



**Minutes of the Board
Meeting, 18 March 2016**

AGENDA ITEM: 5

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
Sioned Evans
Gawain Evans
Ann Keane

In attendance:

Toby Mason (item 1)
Huw Morris (item 1)
Caren Fullerton (item 3)
Sarah Morgan (item 4)

Apologies: Jeff Godfrey
Chris Dawson

Secretariat:

Emma Alexander
Catherine Evans

The Permanent Secretary notified the Board that Catherine Evans was moving from the Board Secretariat to take up a post in Engagement and Innovation. On behalf of the Board, he thanked Catherine for her contribution and support and wished her well in her new post.

Governance & Performance

1. Monitoring Delivery Progress [Oral]

- 1.1 Huw Morris, Director of Skills, Higher Education and Lifelong Learning, gave a presentation on the priorities, challenges and recent Reviews in relation to Higher and Further Education.
- 1.2 Following discussion, the Permanent Secretary thanked Huw for an interesting and stimulating presentation. He asked that Huw and James

Price draw together a cross-departmental group to continue the discussions.

2. Finance Report [Board(16)015]

- 2.1 Gawain Evans, Director of Finance, introduced the report on the Welsh Government's 2015-16 forecast outturn and reserves position as at 29 February 2016 (month 11).
- 2.2 Following a brief discussion about the implications arising from the forecast outturn, the Permanent Secretary thanked Gawain for the report. The Board requested additional trend data be provided in future reports and Gawain invited further thoughts on the presentation of the monthly report in advance of the new financial year.
- 2.3 On behalf of the Board, the Permanent Secretary thanked Gawain and his team for their work in getting the organisation to the current position.

Corporate

3. Flexible Working [Board(16)016]

- 3.1 Caren Fullerton, Chief Digital Officer, introduced the paper, which informed the Board of progress on the Flexible and Productive Working Project and the scope of the Merthyr Flexible Working Pilot, which would take place between June and November.
- 3.2 In discussion, it was noted that:
 - when discussing flexible workstyles with staff, business needs would be the primary determinant;
 - the Board was keen to endorse a radical approach however the scale of ambition would depend on the success of the pilot in Merthyr;
 - a clear mandate from the Board was vital, especially for those involved in the pilot.
- 3.3 The Permanent Secretary thanked Caren for the paper and agreed that a draft communications message to staff outlining the Board's support for flexible working should be circulated for agreement out of Committee.
- 3.4 It was also agreed that a film should be made for broadcasting across the estate highlighting examples of flexible working in other organisations and examples from the pilot taking place in Merthyr.

4. Diversity & Inclusion Update [Board(16)017]

- 4.1 Gillian Baranski, Chief Executive of CAF/CASS Cymru and the Board's Equality & Diversity Champion, introduced the paper, which provided an update on actions and progress since the October update to Board.

- 4.2 The Board agreed the recommendations in the paper, namely that:
- resource should be found to enable development of a Welsh Government placement programme to broaden the appeal of the Welsh Government as an employer;
 - all staff with line management responsibilities should undertake unconscious bias e-learning before undertaking PMR conversations with their staff. Communications to staff would need to be issued to highlight this point;
 - a mutual six-month mentoring pilot should be set up between the Welsh Government Senior Team and volunteers from the staff networks;
 - it would support the approach to the Business Disability standards and consider the support Diversity Champions would need to lead on this in each Group.
- 4.3 The Board also agreed to inform Owen Evans of any corporate projects which could be taken forward by staff on the Black, Asian and Minority Ethnic leadership programme.
- 4.4 The Permanent Secretary thanked Gillian for the update. He agreed that he would write to remind those members of the SCS who were yet to book to attend the Unconscious Bias Masterclass of the need to complete the training.

Regular Items

5. Draft Minutes of 5 February and Matters Arising [Board(16)018]

- 5.1 The minutes of the meeting held on 5th February were agreed as an accurate record.

6. Permanent Secretary's Items [Oral]

- **Exception reports [Oral]**

Exception Reports

- 6.1 The Permanent Secretary invited Board members to share key issues from within their areas with colleagues. Issues raised included the Public Health Bill, the UK Government's Budget, City Deal announcement, Welsh Language Standards, RIFW, People Survey and the Chief Medical Officer's retirement.

- 6.2 Peter Kennedy, HR Director, drew the Board's attention to the latest Workforce Dashboard. He also noted that Board members would be consulted on proposals around Flexible Postings in advance of a Senior Team discussion.

Permanent Secretary's Items

- 6.3 The Permanent Secretary briefly referred to the Macur Review and the forthcoming EU Referendum. He agreed that David Richards and

James Price should have a separate conversation regarding delegations.

7. Committee Updates [Oral]

7.1 Operations Committee Update

Sioned Evans, Deputy Director, Business, Property and Professional Services Division and Chair of the Operations Committee briefly reported on the meeting held on 9th March. The Committee had received an update on governance for Wylfa Newydd, a paper on ICT Resilience and Governance, including links with the Strategic Design Authority and an update on the Higher Apprenticeship Scheme pilot.

7.2 Sioned also noted that the sub-group of Operations Committee which had been looking at redeployment of budgets was due to provide their report to David Richards shortly.

7.3 SCS Remuneration Committee

James Turner, Non-Executive Director and Chair of the SCS Remuneration Committee gave a brief update on the meeting held on 18th December. He reported that Jeff Godfrey and Owen Evans had both attended to discuss SCS posts within their areas.

Legislation Update

7.4 David Richards, Director of Governance and Chair of the Legislative Programme Board (LPB) would be giving consideration to how it should best operate to support the new Legislative Programme.

8. Any Other Business

8.1 No other items of business were raised.

Board Secretariat, 21 March 2016