



**Comisiwn y Cynulliad  
Assembly Commission**

**MINUTES OF 4 JULY 2007 MEETING, 9.30-12.00,  
COMMITTEE ROOM 1**

**Present:**

Dafydd Elis-Thomas AM (Presiding Officer)  
William Graham AM (Conservative)  
Peter Black AM (Liberal Democrat)  
Lorraine Barrett AM (Labour)  
Elin Jones AM (Plaid Cymru)

**Officials present:**

Claire Clancy (Chief Executive and Clerk)  
Dianne Bevan (Chief Operating Officer)  
Adrian Crompton (Director of Assembly Business)  
Peter Jones (Director of Legal Services)  
Craig Stephenson (Head of Corporate Unit)  
Cerys Gage (Secretariat)

**Independent advisors:**

None present

**Observers:**

None present

**Apologies:**

Aled Eirug (Constitutional Consultant)



### **Item 1a. Minutes of last meeting**

The minutes of 20 June 2007 were agreed as an accurate record.

### **Item 1b. Matters arising**

There were no matters arising.

### **Item 1c. Issues considered by correspondence since the meeting of 20 June and the decision taken**

There were no issues considered by correspondence since the 20 June meeting.

## **Item 2. Resources**

### **Budget Review 2007/08 and Budget Planning 2008/09**

The Assembly Commission considered and agreed the recommendations in paper 1A on the elements making up the likely additional resource requirement for the supplementary budget motion and the indicative draft budget for 2008/9.

It was agreed that consideration should be given to cost implications for ICT and office space which may be arise from the proposed additional increase of 0.5 Assembly Member Support Staff; in some cases there may be no such additional cost.

**Action:** Chief Operating Officer to consider ICT and office space costs linked to the increase in Assembly Member Support Staff numbers.

### **Members salaries and allowances**

The Assembly Commission considered and agreed the recommendations in paper 1B on various salary and allowance levels for Assembly Members including those who also hold positions such as Ministers, Deputies and Chairs of certain committees.

The Assembly Commission agreed that an independent review of Assembly Members pay and allowances should be undertaken to include the position of Chairs and Commissioners, and that a new process, that would be



independent and have credibility as such, should be established, to carry out the review. The costs of this review should be contained to a reasonable level.

**Action:** Chief Operating Officer to arrange an independent review of pay and allowances.  
Wayne Cowley, Head of Fees Office to contact AMs about the possibility of backdating the salaries of support staff to the 2007 Election.  
Chief Operating Officer to consider AMSS staff pay and bonuses.

### **Item 3. Estates**

#### **Plans and proposals for the Assembly Estate**

The Assembly Commission considered and agreed the recommendations in paper 2A.

The position on Crèche facilities was noted, including that once a provider contract was awarded in the autumn, accommodation would be explored.

Given its national significance, the Commission agreed a proposal to house the Aberfan memorial book in the Pierhead subject to discussion with the local Assembly Member. Arrangements for display would be considered once the outcome of the feasibility study had been determined.

**Action:** Consideration to be given to temporary exhibitions that can be housed in the Pierhead during the summer.  
Chief Operating Officer to look into improved changing room facilities.

#### **Report on Emergency Procedures**

The Assembly Commission considered and agreed the recommendations in paper 2B.

**Action:** The language order of the emergency announcement to be investigated.  
Evacuation procedures to be rehearsed by staff, including the Executive Board, over the summer.

### **Item 4. Corporate Policies**

The Assembly Commission considered and agreed:



- the Welsh Language Scheme for final consideration in Plenary
- the Code of Practice on Complaints

#### **Item 5. 12 July meeting**

The Assembly Commission considered the its approach to the 12 July strategy meeting and agreed that a proposed outline for the meeting should be circulated.

**Action:** Claire Clancy to email a proposed outline for the meeting to the Assembly Commission.

#### **Item 6. Oral Assembly Questions**

The Assembly Commission agreed that Oral Assembly Questions to the Commission would be allocated to Commissioners on a rotational basis.

#### **Item 7. Date of next meeting**

A timetable for all future Committee meetings was currently being considered alongside other Assembly Committee meetings. Proposed dates to be cascaded as soon as possible.

**Corporate Unit**  
**Date**