



Y Bwrdd Rheoli Management Board

Minutes of meeting on 23 June 2014 13:30-15:00, Conference Room 4B

Present:

Claire Clancy (Chief Executive and Clerk) (Chair)
Nicola Callow (Head of Finance)
Anna Daniel (Head of Strategic Transformation)
Non Gwilym (Head of Communications)
Bedwyr Jones (Acting 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 (Interim Director of Commission Services)
Dave Tosh (Interim Director of Assembly Business and Director of ICT)
Chris Warner (Head of Policy and Legislation Committee Service)
Siân Wilkins (Head of Chamber & Committee Service)

In attendance:

Nerys Evans (Head of Facilities) *for paper 2*
John Chick (Head of Members' Business Support) *for Item 2*
Carys Evans (Principal Commission Secretary)
Liz Jardine (Secretariat)

1.0 Introductions and apologies

- 1.1 The Board welcomed Nerys Evans to present the Estate's paper.
There were no apologies.
- 1.2 There were no declarations of interest.

2.0 Communications to staff

- 2.1 Non Gwilym agreed to draft a note of the Management Board discussion for the news page.

3.0 Minutes of the previous meetings

- 3.1 The minutes of 2 June 2014 were agreed as a correct record.

4.0 Making the most of our estate

- 4.1 Mike Snook and Nerys Evans introduced the paper, which would be presented to the Commission on 7 July to update Commissioners on investments and improvements carried out during 2013-14. This work helped meet the Assembly's ambition to make the most of the estate.
- 4.2 A draft 10-year programme of planned work had been developed that reviewed the condition of all the buildings and equipment and plant installed, together with forecast lifespans and timetables for refurbishment and replacement. This focussed particularly on Tŷ Hywel, due to its age, to ensure it remained fit for purpose. The Investment Board reviewed the programme at their meeting on 16 June.
- 4.3 Management Board agreed that it was an excellent paper, clearly illustrating the considerable work done on the estate in the last couple of years. The Board recommended including the following in the update:
- the 10th Anniversary of the Senedd in 2016 (Non Gwilym to provide text for inclusion);
 - work on the audio visual facilities in the Pierhead Building to improve reliability and sound quality;
 - enhancements to the front of house and visitor experience within the Senedd public areas;
 - Welsh Government's refurbishment of the second and fifth floors; and
 - upgraded audio visual facilities in the conference and meeting rooms to provide in-built, energy efficient projection equipment and fixed screens.
- 4.4 Commissioners would be asked to provide their views on what they consider to be priority areas to inform the forward work programme.

5.0 Assembly Member use of resources

- 5.1 John Chick was welcomed to the meeting and he and Elisabeth Jones outlined the issues with the way in which constraints were applied to the use of allowances for Assembly Member

constituency communications. The allowances were determined by the Remuneration Board and funded by the Commission.

- 5.2 John highlighted the inconsistency in the way in which Members were using resources, the difficulties in separating out their political and Assembly work and that some Members felt constrained by the current regime. The Board discussed options for improving the situation that might balance providing a service to Members with the risk to the Assembly's reputation.
- 5.3 The Board agreed that a less restrictive process that ruled out communications that were overtly party political should be considered, with a clear set of do's and don'ts, particularly around bringing the Assembly into disrepute and restrictions during the period of dissolution. Descriptions of what the role of Members, and Assembly Business, constitutes should be broadly drawn to include local communications.
- 5.4 **Actions:** The ramifications of any change to the current system would be considered and discussed with the Remuneration Board and the Standards Commissioner.

6.0 ICT services in the Chamber – survey update

- 6.1 Dave Tosh outlined the results of the consultation with Members on options for future arrangements for ICT services in the Chamber. The survey indicated that the majority of Members would prefer to see the introduction of a mobile solution. However, there was also significant interest in retaining some form of fixed desk equipment.
- 6.2 The ICT team would need to consider how this could best be implemented, taking into account the feedback from Members whilst making the best use of available desk space. Realistic options would be prepared over the summer recess for the Commission to consider in the Autumn term.
- 6.3 The Commission would be provided with an oral update on the survey results and next steps at their meeting on 26 June.

7.0 Corporate Risk update

- 7.1 The Board reviewed the Assembly's current key corporate risks and discussed the following:

- The corporate capacity risk arising from pressures on business and the impact of the sabbatical policy. HR are working to produce data on trends over past years (flexi hours accrued, annual leave carry over, sell back, staff numbers) to inform forward planning.
- Funky Dragon issues arisen in relation to the use of the name 'Welsh Assembly for Young People'. It was agreed that this should be monitored and managed at service level rather than adding it to the Corporate Risk register at present.
- The potential high risk around the Assembly's preparedness for the Scottish Referendum outcome. It was agreed that this should be monitored closely.
- Safeguarding and the risk in relation to youth engagement. The policy and procedures were being put in place, together with training of staff and Members in handling and escalating issues.
- Social Media was being managed effectively at service level and, as such, there was no requirement to add it to Corporate Risk Register.

7.2 Actions:

- Mike Snook to provide the HR data in relation to work on corporate capacity, for the Board to consider at a future meeting.
- Chris Warner to liaise with Kathryn Hughes to add 'Youth Engagement-Safeguarding' to the Corporate Risk Register.

8.0 Monthly Finance Report

8.1 Nicola Callow provided an oral update on the financial report to 31 May 2014, which had been circulated earlier in the month. The official target for underspend for the year to 31 March 2015 was 1%, but the actual aim was for a 0.2% underspend, which equated to £100k. The Value for Money target was £500k again this year, but there was increasing emphasis on non-staff budget savings. The June financial report was due out shortly.

9.0 Investment Board update

9.1 Nicola Callow provided an update on the Investment Board meetings held on 5 and 16 June. The Board had agreed a number

of projects including the Telephony project, Estates and ICT forward work programmes, further scoping work on customer management, staff changes in the Commission and Member Support Service and a project manager resource to progress the HR/Payroll project. The Terms of Reference for the Programme Board were also reviewed.

- 9.2 Nicola advised Management Board that the matter of capacity and workforce, discussed by the Investment Board, would be presented to them at a future meeting. It had been agreed that, annually, Management Board would be used as a review and planning Board, considering service plans, future budgets and staffing capacity.
- 9.3 As the Investment Board would be receiving regular information about resources, its name had been changed to the Investment and Resourcing Board.

Winding up the meeting

10.0 Any other business

- 10.1 Claire Clancy announced that the annual summer brunch, to thank Commission staff for their hard work over the past year, would be held in the Senedd tea room and Charlton House would be doing a barbeque. Service Heads could remind staff to notify of any dietary requirements in advance.
- 10.2 Claire also advised the Board that the Assembly alcohol policy was being reviewed and provided an update with regards to a protest outside of the Senedd.
- 10.3 The next meeting would be held on 14 July.