



Llywodraeth Cymru  
Welsh Government

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

**AGENDA ITEM: 5**

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**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  
Gawain Evans

**In attendance:**

Toby Mason (item 1)  
Ruth Hussey (item 1)  
Matthew Jenkins (item 3)  
Matthew Wellington (item 3)  
Jo Salway (item 3)

**Secretariat:**

Emma Alexander  
Catherine Evans

The Permanent Secretary welcomed Gawain Evans to his first Board meeting as Director of Finance.

**Governance & Performance**

**1. Monitoring Delivery Progress [Oral]**

- 1.1 Dr Ruth Hussey, Chief Medical Officer for Wales, gave a presentation on the findings of her annual report 'Healthier, Happier, Fairer' which had been published the previous month.
- 1.2 Following discussion, it was agreed that a further discussion would be scheduled regarding healthcare for people aged 85 and over.

- 1.3 The Permanent Secretary thanked Ruth for an interesting presentation. He also thanked her, on behalf of the Board, for her work as Chief Medical Officer, noting that she was due to retire in early 2016.

## **2. Finance Report [Board(15)062]**

- 2.1 Gawain Evans, Director of Finance, introduced the report on the Welsh Government's 2015-16 forecast outturn and reserves position as at 31 October 2015 (month 7).
- 2.2 Following a brief discussion about the implications arising from the forecast outturn, the Permanent Secretary thanked Gawain for the report. The Permanent Secretary reminded Board members to report changes in forecasts to the Finance Team as soon as possible.

## **Corporate**

### **3. Next Programme for Government. [Board(15)063]**

- 3.1 Jo Salway, Deputy Director of Strategic Budgeting and Matthew Jenkins, Head of Performance Management, introduced the paper, which asked the Board to provide a steer on commencing work on helping to support the incoming Government after the election to comply with the requirements of the Well-being of Future Generations Act.
- 3.2 Following discussion, the Board agreed the recommendations in the paper apart from the recommendation that the Board provide overall governance for this process. It was agreed that a separate discussion should be held to identify an operational owner for this work, although the Board should receive regular updates.

### **4. Workforce Dashboard [Board(15)064]**

- 4.1 Peter Kennedy, HR Director introduced the Workforce Dashboard. He said that in future Temporary Duty Allowances would be reported on an exception basis, for example, if an allowance was not compliant with the HR policies.
- 4.2 The Board briefly discussed some of the figures in the Dashboard and noted that a substantive discussion on sickness absence would be held at a Senior Team meeting in December.
- 4.3 The Permanent Secretary thanked Peter for the paper.

### **5. Health, Safety & Wellbeing Annual Report 2014-15 [Board(15)065]**

- 5.1 Peter Kennedy, HR Director, introduced the report, which had been discussed and agreed by the Operations Committee at its October

meeting, subject to the Board's approval. Following discussion, the Board agreed the report and its publication to the intranet.

## **Regular Items**

### **6. Draft Minutes of 23 October and Matters Arising [Board(15)066]**

- 6.1 The minutes of the meeting held on 23rd October were agreed as an accurate record.

### **7. Permanent Secretary's Items [Oral]**

#### **• Exception reports [Oral]**

- 7.1 The Permanent Secretary referred to the recent Comprehensive Spending Review Announcement. Andrew Jeffreys, Director of Treasury, gave a brief overview of the implications of the CSR for Wales.
- 7.2 The Permanent Secretary said that an update on cyber security should be scheduled at a future Board meeting.
- 7.3 The Permanent Secretary noted that Sioned Evans, Deputy Director, Property Division would take over from Peter Kennedy as Chair of the Operations Committee from December. She would attend her first Board meeting as a formal member on 18<sup>th</sup> December.

#### *Exception Reports*

- 7.4 The Permanent Secretary invited Board members to share key issues from within their areas with colleagues. Issues raised included Betsi Cadwaladr, the Regulation and Inspection Bill, the Wales Bill, City Deal, simplification of grants, the Welsh Language and the increased uptake of unconscious bias training by Senior Civil Service staff in the Welsh Government. It was noted that the Welsh Government had come 5<sup>th</sup> out of 22 UK departments in the UK Treasury's league tables on cash management.

### **8. Committee Updates [Oral]**

- 8.1 *Preparing for the Future Update*  
Natalie Pearson noted that a number of Preparing for the Future roadshows were planned for the following week in offices around Wales.
- 8.2 *Operations Committee Update*  
Peter Kennedy, HR Director and Chair of the Operations Committee briefly reported on the meeting held on 11<sup>th</sup> November. The Committee had agreed a number of actions regarding attendance management and a further update would be brought to the December meeting. Peter had formally handed over the Chair to Sioned Evans, Deputy Director, Property Division and she would chair the December meeting.
- 8.3 *Audit & Risk Assurance Committee Update*

Elan Closs Stephens, Non-Executive Director and Chair of the Audit & Risk Assurance Committee said that the Chairs of the new Committees were now in place. The main Audit & Risk Assurance Committee was due to have its first meeting in January.

8.4 *Legislation Update*

David Richards, Director of Governance and Chair of the Legislative Programme Board briefly reported on the previous week's meeting, where the Board had signed off the response to the Constitutional and Legislative Affairs Committee Report.

**9. Any Other Business**

9.1 No other items of business were raised.

**Board Secretariat, 30 November 2015**