



Comisiwn y Cynulliad Assembly Commission

NAFWC 2007 Paper AC (3) Paper 3

Date: 19 September

Time: 16:30 - 19:30

Venue: 4th floor meeting room

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Future Meetings of the Assembly Commission

Purpose and summary of issues

1. In discussions at previous meetings of the Assembly Commission and Shadow Commission, you agreed that the Commission should focus on strategy and outcomes and, in particular, should be responsible for setting overall strategy and clear performance targets, holding officials accountable for delivery and accounting to the Assembly and the public of Wales for the work of the Assembly Commission. This paper sets out proposals for meetings of the Commission to enable you to carry out these responsibilities effectively.

Recommendations (including priority deadline)

2. The Commission agrees the suggested way forward for future meetings.

Discussion

3. The agenda for meetings of the Assembly Commission we will need to combine specific corporate governance responsibilities, including those relating to the annual planning cycle, opportunities for broad strategic issues to be discussed, and consideration of particular topical matters. This is likely to mean that, in the course of each year, the Commission will wish to discuss:

Strategic and business plans, including prioritisation
Progress against strategic objectives and service improvement
Financial performance, including value for money



Future budget plans
Communications and external relations, including the website and broadcasting, best use of ICT
Members' salaries and allowances
The service ethos
Media and profile of the Assembly, including reputation management
Use of IT and ensuring technological resilience and standards
Use of Assembly buildings, plus sustainability
Equality
Assembly Commission policies
Delivery of core services, such as security, catering, event management, procurement, chamber services etc
Risk and business continuity
Reports from the Corporate Governance Committee

We can prepare a rolling programme to ensure that we cover the full range of topics during the year, while at the same time leaving flexibility for topical issues to be included on agendas. We have already agreed that we will prepare quarterly reports on financial performance for you. In order to provide you with a full picture we suggest that we prepare a "Chief Executive's Report" for each meeting. Such a report could cover key activities and events, progress against the Commission's Strategic Objectives, and a report on the Commissioners' portfolios (that would draw on any contribution that Commissioners might wish to make).

Governance Matters

Financial implications

4. None

Risk Assessment

5. None

Compliance

6. None

Internal and External Communication

7. This paper is suitable for publication