

Management Board

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

Meeting date: **Monday, 7 March 2016**

Meeting time: **13.00 – 14.30**

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



Minutes: MB (03-16)

Committee Members:

Claire Clancy (Chief Executive and Clerk) (Chair)
Nicola Callow (Director of Finance)
Adrian Crompton (Director of Assembly Business)
Anna Daniel (Head of Strategic Transformation)
Non Gwilym (Head of Communications)
Mark Neilson (Head of ICT)
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)
Chris Warner (Head of Policy and Legislation Committee Service)
Siân Wilkins (Head of Chamber & Committee Service)

Committee Staff:

Liz Jardine (Secretariat)

Others in attendance:

Gareth Watts, (Acting Head of Governance and Audit)
Lowri Williams (Head of Human Resources)
Sulafa Thomas (Head of Commission Secretariat)

1 Introductions, apologies and declarations of interest

Apologies were received from Elisabeth Jones (Director of Legal Services).

There were no declarations of interest.

2 Communication note to staff – Non Gwilym

Non Gwilym would draft a note of the Management Board discussion for the news page.

3 Minutes from 25 January meeting

The minutes of the 25 January meeting were agreed as a correct record, except a clarification in relation to the HR Dashboard (10.1) where, although Management Board had asked for more data, it had been agreed to keep the report simple.

4 Commission strategy and corporate values

Anna Daniel presented a paper that had been prepared as a framework to assist Management Board in their consideration of what would be presented to the new Commission in relation to its strategic goals and priorities for the next five years. Additionally, the Board were asked to reflect on the organisation's values and how they might be refreshed.

Management Board discussed the framework and recommendations and agreed to:

- integrate the budget strategy into the Commission strategy;
- emphasise the continuation of the goals over past Assemblies, and strengthen the evidence about the success the goals have delivered;
- incorporate the themes from the annex into the horizon scanning section and set out the proposed priority areas under the strategic goals for consideration by the Commission;
- give more prominence to the Equalities, Bilingual and Sustainability responsibilities;
- revisit the corporate values once the Commission has agreed its strategic goals and priorities.

Actions: Anna Daniel to meet with Claire Clancy to discuss the next iteration of the strategy paper.

5 Fifth Assembly Dashboard – Feb 2016

The Board received the latest dashboard indicating work in progress, key issues and risks.

They considered whether there was a wider role for Heads to meet with new Members in the first few weeks and it was agreed that they would attend the reception after the election of the Presiding Officer, as well as meetings being arranged with Members.

Actions:

- Heads of service to make sure Members' intranet is up to date and there is consistency of style and accuracy of content; and to identify any potential resource for volunteers to help with proofing new and updated documents and collating candidate information.

6 Corporate Risks

Management Board considered the current and emerging risks at corporate level and noted progress against mitigation and current status of each risk.

Following the review of the Corporate Capacity risk at Board and ACARAC, the risk description was updated to reflect the feedback.

The Board considered whether the risks around the transition to the Fifth Assembly should be managed as a corporate risk and agreed that they were being managed proactively within each strand and should continue there.

In relation to the Voluntary Exit Scheme 'Risk on a page' report, Non Gwilym advised that the media manager would review the lines to take.

The Bilingual capacity risk would be updated to reflect risks around potential changes in requirements in the Fifth Assembly.

The matter of sickness absence was raised and it was agreed that the Board would discuss this in more detail at a future meeting. The safeguarding of children and vulnerable adults was also raised in relation to the preparations needed to mitigate the risks around high turnover of Members during transition to the Fifth Assembly.

Winding up the meeting

7 Any other business

The Board received good feedback on the Senedd Family Weekend on 5–6 March, to mark its 10th anniversary, with over 3000 members of the public attending.

The next Management Board meeting would be on 14 April.