

AGENDA

**C&AG's Advisory Group Meeting
Friday 6th November 2015 at 1.30pm
Conference Room 2nd Floor**

SECTION 1 – PRELIMINARY/ADMINISTRATION

1. Apologies
2. Declaration of conflicts of interest
3. Minutes of meeting held 17th September 2015 and matters arising (Paper 1)

SECTION 2 – BUSINESS IMPROVEMENT PROJECT

1. Pulse Surveys: April 2015 v September 2015 (Paper 2)
2. Learning and Development Strategy (Paper 3)

SECTION 3 –AOB

MINUTES OF C&AG'S ADVISORY GROUP MEETING THURSDAY 6th NOVEMBER 2015

Present

- Paul Douglas (Non Executive Member - Chair)
- Áine Gallagher (Non Executive Member)
- Pat Cumiskey (Non Executive Director)
- Kieran Donnelly (Comptroller & Auditor General)
- Janet Sides (AAG Corporate Support)
- Eddie Bradley (AAG Public Reporting)

In Attendance

- Brandon McMaster (Director Corporate Support)
- Gillian Body (AAG – Wales Audit Office)
- Joe Campbell (Secretary)

1. Preliminary/Administration

Declaration of Interest - There were no issues declared by members which would be in conflict with the agenda for the meeting.

Minutes of meeting held 17 September 2015 –The minutes were noted and agreed.

In relation to matters arising, the Group was informed of the Office's considerations, as part of ongoing workforce planning, for resourcing the technical unit to support the Technical Director and deliver internal training.

In terms of setting up meetings between staff and non executive members, would involve both the Trade Unions and the in-house employee group 'Involve2Evolve'.

The C&AG confirmed that he is committed to exploring secondment opportunities. He advised that currently two successful secondments were in place, but there was a need to actively seek to increase these opportunities.

Other matters formed part of the agenda.

2.1 Business Improvement Project

Pulse Surveys – B McMaster provided a short presentation setting out the results of the September Pulse Survey comparing these with the April Survey. Within the presentation, he also referred to the Health and Safety Executive Stress Survey.

C&AG commented that while the results were disappointing, the actual outcomes on the ground in terms of delivery were very good; this had been communicated on a regular basis to all staff. He outlined how the financial audits had been successfully delivered through a new business structure, flexible use of resources and efficiencies in audit approach.

The Group considered the need for cultural change, and potential use of external support. C&AG advised of his planned approach in response to the survey findings.

P Cumiskey urged the early implementation of the action plan, as set out in the meeting of 17 September. He further proposed that this needed to be fully supported and promoted by the Directorate.

It was agreed that the next pulse survey should be postponed to March/June 2016 to give the action plan time to come into effect.

2.2 Learning and Development Strategy

B McMaster provided a presentation on the Learning and Development Strategy. He highlighted how the definition of flexibility was the key to the strategy, how this had been clearly defined in the paper and how this needed to be communicated effectively throughout the Office. He believed that this was core to the Office operations and for future career opportunities for staff.

Leading on from the Strategy, he explained that a detailed training plan will be developed, which will require significant input from the operational clusters. Given the significance of the training plan, he agreed to provide copies to the group prior to the next meeting

Looking to the future, B McMaster explained that there was a number of competing issues that needed to be addressed through planned training and development and recruitment. These included the need for greater flexibility, staff development, succession planning and addressing the potential loss of a significant number of experienced staff in a relatively short period of time.

P Douglas proposed that the Office should enquire about potential opportunities for managers/directors to work with other audit/inspection type bodies as part of their development. The C&AG acknowledged that the benefits of development opportunities of this nature, and reiterated its commitment to exploring secondment opportunities.

3. AOB

No other issues were raised. It was agreed that the Chair would liaise with the Secretary to set up the timetable of meeting for the next calendar year.