



## **Comisiwn y Cynulliad Assembly Commission**

**Minutes of 24 January 2008 Meeting**

**Time: 13.30-14.30**

**Venue: Conference Room 4B**

### **Present:**

William Graham AM (Conservative) Chair  
Lorraine Barrett AM (Labour)  
Peter Black AM (Liberal Democrat)  
Chris Franks AM (Plaid Cymru)

### **Officials present:**

Claire Clancy (Chief Executive and Clerk)  
Dianne Bevan (Chief Operating Officer)  
Keith Bush (Director of Legal Services)  
Adrian Crompton (Director of Assembly Business)  
Craig Stephenson (Head of Corporate Unit)

Aled Eirug (Constitutional Consultant)

Non Gwilym (Head of External Communications) Item 5

Meriel Singleton (Secretariat)

### **Independent advisors:**

Professor Robert Pickard

### **Apologies:**

Dafydd Elis-Thomas AM (Presiding Officer)



### **Item 1a - Minutes of last meeting:**

The Commission agreed the minutes from the meetings on 14 November, 13 December and 17 December.

### **Item 1b - Matters arising:**

There were no matters arising from the previous meetings.

### **Item 2 – Pension Scheme Trustees**

The Commission considered the paper on the Pension Scheme Trustees. It was agreed the membership should be one current member from each of the four parties, a pensioner trustee and the Deputy Presiding Officer (a role to remain with the post). For the Labour Group, Carwyn Jones AM would replace Edwina Hart AM who had resigned her position. For Plaid Cymru, Mohammad Asghar AM would become the serving Assembly Member. It was agreed in the interest of good governance that the two current pensioner members should stand down, and a ballot should be held among the pensioner members to elect their representative.

**Action :** Dianne Bevan to invite DPO to sit on panel.  
Dianne Bevan to write to pensioner members of the Trust to invite nominations for a pensioner panel member and conduct a ballot.

### **Item 3 – IT Report:**

The Commission discussed the report on the failure of Assembly Members' IT service. The Commissioners welcomed the report and the changes made to the Members' server. The Commission discussed the recommendations within the report, in particular regarding the mailbox management policy, and requested all AMs and their staff were given the opportunity to have training on e-mail and folder management prior to any policy being introduced.

The Commission discussed the ongoing problem with regards to transferring the AM profiles of Ministers onto the BF domain. It was agreed a letter should be sent to the First Minister highlighting the situation with the transfer of Ministers AM profiles and the associated risks.



The Commission agreed a report should be circulated to all members to explain the failure of the IT system.

**Action :** Dianne Bevan to circulate report to members on the IT failure.  
Dianne Bevan to draft letter to First Minister about the transfer of Ministers' AM profiles.

#### **Item 4 – Review of Members' Pay and Allowances**

The Commission considered the interim report into the review of Members' Pay and Allowances and agreed the revised timetable for reporting, with recommendations on pay to be made in early March. The possibility of extending the review panel, in order to carry out a more fundamental consideration of the system of Members financial support, was discussed and it was agreed, if this was recommended, that the existing panel members should be invited to continue in their role. If any of the panel members were not able to continue in the role, further members would be sought by a wider competition. The Commission discussed the potential legislative options regarding future reviews of Members' Pay and Allowances and Keith Bush agreed to produce a paper on this.

**Action:** Keith Bush to produce a paper on legislative options for reviewing Members' pay and allowances.  
Dianne Bevan to invite existing panel members to continue review.

#### **Item 5 – Executive Board Report to the Commission**

The Commission noted the Executive Board report and said they found the addition of the Finance report very helpful.

#### **Item 6 – Pierhead Action Plan**

Non Gwilym provided an update on the work towards developing the Pierhead building and said a Project Board was being set up, with representation from across the APS, to take this forward. Lorraine Barrett agreed to be the Commissioner representative on the project board. The Commissioners discussed the importance of communication for this project and agreed a session should be arranged for AMSS explaining what the plans for the Pierhead were and what its current function is. The Commission agreed that it was important to ensure the fabric of the building was protected.



**Action:** Non Gwilym to arrange an awareness session for AMSS.

**Item 7 – Date of next meeting:**

The next Commission meeting would be on 6 March 2008 at 1.30pm.

**Secretariat  
January 2008**