



Summary Minutes of the Board Meeting, 27 September 2013

Present:

Permanent Secretary (Chair)
Owen Evans
Michael Hearty
John Howells
Gareth Jones
Jeff Godfrey
David Richards
Elan Closs Stephens
James Turner
David Sissling
James Price
Adrian Webb
June Milligan
Bernard Galton

In attendance:

Natalie Pearson
Lynne Hamilton (item 1)

Secretariat:

Emma Alexander
Catherine Evans

1. Monthly Finance Report [Board(13)050]

- 1.1 Lynne Hamilton, Director of Finance and Commercial, introduced the report which outlined the Welsh Government's 2013-14 forecast outturn and reserves position as at 31 August 2013.
- 1.2 Following discussion, the Board noted the situation. It was also agreed that Board members should continue to keep their departmental running costs under review.
- 1.3 The Permanent Secretary thanked Lynne and her team for the paper.

2. Permanent Secretary's Items (Oral)

- 2.1 The Permanent Secretary said that the Board had enjoyed an informative and interesting tour of the Works site in Ebbw Vale before their formal meeting. He would write to Alison Kitchener, Legacy Programmes, on behalf of the Board, to thank her for organising the tour.

- 2.2 He noted that it was Director General, Bernard Galton's last Board meeting before he took on a new role within the organisation. Bernard had been a Board member for the past 10 years and had worked for the civil service for 38 years. He warmly thanked Bernard, on behalf of the Board, for his excellent contribution and support to the Board over so many years and wished him well for the future.
- 2.3 He also congratulated Gareth Jones, who had been appointed as Director General for Sustainable Futures following an open competition.

Director General (DG) Exception Reports

- 2.4 The Permanent Secretary invited DGs to share key issues from within their areas with Board colleagues. Issues raised included the fire service strike, the Silk Commission, updates on legislation, NHS Service Change, the economy, Jobs Growth Wales, GCSE and 'A' Level results, the creation of the Permanent Secretary's Department and the Finance and Corporate Services Department and progress on implementation of the Tackling Poverty Action Plan.

Operations Group

- 2.5 The Chair of Operations Group, John Howells, gave an update on the July meeting. Items discussed had included governance sessions, use of scientific advice in policy making and proposed changes following the restructuring of the corporate centre.

Reducing Complexity

- 2.6 The Director of Governance, David Richards, said that the organisation was continuing its work on reducing complexity. This included reviewing the processes around handling Freedom of Information requests and submitting advice to Ministers.

3. Minutes of 19th July and Matters Arising [Board(13)046]

- 3.1 The minutes of the meeting held on 19th July were agreed as an accurate record.

4. The Capability Plan for Welsh Government [Board(13)047]

- 4.1 Bernard Galton, Director General, introduced the paper, which gave the Board an opportunity to discuss the updated draft and consider whether any further work was needed before the Plan was agreed.
- 4.2 Bernard said that investment in the Programme of Learning— which was the main resource implication within the Plan— was important in terms of looking to the future and ensuring that the organisation had the skills and capabilities it needed.
- 4.3 Natalie Pearson, Head of Engagement and Innovation, said that the Plan had been amended to take account of the comments made at the June Board meeting and a new section on core skills had been added.
- 4.4 The following points were raised in discussion:

- learning and development was the responsibility of individual managers and not just the Learning and Development Advisers;
 - there should be more focus on delivery in the Plan, including delivering during a time of austerity;
 - paragraph 2 should include something about the role of the organisation in making a difference for the people of Wales;
 - once launched, the intention was to re-launch the Learning and Development Programme every autumn;
 - overall the amended document appeared to be fit for purpose.
- 4.5 The Board agreed the Plan subject to some minor redrafting following the points raised in discussion.
- 4.6 The Permanent Secretary thanked Bernard Galton and Natalie Pearson for the paper.
- 5. The Welsh Government's Domestic Abuse, Violence Against Women and Sexual Violence Policy [Board(13)048]**
- 5.1 The Permanent Secretary introduced the paper and said that Ministers attached great importance to this policy. The Board were asked to approve the revised policy before it was communicated to staff the following week.
- 5.2 The following points were raised in discussion:
- it was important to note that the policy covered all staff, not just women;
 - the definitions of domestic abuse should include 'inter-generational abuse';
 - the impact of the policy should be reviewed in due course;
 - the policy should highlight that support was available for managers and teams and not just the victims of abuse.
- 5.3 The Board approved the revised policy subject to consideration being given to the points raised.

6. Any other Business

- 6.1 No other issues were raised.

Board Secretariat, 30 September 2013