



**Draft Minutes of the Board
Meeting, 22 May 2015**

AGENDA ITEM: 4

Present:

Permanent Secretary (Chair)
Gareth Jones
June Milligan
James Price
Andrew Goodall
Adrian Webb
Peter Kennedy
David Richards
Michael Hearty
James Turner
Jeff Godfrey
Elan Closs Stephens

In attendance:

Natalie Pearson
Dylan Hughes (item 1)
Caroline Turner (item 1)
Bethan Griffiths (item 1)
Gillian Baranski (item 2)
Matthew Denham-Jones (item 4)
Bon Westcott (item 5)
Wyn Price (item 5)

Apologies:

Owen Evans

Secretariat:

Emma Alexander
Catherine Evans

For discussion

**1. Update on Welsh Language Standards Implementation Plan
[Board(15)024]**

1.1 Dylan Hughes, First Legislative Counsel, and Bethan Griffiths, Chief Compliance Officer for the Welsh Language Standards, introduced the paper which updated the Board on the actions and timescales for complying with the proposed Standards. They highlighted the following points:

- The necessary evidence was being collected to respond to the consultation on the draft Compliance Notice;
- It would be important to highlight any areas which might prove challenging from a compliance point of view as early as possible so that this could be fed into the consultation;

- An internal communications plan had been developed to raise awareness and understanding amongst staff and would draw attention to key dates and important milestones;
- A new Welsh Language area had been launched on the intranet through which staff could access information about translation services, the Welsh Language Standards and help and guidance;
- It was hoped to roll out Microsoft Translate which would help staff with translating material, in particular from Welsh to English;
- Regular meetings were held with the Welsh Language Co-ordinators and Champions to ensure messages reached all DG areas;
- Portfolio funding had been allocated to resource a further 5 posts to take forward work in this area;
- Work was in hand to arrange a series of workshops with individual departments.

1.2 The following points were raised in discussion:

- It would be important to ensure that the organisation fully embraced the new Standards;
- Consideration should be given to how best to keep the First Minister informed of progress;
- The organisation had a more bilingual feel now compared to a few years ago;
- Work needed to be done to encourage staff to produce more concise documents in both English and Welsh;
- A communications campaign would support this work.

1.3 The Permanent Secretary noted the progress made to date and thanked Dylan and Bethan for the update.

2. Flexible and Productive Working [Oral]

2.1 Gillian Baranski, Chief Executive of CAF/CASS Cymru and SRO of the Flexible and Productive Working workstream within the Preparing for the Future Programme, gave a power point presentation outlining progress to date. She highlighted the following points:

- One of the challenges was about how resources were used in the best possible way for the people of Wales. This workstream provided an opportunity to be more innovative and change ways of working;
- It was about supporting and enabling staff to work more flexibly;
- The second part of the project was about the ICT tools and equipment and included the Unified Communications Initiative;
- Proof of concept work was taking place in the Merthyr office and Phase 1 of the Unified Communications Initiative was due to begin in September;

- The third part of the project was about location/spaces and ensuring that staff were able to complete work from the most appropriate place for the task.

2.2 The following points were raised in discussion:

- A consistent theme raised at Preparing for the Future engagement events with staff was the need for different behaviours from senior managers regarding recruitment policies;
- It would be important to ensure that any new ICT tools delivered as promised;
- Consideration should be given to leveraging input from younger staff, who may be more au fait with new technology;
- It would be good to learn from other organisations who were already achieving what the WG wished to achieve;
- It would be good to provide some examples to illustrate different ways of working.

2.3 The Permanent Secretary thanked Gillian for the update and asked that some examples of different ways of working be drawn up and shared with staff.

3. Preparing for the Future Update [Oral]

3.1 Michael Hearty, Director General, Finance and Corporate Services, gave a brief update on the Preparing for the Future Programme. He highlighted the following points:

- There were five workstreams: Resources and Structures; Leadership, Management and Capability; Flexible and Productive Working; Shared Services; and Commercial Governance;
- An event would be held on 12th June which would bring together all the workstream leads to review progress and think about connectivity;
- The next meeting of the Oversight Group was scheduled to take place on 16th June;
- A lot of work was happening and progress was being made.

3.2 Following a brief discussion, the Permanent Secretary thanked Michael for the update.

4. Provisional Outturn Report 2014-15 [Board(15)025]

4.1 Matthew Denham-Jones, Head of Budgetary Control and Reporting, introduced the report on the Welsh Government's provisional outturn for 2014-15. The first draft of the accounts had been submitted to the Wales Audit Office on 19th May and therefore the figures were still subject to scrutiny.

- 4.2 Michael Hearty, Director General, Finance and Corporate Services, said that the Welsh Government had achieved 5th place overall in the performance table for cash forecasting in Government departments. On behalf of the Board, the Permanent Secretary congratulated Matthew and his team on their performance and asked that thanks be conveyed to all those involved in managing the Accounts.
- 4.3 Following a brief discussion, the Permanent Secretary thanked Matthew for the update.

5. Resilience and Security [Board(15)026]

- 5.1 June Milligan, Director General, Local Government and Communities, introduced the paper which provided an update on resilience and security issues.
- 5.2 Following a brief discussion, the Permanent Secretary thanked June and noted that the Board were satisfied with the work in hand covered by the update.

For decision

6. Draft Minutes of 24th April and Matters Arising [Board(15)027]

- 6.1 The minutes of the meeting held on 24th April were agreed as an accurate record.

Regular Items

7. Permanent Secretary's Items [Oral]

- 7.1 *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 Planning Bill which was expected to receive Royal Assent before the summer recess; introduction of the Environment Bill; payments to farmers; Equality and Diversity; changes to the senior management structure; the Welsh Treasury function; Reducing Complexity; Ambulance Performance Rates; the opening of the second phase of the Noah's Ark Children's Hospital for Wales; the Wales Audit Office Broadband Report and the recent Legislative Programme Board meeting.
- 7.2 Natalie Pearson, Head of Engagement and Innovation, gave a brief update on the Improving Email and Record Keeping project which was coming to a close.
- 7.3 *Remuneration Committee*
James Turner, Non-Executive Director and Chair of the SCS Remuneration Committee gave a brief update on the meeting held in April. In addition to the usual updates, the Committee had discussed

the recruitment process for a post in the Department for Education and Skills.

7.4 *Operations Group*

Peter Kennedy, HR Director and Chair of the Operations Group, gave a brief update on May's meeting. Items discussed had included workforce planning, an update on Welsh Language Standards and a report on Management Information, where the Group noted that staffing numbers had decreased since the previous month. The Group had also discussed the Employer Equality Report and agreed that staff should be reminded to complete the online equality and diversity training.

7.5 *Corporate Governance Committee (CGC)*

Elan Closs Stephens, Non-Executive Director and Chair of the CGC gave a brief update on the meeting held in May. Items discussed had included the draft Governance Statement and the Head of Internal Audit's Emerging Findings in Respect of 2014/15. Four out of the six draft DG CGC Chair Annual Reports had been received, but these reports needed to be formally signed off by their respective CGCs at their next scheduled meeting. Elan noted that the July meeting would include a discussion on Preparing for the Future.

8. Any other Business

8.1 No other items of business were raised.

Board Secretariat, 28 May 2015