

Comisiwn y Cynulliad Assembly Commission

Date: Wednesday 20 June 2007

Time: 9.30 -12.00

Venue: Conference room 22

AGENDA

1. CORPORATE WORKING AS A COMMISSION

- **Common principles for the way we work together**

The Commission is invited to agree to these principles.

Paper 1A

- **Corporate Governance principles and supporting provisions**

On 7 November 2006 Ian Summers presented a paper on Corporate Governance to the Shadow Commission. The Assembly Commission is asked to adopt the principles and supporting provisions included in the paper, which has been modified only to take account of the structure now being put in place by the Chief Executive.

Paper 1B

2. COMMISSION PRIORITIES FOR THE FIRST SIX MONTHS

- The Assembly Commission's view is sought on the suggested issues for consideration by the new organisation, including the allocation of portfolio responsibilities.

Paper 2A

3. PROCEDURES FOR FUTURE CONDUCT OF ASSEMBLY COMMISSION MEETINGS

- The Shadow Commission previously agreed the procedures for the future conduct of Assembly Commission meetings prepared by Ian Summers. These have been modified only to take account of the structure of the organisation now being put in place by the Chief Executive. The Commission is invited to adopt these procedures formally for immediate use.

Paper 3A

4. EXERCISE OF FUNCTIONS

- Pending the appointment of the Commissioners, the Presiding Officer approved the instruments of delegation in order to facilitate the operation and management of the Commission from the day on which it assumed its functions. The Commission is invited to ratify the two instruments as signed by the Presiding Officer.

Paper 4A

5. CORPORATE GOVERNANCE COMMITTEE TERMS OF REFERENCE

- On 3 October 2006 Ian Summers presented a paper on Corporate Governance to the Shadow Commission, which included terms of reference for the Commission's Corporate Governance Committee. The Assembly Commission is asked to endorse these proposed terms of reference. The paper has been modified considerably to reflect the new style for such terms of reference as set out in the revised Audit Committee Handbook published in March 2007. However, there is little change to the substance.

Paper 5A

6. ASSEMBLY COMMISSION GUIDANCE FOR FORMAT AND CONTENT OF PAPERS

- The Corporate Unit has drafted guidance for the format and content of papers to be submitted to the Assembly Commission. This has been endorsed by the Executive Board. The Assembly Commission's view is sought on this guidance.

Paper 6A

7. ASSEMBLY COMMISSION POLICIES

- A number of Commission policies were previously agreed by the Shadow Commission (annexes 1-6). Some have been modified but only to take account of the new structure being put in place by the Chief Executive. Annexes 7 and 8 were considered and agreed by the Executive Board at its meeting on 11 June 2007. The Commission is invited to endorse these policies formally.

Paper 7A