



Llywodraeth Cymru
Welsh Government

Minutes of the Board Meeting, 04 June 2021

Present

Shan Morgan
Meena Upadhyaya
Ellen Donovan
Gareth Lynn
Andrew Goodall
Andrew Slade
Tracey Burke
Reg Kilpatrick
David Richards
Peter Kennedy
Natalie Pearson
Gawain Evans
Helen Lentle
Charlotte Thomas
Piers Bisson

Apologies

Desmond Clifford
Andrew Jeffreys
Jeff Farrar

In attendance

Catrin Sully
Sharon Cross
Helen McFarlane

Secretariat

Charmain Watts

Welcome

The Permanent Secretary welcomed all attendees and informed board that apologies had been received from Des Clifford and Andrew Jeffreys. She further explained that Jeff Farrar would not be attending the meeting today.

The Permanent Secretary asked board members if they are content with the minutes from the last meeting. Any comments and or updates should be fed back to the secretariat before they are published next week.

1. Current Issues, including COVID 19

- 1.1. The Permanent Secretary fed back from the inquiry meeting that was held this week between Permanent Secretaries. She emphasised the importance of being able to demonstrate the decisions taken on data available to us at the time, it is also vital to ensure all documentation is available and deployable. The board agreed that capturing lessons learned from previous inquiries would also be helpful.

- 1.2. The Non-Executive Directors asked whether we had considered the additional workload on staff and how we would support staff through an inquiry. The Permanent Secretary advised that staff will be provided with support and would have access to legal services. A team is being established to lead on work around an inquiry. The board further discussed the additional workload for Legal Services and the Permanent Secretary agreed that we should recruit additional lawyers in readiness for an inquiry.
- 1.3. Andrew Goodall updated the Welsh Government Board on the latest developments on Covid-19 and the current position in Wales, discussion focused on current Covid 19 rates in Wales, vaccination numbers, critical care activities and NHS waiting lists.
- 1.4. Reg Kilpatrick provided an update on the First Ministers announcement around Covid restrictions. He explained that the move to alert level one will be phased to allow more people to be vaccinated and complete their two dose course amid concerns of the delta variant.

2. Programme for Government

- 2.1. Catrin Sully provided an update on the development of the Programme for Government which will be published on Friday 11th June. Catrin explained that the Programme for Government comprises of approximately 90 specific areas of activity from the manifesto which require cross-government identification and focus. Catrin advised that the Business Information Reporting Tool, BIRT, will be used to monitor delivery of the actions.
- 2.2. The Non-Executive Directors asked about the resource required to deliver the Programme for Government. The Permanent Secretary advised that she and Director Generals are currently meeting with Ministers and resourcing requirements will be part of that discussion.
- 2.3. The board discussed communicating the Programme for Government to staff and agreed it would be excellent if the First Minister could record a video to staff or attend an all staff questions and answers session. Catrin also advised that a news page article will be published.

ACTION 1: Explore whether the First Minister would like to record a video to staff or attend an all staff Q&A session.

3. Finance Update

- 3.1. Gawain Evans reported on the ongoing work to prepare the draft outturn position for 2020-21 including accounts preparation, the initial 2021-22 pressures exercise and the exercise to support the first supplementary budget which will complete pre the summer recess. Gawain also updated members on plans for

2021-22 and focused on revenue forecast, capital forecast and impact on reserves.

- 3.2. The board discussed the process around matching the Programme for Government activities to budgets. Gawain explained that discussions were on going with treasury and Catrin Sully in Cabinet Office to look at current budget and what required funding from the Programme for Government.

4. Performance Framework – Functions Report

- 4.1. Sharon Cross provided an update on the Welsh Government Performance Measurement Framework and explained that that it was adopted as the approach for monitoring the performance of the Welsh Government Civil Service in 2019.
- 4.2. The Framework is based on the International Civil Service Effectiveness Index (InCiSE) and has been adapted to align with Welsh Government's strategies, priorities and objectives through consultation with the board, senior managers and researchers.
- 4.3. The aim of the Framework is to drive improvements in the organisational effectiveness of the Welsh Civil Service by focusing on operational performance and the responsibilities of the Permanent Secretary in respect to the running of the organisation. The board considered the analysis and noted the overall performance against the Framework, as informed by the Indicators. Board welcomed this excellent approach and the Permanent Secretary requested that we include it in the headlines of the annual accounts followed by a letter to the chair of PAC. The board also agreed that it would be helpful to circulate the report in its entirety, including attributes and functions when reporting next time.

ACTION 2: Include this performance reporting in the headlines of the annual accounts followed by a letter to the chair of PAC.

ACTION 3: The report to be circulated in its entirety when reporting in future.

- 4.4. The board considered how we might further embed this process of performance reporting into the organisation. They agree that we should publicise it within the organisation and present to the First Minister and Ministers.

ACTION 4: Publicise this work within the organisation and present to the First Minister and Ministers.

- 4.5. The Non-Executive Directors advised that they thought that this was a great piece of work although felt that there was scope for increasing the amount of feedback from stakeholders. They also advised that where performance was

slightly lower, exploring into the detail of the cause could improve performance and allow lessons learnt to be captured.

5. Any other business

- 5.1. Ellen Donovan raised an issue around cyber security and asked if we could discuss further at a future meeting.

ACTION 5: An agenda item on cyber security to be included on a future board meeting.

Summary of actions

No.	Details	Actioner	Status
1	Explore whether the First Minister would like to record a video to staff or attend an all staff Q&A session.	Natalie Pearson	Closed. The First Minister attended an all staff Q&A session.
2	Include this performance reporting in the headlines of the annual accounts followed by a letter to the chair of PAC.	Sharon Cross	On-going
3	The KPI report to be circulated in its entirety when reporting in future.	Sharon Cross	On-going
4	Publicise this work within the organisation and present to the First Minister and Ministers.	Sharon Cross	On-going
5	An agenda item on cyber security to be included on a future board meeting.	Secretariat	On forward look for September meeting.