



**Comisiwn y Cynulliad
Assembly Commission**

NAFWC 2008 (Paper 2C)

Date: 8 May 2008

Time: 9.00-11.00

Venue: 4B

Author name and contact number: Craig Stephenson, ext 8230

Annual Report 2007/08

This paper has been prepared for consideration by the National Assembly for Wales Commission. It has been deemed suitable for publication after such consideration in line with the Commission's rules for conduct of business. Premature publication or disclosure of the contents of this paper is not permitted as this might prejudice the Commission's deliberations

Purpose and summary of issues

1. To seek the Assembly Commission's views on proposals for our first annual report and statement of accounts which covers the period May 2007 to 31 March 2008. The statement of accounts will cover the full financial year.

Recommendations (including priority deadline)

2. That the Assembly Commission endorses the proposals as set out in paragraph 3 below.

Discussion



3. A cross-service project group has been established to deliver the Assembly Commission's first annual report. It has agreed the following and would welcome the Assembly Commission's views:

- To meet our sustainability agenda, we propose to make the report available on-line in HTML format only. It will contain flash and still imagery as well as video recordings. An audio recording of the whole report will also be available in both languages.
- As this will be published primarily as an HTML report, it will conform to best practice guidelines for websites and be accessible for all users. There will also be a plain Word version available.
- A hard copy leaflet highlighting headline statistics will be prepared and will be available at reception desks and on our stands at the summer shows.
- The audience will be Assembly Members, external stakeholders and the wider public.
- The following chapters/sections are proposed:
 - Foreword by the Llywydd
 - Introduction by the Chief Executive
 - The Assembly Commission, Commissioners and the Strategy
 - New Powers – New Assembly: legislative committees, programme of work etc
 - Work of Siambr and innovative use of ICT; the work of Committees and how the Members' Research Service supports our work
 - Public engagement covering the communications strategy, schools and other visits, events and our presence elsewhere
 - National and International engagement, Commonwealth Parliamentary Association, Lesotho, Royal opening, relations with other parliamentary institutions.
 - Environmental aspects of our estate and our sustainability agenda
 - Governance including Equalities, the Welsh Language Scheme and the support provided by PTRS
 - Statement of Accounts 2007-08

4. The various chapters are being drafted at present and Commissioners will be asked to agree the near-final version at its meeting on 8 July. The Auditor General Wales will lay our statement of Accounts 2007-08 on 18 July, the last day of our summer term. It is proposed to launch the annual report (which will include our accounts) simultaneously.

Governance Matters

Financial implications



5. The report will be prepared in-house and there are no additional costs proposed at this stage except for the provision of a photographer. The Corporate Unit will fund this cost.

Risk Assessment

6. The first Annual Report & Accounts of the Assembly Commission is likely to generate significant publicity. To deliver an impressive and timely report will be key part of the success of its reception.

Compliance

7. The report will be compliant with best practice guidelines for websites. It will also be published in accordance with our Welsh Language Scheme. The Accounts will be prepared in compliance with the Government of Wales Act 2006 and Treasury directions.

May 2008