

# Management Board

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Location: Conference Room 4B – Tŷ Hywel

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Date: 14 April 2016

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Time: 10.30 – 12.00

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Cynulliad  
Cenedlaethol  
Cymru

National  
Assembly for  
Wales



For more information, please contact:

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## Agenda MB (04–16)

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### Opening the meeting

- 1 Introductions, apologies and declarations of interest**
- 2 Communication note to staff – Mark Neilson**
- 3 Minutes from 7 March Management Board** (Pages 1 – 4)  
*Draft Minutes MB 7 March 2016*
- 4 Minutes of Governance Statement Session 22 February** (Pages 5 – 14)  
*Minutes of Governance Statement session – 22 February 2016 Draft*

### Main items

- 5 Fifth Assembly Preparations** (Pages 15 – 46)  
*AC(5)2016(1) Paper 2 – Assembly Commission governance and procedure*  
*AC(5)2016(1) Annex A – Assembly Commission governance principles and supporting provisions*  
*AC(5)2016(1) Annex B – Assembly Commission rules for conduct of business*  
*AC(5)2016(1) Annex C – Assembly Commission instrument of delegation*

*AC(5)2016(1) Annex D – Exercise of Clerk's functions*

*AC(5)2016(1) Annex E – Communicating effectively with AMs*

## **6 Staff Survey 2016** (Pages 47 – 52)

*MB 04–16 Paper 3 – Staff Survey 2016*

## **7 Terms of Reference MB and IRB** (Pages 53 – 62)

*MB 04–16 Paper 4 – Terms of Reference IRB\_MB*

*MB 04–16 Paper 4 Annex A – Management Board Terms of Reference 2016*

*MB 04–16 Paper 4 Annex B – Investment and Resourcing Board Terms of Reference 2016*

## **8 Assurance Framework** (Pages 63 – 70)

*MB 04–16 Paper 5 – Assembly Commission Assurance Framework*

*MB 04–16 Paper 5 – Annex A – NAFW Assurance Framework diagram*

*MB 04–16 Paper 5 – Annex B – progress on actions*

## **9 Corporate Risk** (Pages 71 – 90)

*MB 04–16 – Paper 6 – Corporate Risk*

*MB 04–16 – Paper 6 – Annex A – Corporate Risk Summary*

*MB 04–16 – Paper 6 – Annex B – Corporate Risks plotted*

*MB 04–16 – Paper 6 – Annex C – ROAP for Financial Management*

*MB 04–16 – Paper 6 – Annex D – (draft) ROAP for EU Referendum*

*MB 04–16 – Paper 6 – Annex E – Risk Occurrence Report – Power Dips*

## **10 Efficiency and Effectiveness** (Pages 91 – 104)

*MB 04–16 Paper 7 – Efficiency and Effectiveness*

**Winding up the meeting**

**End**