



Llywodraeth Cymru
Welsh Government

**Summary Minutes of the Board
Meeting, 27 February 2015**

AGENDA ITEM: 5

Present:

Permanent Secretary (Chair)
Gareth Jones
June Milligan
James Price (part meeting)
Owen Evans
Andrew Goodall
Adrian Webb
Peter Kennedy
David Richards
Elan Closs Stephens

In attendance:

Natalie Pearson
Dylan Hughes (item 1)
Caroline Turner (item 1)
Bethan Griffiths (item 1)
Kath Jenkins (item 2)
Helen Morris (item 3)
Lynne Hamilton (item 4)
Jo Salway (item 4)
Zowie Hay (item 4)

Secretariat:

Emma Alexander
Catherine Evans

Apologies:

Michael Hearty
James Turner
Jeff Godfrey

For discussion

1. Welsh Language Standards [Board(15)006]

1.1 Dylan Hughes, First Legislative Counsel, introduced the paper which updated the Board on the actions and timescales for complying with the proposed Welsh Language Standards.

1.2 He highlighted the following points:

- He was responsible for overseeing the Welsh Government's compliance with the Standards, whilst Welsh Language policy issues remained the responsibility of the Department for Education and Skills;
- Bethan Griffiths had recently taken up post as Chief Compliance Officer;
- The Standards would replace the Welsh Language Schemes of Public Bodies and would be more prescriptive, allowing less room for discretion than the previous arrangement;

- The draft Regulations were due to be discussed by the National Assembly for Wales on 24 March and, subject to approval, would come into force on 31 March;
- Once the Regulations had come into force, the Welsh Language Commissioner was authorised under the Measure to issue a compliance notice to the Welsh Government requiring compliance with the Standards listed in the notice. It was likely that this would be received sometime in April.

1.3 Bethan Griffiths, Chief Compliance Officer, highlighted the following points:

- She would be working with each Directorate General (DG) area to identify any pressure points in terms of compliance;
- Regular updates on the Standards would be issued to staff via the intranet;
- New pages would shortly be launched on the intranet, which would serve as a one-stop-shop for any Welsh Language issues such as the Standards, Translation etc;
- Microsoft Translate – an IT translation tool would be piloted shortly and would aid staff in working bilingually.

1.4 The following points were raised in discussion:

- The new Standards should be seen as an opportunity to do things differently;
- Directors General (DGs) should be aware of how Welsh Government Sponsored Bodies were preparing for the Standards—it was noted that they were not included in the first tranche of bodies listed in the initial set of Regulations but later Regulations would apply;
- A clear corporate approach should be communicated to staff once the Standards had been set to ensure consistency in terms of record keeping, recording language preferences etc;
- The aim of the Standards, for example, to normalise and promote the use of the language, should be highlighted in communications to staff;
- The Welsh Government would be expected to provide a leadership role in complying with the Standards;
- The organisation needed to move towards bilingual working and have less reliance on the Translation Service;
- Workforce planning should look at up-skilling staff who already had some Welsh language skills;
- The organisation should look, for example, at reducing the number of Customer Relationship Management Systems and consider how greater consistency with such systems could help the organisation to comply with the Welsh Language Standards amongst other things.

1.5 It was agreed that DGs should discuss the Standards with their senior management teams.

1.6 It was also agreed that a further discussion should be scheduled at a future Board meeting.

1.7 The Permanent Secretary thanked Dylan and Bethan for the update.

2. Cyber Security Discussion [Oral]

2.1 Kath Jenkins, Head of Information Security Branch, gave a brief update on cyber security and information assurance. It was noted that the Welsh Government did not set standards for security for the wider public sector, although it was subject to the same control framework.

2.2 Following discussion, it was agreed that:

- consideration should be given to drawing up guidance to help departments identify the most appropriate staff to act as Information Asset Owners within their areas;
- further consideration should be given as to whether sufficient action had been taken to inform Local Authorities about sources of information/risk analysis available with regards to cyber security;
- a wider discussion around security/resilience issues should be scheduled at a future meeting.

2.3 The Permanent Secretary thanked Kath Jenkins for the update.

3. Risk [Board(15)007]

3.1 Helen Morris, Deputy Director, Corporate Governance and Assurance, introduced the paper. A new version of the Corporate Risk Register had been constructed to reflect the key issues that had been identified at the previous meeting as challenging the Welsh Government at a corporate/strategic level. The corporate risks would be collectively owned but, if the Board was content with the new format, lead owners would be identified for the mitigating actions.

3.2 The Permanent Secretary said that the Board were broadly content with the revised Corporate Risk Register subject to some minor changes and a further discussion should be scheduled in due course.

4. Spending Review Proposals [Board(15)008]

4.1 Jo Salway, Deputy Director, Strategic Budgeting, introduced the paper, which asked the Board to comment on the proposed approach to the next Spending Review preparations, including the intention to take a cross-Government approach to the work, prior to Cabinet's consideration of the proposals .

4.2 She said that detailed discussions had been held with departmental Heads of Finance in drawing up proposals to assist Ministers in making

their allocation decisions but emphasised that, if agreed, the work could not be viewed simply as a financial challenge.

- 4.3 Following discussion, the Permanent Secretary said that the Board would be ready to support the approach and provide the necessary resource/challenge from within their areas, if Cabinet decided that this was the way forward. It was agreed that James Price, Director for the Economy, Science and Transport, should be briefed separately about these proposals, as he had not been present for the discussion.

Financial Management Performance Report [Board(15)009]

- 4.4 Lynne Hamilton, Director of Finance and Commercial, introduced the report on the Welsh Government's 2014-15 forecast outturn and reserves position as at 31 January 2015 (month 10).
- 4.5 Following a brief discussion about the implications arising from the forecast outturn, the Permanent Secretary thanked Lynne for the report.

For decision

5. Draft Minutes of 30th January and Matters Arising [Board(15)010]

- 5.1 The minutes of the meeting held on 30th January were agreed as an accurate record.

Regular Items

6. Permanent Secretary's Items [Oral]

- 6.1 The Permanent Secretary referred to the publication earlier that morning of the UK Government's Command Paper 'Powers for a Purpose' which related to the devolution of further powers to Wales.
- 6.2 *Director General (DG) Exception Reports*
The Permanent Secretary invited DGs to share key issues from within their areas with Board colleagues. Issues raised included the Future Generations and Planning Bills, farming subsidies, the Rural Development Plan, Glyndŵr University, the Curriculum Review, Betsi Cadwaladr Health Board, the Welsh Ambulance Service Trust, inward investment, a recent meeting with the Confederation of British Industry (CBI), the first meeting of the Public Service Leadership Panel, NESTA, updates on Reducing Complexity work and the Regulation and Inspection Bill. It was agreed that a presentation on this Bill should be scheduled at a future DG meeting.
- 6.3 June Milligan, Director General, Local Government and Communities noted that a paper on Equality and Diversity issues would be discussed

at the March Board meeting and would focus, in particular, on data from the People Survey.

Legislative Programme Board

- 6.4 David Richards, Director of Governance, briefly reported on the recent meeting of the Legislative Programme Board. The Board had received a detailed debrief on the Supreme Court's ruling in relation to the Asbestos Bill and had discussed the increasing velocity of legislation.

6.5 *Operations Group*

Peter Kennedy, HR Director and Chair of the Operations Group, gave a brief update on the meeting held on 11th February. Items discussed had included guidance around the 9-box grid and mid year review markings and workforce planning. Another discussion on workforce planning had been scheduled at the March meeting and would include the HR business partners.

7. Any other Business

- 7.1 No other items of business were raised.

Board Secretariat, 2 March 2015