

Management Board

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

Meeting date: **Monday, 6 July 2015**

Meeting time: **14.30 – 16.00**

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



Minutes: MB (10–15)

Committee Members:

Claire Clancy (Chief Executive and Clerk) (Chair)
Anna Daniel (Head of Strategic Transformation)
Non Gwilym (Head of Communications)
Bedwyr Jones (Head of ICT)
Mair Parry-Jones (Head of Translation and Reporting Service)
Mike Snook (Head of People and Places)
Craig Stephenson (Director of Commission Services)
Dave Tosh (Director of Assembly Resources)
Siân Wilkins, Head of Chamber and Committee Service

Committee Staff:

Liz Jardine (Secretariat)

Others in attendance:

Gareth Watts (Acting Head of Governance and Audit)
Richard Coombes (Head of Infrastructure and Operations Management)
Jane Legge (Business Continuity Manager)
Leanne Baker, Acting Head of HR Operations
Elin Hughes, Acting Senior HR Operations Manager

1 Introductions, apologies and declarations of interest

A welcome was given to Richard Coombes, who was attending to observe the meeting and Jane Legge for the Corporate Risk update.

Apologies were received from Nicola Callow (Head of Finance), Adrian Crompton (Director of Assembly Business), Elisabeth Jones (Director of Legal Services), Kathryn Potter (Head of Research), Chris Warner (Head of Policy and Legislation Committee Service) and Lowri Williams (Head of HR).

There were no declarations of interest.

2 Communication note to staff – Dave Tosh

Dave Tosh would draft a note of the Management Board discussion for the news page.

3 Minutes from the 15 June meeting

The minutes of 15 June meeting were agreed as a correct record.

4 Corporate Risk

The Management Board had agreed to hold an extended discussion on the management of corporate risk to take a comprehensive view of all existing risks, determine which should remain and which could be closed, together with a forward look at potential risks arising up to the end of the Fourth Assembly and beyond.

The Board agreed several changes to the register:

- That the residual rating for the risk around corporate capacity should be raised to 'high', as capacity pressures along with financial constraints would continue to grow;
- Transition to Fifth Assembly – Adrian Crompton and Sulafa Thomas to review risk and consider elements beyond our control;
- Anna Daniel and Kathryn Hughes to adjust the Constitutional Change risk;
- Anna Daniel and Non Gwilym to consider the risk around negative perceptions of the Assembly;
- Physical security – risk to be adjusted to include protection from terrorist attacks;

The risk around information security was removed from the corporate register and changed to a service risk, and Dave Tosh agreed to look into a data protection query raised.

The Board agreed to remove a number of risks that had either been delivered or work had been done to mitigate the risks.

5 Shared Parental Leave

Leanne Baker and Elin Hughes joined the meeting to present the new shared parental leave policy, following new legislation that came into force on 5 April 2015.

Management Board were asked to consider the amount of shared parental pay available under the policy and whether the policy should be enhanced, in line with the Assembly's existing suite of policies for family and carers. It was confirmed that the same principles would apply to adoption.

The Board agreed to the enhancement and that it was important to promote the policy and that it reflected the Assembly's position as an exemplar employer. HR were also thanked for their efforts to simplify for staff a complex piece of legislation.

HR would provide staff drop in sessions to publicise and explain the policy and through business partnership meetings with service heads to actively ensure staff had information on all relevant policies. HR would review the impact of the policy after the first 6 months.

6 2015 Staff Survey

Rhodri Wyn Jones joined Leanne and Elin to discuss with the Board the recently published 2015 staff survey results.

The response rate had been high, with very good results in relation to the engagement index, scoring the highest in Wales compared to the organisations benchmarked against. Furthermore there were some positive comments. Overall the Assembly compares favourably with the benchmark data.

There were areas that indicated further work was needed, including pressures on work/life balance. Management Board would be considering the report again at their awayday on 13 July.

The Board thanked the team for the work undertaken to produce the survey and analyse results.

7 Any Other Business

Bedwyr Jones updated the Board on the launch of the new telephony system, which had received positive feedback from users.

The Management Board would be meeting next on 13 July.