and declarations of interest

A welcome was given to Sulafa Thomas, who was attending the meeting to present the Fifth Assembly transition dashboard.

Apologies were received from Gareth Watts (Acting Head of Governance and Audit) and Adrian Crompton (Director of Assembly Business) joined the meeting during the Service Planning item.

There were no declarations of interest.

2 Communication note to staff – Siân Wilkins

Siân Wilkins would draft a note of the Management Board discussion for the news page.

3 Minutes from the 1 June meeting

The minutes of 1 June meeting were agreed as a correct record.

4 Fifth Assembly Transition Dashboard

At their January meeting the Management Board had agreed to receive dashboard style reports on Fifth Assembly transition preparation to enable the Board to keep up to date on progress, review resources and target them to the best effect to ensure successful delivery of Fifth Assembly responsibilities. Progress was being managed by Service Heads with responsibility sitting with 'strand leads' to coordinate the individual strand areas of pre-dissolution, dissolution period, election, Member welcome and induction, early business and procedural advice, Royal opening and operational preparations.

Sulafa Thomas, who was coordinating the Fifth Assembly transition preparations, presented the dashboard and asked the Board to consider resource requirements during the transition period, taking into account 'business as usual' needs; where there was surplus capacity that could be moved to support the project; and how to match skills with delivery needs appropriately. The Board agreed that it was important to consider whether there was a need to temporarily reallocate resources to alleviate the bigger pressures, in both pre-dissolution and post-election periods.

Action:

- Management Board to be clear about what the key deliverables for each strand are as these develop;
- Service Heads to assess where there would be surplus capacity, so Management Board can ascertain what resource would be available and how to match need with skill, to ensure everything needed was delivered at each stage of the transition; and

- The Management Board note to staff to flag that staff should initially approach their Service Head to identify their interest in becoming involved with the Fifth Assembly transition work.

5 Service Planning

As part of the annual planning cycle, Management Board reviewed the Service plans for each service area in order to understand the range of activities planned for the rest of the Fourth Assembly. Dave Tosh complimented the authors for their work and asked the Board to consider how the service planning process was working and discuss:

- whether there were obvious risks that stood out?
- did the plans reflect the capacity planning process and outcomes?
- how well were dependencies described and were they reflected in each other's plans?
- what were the opportunities, innovations and efficiencies coming out of them?

The overall view of the Board were that the plans were effective in translating the Commission's goals into a tool for managing each service area, but might be improved further to make them more useful for the wider organisation.

The Board agreed that there was a need for more clarity around dependencies, that they linked clearly in each related service plan and were identified at an early stage in the planning cycle. A focussed exercise, similar to that undertaken for capacity planning, was suggested.

Actions: the outputs from the discussion would be collated and shared with Management Board after the meeting and would be built into the guidance for development of service plans.

6 Financial Management Reports – April and May 2015

The Board noted the management reports and commented that the dashboards were useful.

7 Any other business

Bedwyr Jones advised the Board that the new telephone system would be live on 6 July.

The next meeting of the Management Board would be held on 6 July.