



Llywodraeth Cymru
Welsh Government

**Summary Minutes of the Board
Meeting, 18 December 2015**

AGENDA ITEM:

Present:

Permanent Secretary (Chair)
Owen Evans
Andrew Goodall
Adrian Webb
Peter Kennedy
James Turner
Elan Closs Stephens
James Price
David Richards
Natalie Pearson
Gillian Baranski
Jeff Godfrey
Sioned Evans

In attendance:

Toby Mason (item 1)
Damien O'Brien (item 1)
Peter Ryland (item 1)
Matthew Denham-Jones (item 2)
Dylan Hughes (item 3)
Bethan Griffiths (item 3)
Meinir Pritchard (item 3)
Andrew Slade (item 4)
Marcella Maxwell (item 4)

Apologies:

Gawain Evans

Secretariat:

Emma Alexander
Catherine Evans

Governance & Performance

1. Monitoring Delivery Progress [Oral]

- 1.1 Damien O' Brien, Chief Executive of the Welsh European Funding Office (WEFO) and Peter Ryland, Deputy Director, Programme Performance & Finance gave a presentation on the work of WEFO.
- 1.2 Following discussion, the Permanent Secretary thanked Damien and Peter for an interesting presentation. He asked them to convey thanks, on behalf of the Board, to their colleagues in WEFO for all their hard work.

2. Finance Report [Board(15)070]

- 2.1 Matthew Denham-Jones, Deputy Director, Financial Controls, introduced the report on the Welsh Government's 2015-16 forecast outturn and reserves position as at 30 November 2015 (month 8).

- 2.2 Following a brief discussion about the implications arising from the forecast outturn, the Permanent Secretary thanked Matthew for the report.

Corporate

3. Welsh Language Standards [Board(15)071]

- 3.1 Dylan Hughes, First Legislative Counsel and Bethan Griffiths, Head of the Welsh Language Improvement Programme gave an update on the timetable to implement the Welsh Language Standards. They highlighted the following points:
- the Welsh Government was planning to appeal in respect of Standard 40 (*'Any documents you produce for public use must be produced in Welsh'*) and Standard 144, which related to making announcements in the workplace using audio equipment;
 - in terms of meeting the requirements of the Standards, the organisation was exploring the possibilities of maximising translation resource by use of machine translation and the CRYNO project was looking at how the organisation could produce shorter and more focused documents;
 - a Welsh Language Standards Board had been established to bring together the Welsh Language Champions across the organisation.
- 3.2 In discussion, it was suggested that further consideration should be given to providing resources/opportunities to help address the skills shortage in this area, whilst acknowledging that translation on its own was not the answer to meeting the requirements of the Standards.
- 3.3 The Permanent Secretary thanked Dylan and Bethan for the update.

4. Preparing for the Future Update [Board(15)072]

- 4.1 Andrew Slade, Director, Agriculture, Food & Marine and Senior Responsible Owner (SRO) for the Preparing for the Future Programme (PftF) and Marcella Maxwell, Deputy Director, Organisational Design & Change gave an update on Preparing for the Future. They highlighted the following points:
- the organisational design and operating model was a key focus for the programme, building on the senior staff restructure undertaken during the summer;
 - alongside this was the need for efficient delivery of common corporate services, consideration of options for the delivery of a stronger strategic centre and the development of a flexible approach to aligning resources to government priorities;
 - a series of roadshows had been held with staff in offices across Wales and there was a high awareness amongst staff of the PftF work;
 - a detailed further analysis of the resource changes enabled as a result of the senior staff restructure had been conducted;
 - a workshop would be held on 6th January to draw up proposals for an operating model, which would then need to be tested.

4.2 The following points were raised in discussion:

- it was important to communicate achievements and highlight benefits to staff;
- consideration should be given to arranging engagement sessions for the SCS/Executive Band including exploring discussions with external companies who had been through similar programmes.

4.3 The Permanent Secretary thanked Andrew and Marcella for the update and said that the Senior Team would look at how best to give them a stronger mandate to drive forward this work.

Regular Items

5. Draft Minutes of 27 November and Matters Arising [Board(15)073]

5.1 The minutes of the meeting held on 27th November were agreed as an accurate record.

6. Permanent Secretary's Items [Oral]

• Exception reports [Oral]

6.1 The Permanent Secretary reported that:

- a working lunch with representatives from the staff Diversity Networks would be held in March 2016;
- an appointment would be made shortly in respect of the recent recruitment exercise for a Non-Executive Director;
- Board members needed to remind system owners to provide a realistic assessment of whether their ICT applications were business critical. Information should be sent to Kath Jenkins, Head of Information Security Branch.

Exception Reports

6.2 The Permanent Secretary invited Board members to share key issues from within their areas with colleagues. Issues raised included Betsi Cadwaladr, the Wales Bill, the changes to the organ donation system from 1st December, RIFW and the final GCSE Level 2 results, which had shown an improvement on the previous year.

6.3 Gillian Baranski, Chief Executive of CAF/CASS Cymru and Board Equality & Diversity Champion thanked Board members for nominating equality champions for their Groups. She said that she planned to write to the Senior Civil Service again in the New Year to encourage them to undertake the unconscious bias training.

7. Committee Updates [Oral]

7.1 *Operations Committee Update*

Sioned Evans, Deputy Director, BPPS and Chair of the Operations Committee briefly reported on the meeting held on 9th December. The Committee had had a discussion on workforce planning and received an update on actions regarding attendance management. The Committee was keen to support the Board and the Preparing for the Future Programme in taking forward workforce planning and other issues, as appropriate. Sioned shared with the Board that she had recently undertaken a Welsh language proficiency course for business and encouraged colleagues to make their teams aware of the opportunity.

7.2 *SCS Remuneration Committee*

James Turner, Non-Executive Director and Chair of the SCS Remuneration Committee gave a brief update on the meeting held on 27th November. Items discussed had included a discussion on ensuring that staff were deployed in the right places to deliver on Government priorities.

7.3 *Legislation Update*

David Richards, Director of Governance and Chair of the Legislative Programme Board said that there were no issues to report on legislation.

8. Any Other Business

8.1 No other items of business were raised.

Board Secretariat, 31 December 2015