



## **Comisiwn y Cynulliad Assembly Commission**

### **NAFWC 2009 (Paper 3 Part 1)**

**Date:** 23 March 2009  
**Time:** 1.30 pm  
**Venue:** Conference Room 4B  
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### **Framework for Annual Report 2008/09**

*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**

We propose that this year's Annual Report and Statement of Accounts be compiled by a cross-service project group under the leadership of the Assembly's Publications Team. The report will:

- be predominantly aimed at the public, external stakeholders and Assembly Members;
- be developed in line with the branding guidelines;
- demonstrate how we have delivered our strategic goals for the period 2008-2009 and note milestones planned for 2009-2010;
- be available on-line in HTML format only, alongside a hard copy executive summary and audio recording.

#### **Recommendations**

That the Assembly Commission agrees to the outlined proposal for the 2008-2009 Annual Report and Statement of Accounts.

#### **Discussion**

#### **Content**

Content of this year's report will demonstrate how we have delivered our strategic goals for the period 2008-2009 and note milestones planned for 2009-2010 in line with the central tenets of the Assembly Brand (representation, making law and holding the Welsh government to account).

A draft outline:



- Foreword by the Llywydd
- Introduction by the Chief Executive
- The Assembly Commission, Commissioners and the Strategy
- How we...promote and widen engagement in devolution
- How we...show unity, leadership and a bold response to constitutional change
- How we...demonstrate respect, probity and good governance
- How we...work sustainably
- How we...ensure the Assembly has the best service provided in the most effective way.

### **Format**

As with the 2007-2008 report, 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 executive summary will be available for distribution at our public facing outlets including the Senedd and our external events.

The various chapters will be drafted over the coming months and the Commission will be asked to agree the near-final version at its July meeting. The Auditor General Wales will lay our statement of Accounts 2007-08 on 14 July 2009. Procedures for both projects will dovetail and the proposed date for publishing the Annual Report and Accounts is 16 July 2009.

### **Monitoring**

We will monitor how widely the report is being read by:

- collating the number of web hits on the relevant web pages; and
- monitoring take-up of the audio copy and executive summary in our public facing outlets.