

**Wales Office
Management Committee**

**Minutes of meeting held on
26 March 2015**

Members present

Director of the Wales Office and Chair
Lead Non-Executive Director & Alternate Chair
Non-Executive Director
Deputy Director, Constitution
Deputy Director, Communications

In attendance

Chief Accountant & Head of Corporate Services
Head of HR
Head of Policy
Committee Secretary

Observer

Deputy Head of Economy

Apologies

Deputy Director, Private Office

1. Introduction and apologies

1.1. Apologies were received from Deputy Director, Private Office

2. Minutes and Actions from previous meeting

2.1. The minutes were agreed by the Committee. There were no outstanding action points from the previous meeting.

3. Performance and Corporate issues

3.1. The meeting noted the continuing good performance from the departmental statistics on Freedom of Information Requests, Parliamentary Questions and Correspondence. The Committee reviewed the Sustainability Development Report and noted the increased water consumption for 2014/15. The Chief Accountant & Head of Corporate Services stated that the increase in water consumption was due to the secondary glazing project in Gwydyr House and a recent water leak which is being investigated.

The Committee considered the extent to which HM Treasury targets for sustainability could be applied to a department the size of the Wales Office.

- 3.2. The Chief Accountant provided a finance update to Management Committee on the Wales Office budget, noting that monthly budget meetings took place between the Director/Deputy Directors and Finance to discuss spend to date, profiling and other issues.
- 3.3. The Committee noted the update on corporate services. The Head of Corporate Services highlighted the need to review the numbers of DSE assessors within the Department.
- 3.4. The Head of Human Resources provided an update on HR matters to the Committee. The key points were:
 - (i) Data for the financial year showed consistent levels of staffing within the Department;
 - (ii) The Committee was provided with an update on recruitment within the Department; and
 - (iii) One of the Wales Office apprentices had taken the lead in co-ordinating a visit of ten external apprentices to the Wales Office and No.10. They also co-ordinated a workshop for Government apprentices at the Scotland Office.

4. Risk and Strategic Review

- 4.1. The Committee reviewed the updated Wales Office Business Plan and policy achievements summary. The Deputy Director, Communications informed the Committee of the work the Communications Team had done to produce and implement a Welsh language communications plan. The Lead Non-Executive Director congratulated the Wales Office on its significant achievements over the past year.
- 4.2. The meeting reviewed the updated Strategic Risk Register.

5. Substantive Items

- 5.1. The Chief Accountant & Head of Corporate Services updated the Committee with forthcoming changes to its membership. The Lead Non-Executive Director was due to step down on the 31st March 2015 and following a successful recruitment campaign a new Non-Executive Director has been appointed.
- 5.2. The Deputy Director, Constitution discussed the St David's Day announcement that was made on the 27 February. The Command Paper provided the basis to bring forward legislation early in the next Parliament.
- 5.3. The Management Committee considered its draft forward work programme and provided comments.

6. AOB

- 6.1. The Chair formally thanked the Lead Non-Executive Director for his service, emphasising how his advice and leadership had helped transform the Wales Office.