

Management Board

Location: Conference Room 4B – Tŷ Hywel

Date: 14 April 2016

Time: 10.30 – 12.00

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



For more information, please contact:

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Agenda MB (04–16)

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

Agenda Item 3

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