



Minutes of the Board Meeting, 24 November 2017

Present:

Permanent Secretary (Chair)
Andrew Goodall
Tracey Burke
James Price
David Richards
Gawain Evans
Natalie Pearson
Elan Closs Stephens
Ann Keane
Adrian Webb (Items 1 – 4)
Peter Kennedy
Dean Medcraft
James Turner
Gillian Baranski
Lynne Schofield
Catherine Ashford

In attendance:

Des Clifford (Item 3)
Piers Bisson (Item 3)
Peter Ryland (Item 3)
Caren Fullerton (Item 4)
Peter Jones (Item 4)
Crispin O'Connell (Item 4)
Allan Boyd (Item 5)
Kathryn Jenkins (Item 5)

Secretariat:

Sarita Marshall

Apologies:

Jeff Godfrey

1. Carl Sargeant AM [Oral]

- 1.1 The Permanent Secretary said that there was sense of loss and sadness in the organisation following the death of Carl Sargeant AM. She wished to remind staff that support was available through a number of channels.
- 1.2 The Permanent Secretary paid tribute to the personal commitment and enthusiasm Mr Sargeant had had for his work and said that, as a result of this personal commitment, the Welsh Government would be looking to pilot an apprenticeship scheme for care leavers in the future.
- 1.3 The Board heard that the Permanent Secretary had signed the book of condolence in the National Assembly for Wales and the Welsh Government flags were flying at half mast. There would also be a minute's silence across the organisation to coincide with Mr Sargeant's funeral.

Welsh Government Performance

2. Finance Report [Board(17)069]

- 2.1 Gawain Evans, Director of Finance, presented a paper outlining the forecast financial position for 2017-18, including the key pressures.
- 2.2 The Welsh Government had been ranked first in the ranking of UK Government departments and devolved administrations for accuracy of cash forecasting. This had been the case three times this financial year.
- 2.3 The Board discussed the arrangements around capital funding, and it was agreed that the Audit & Risk Assurance Committee should consider an item on this at a future meeting.

Corporate

3. Structural Funds & EU Transition Update [Board(17)070]

- 3.1 Des Clifford, Director of the Office of the First Minister, and Piers Bisson, Deputy Director - European Transition, provided an update on progress around EU Transition matters.
- 3.2 The Permanent Secretary reported that she had attended the External Affairs & Additional Legislation Committee with the Cabinet Secretary for Finance on preparedness for EU Transition and offered to share the paper with the Board.
- 3.3 The Board discussed the position on structural funds, and it was agreed that a meeting with all interested parties should be arranged to discuss options and timing for some projects.

4. Future ICT [Board(17)071]

- 4.1 Caren Fullerton, Chief Digital Officer, and Peter Jones, Head of Finance, presented options for a future ICT operational model, along with the respective benefits and risks. A Gateway review would provide external scrutiny of the proposal.
- 4.2 The Board agreed to the recommended option and requested that the full business case for the option be developed, to include options around affordability.
- 4.3 The Permanent Secretary congratulated the team on their work and the People Survey results, which had indicated an increase in satisfaction with ICT services.

5 Cyber Security Update [Board(17)072]

- 5.1 The Board received an outline of the current cyber security status.
- 5.2 The implications of the General Data Protection Regulations were discussed and it was agreed that the upcoming TEDx event on digital should include messages about this.

Regular Items

6 Permanent Secretary's Items & Exception Reports [Oral]

Flexible Working Proposal – Operations Committee

- 6.1 Dean Medcraft, Chair of the Operations Committee, and Natalie Pearson, Head of Organisational Development and Engagement presented a proposal on the rollout of Flexible Working. Business need would be the guiding principle in rolling out the initiative. The Committee recommended linking the work to the Future-proofing initiative, as an enabler of a capable, productive and resilient workforce.

- 6.2 The Board agreed the proposal as a framework, noting the paramount importance of business need and delivering for Cabinet. It was agreed that leadership and team engagement would be vital to success.

Exception Reports

- 6.3 The Permanent Secretary congratulated Natalie Pearson on the recent TEDx event on policy, innovation and collaboration. Natalie confirmed that films from the day would be made available to all staff.
- 6.4 An update on further Future-proofing work was provided, and Board members were asked to encourage their Deputy Directors to book their Future-Engage-Deliver team development days.

7 Sub-Committee Updates [Oral]

- 7.1 Dean Medcraft provided an update on the last Operations Committee meeting, which had included items on records management, proposals for improving management information capture and analysis, as well as a deep dive on ministerial correspondence statistics.
- 7.2 It was agreed that the key messages on ministerial correspondence should be shared with Business Group.
- 7.3 James Turner provided an update on the last Senior Civil Service Remuneration Committee meeting.
- 7.4 David Richards, Chair of the Legislative Programme Board, provided an update on the board's last meeting.
- 7.5 It was agreed that an update on legislation should be provided at a future Senior Team meeting.

8 Any other business

- 8.1 The Permanent Secretary drew Board members' attention to the papers to note.

Board Secretariat, 30 November 2017