

## The Assembly Commission

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Meeting Venue:  
**Presiding Officer's office, 4th floor – Ty  
Hywel**

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Meeting date:  
**14 May 2012**

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Meeting time:  
**14:30**

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Cynulliad  
Cenedlaethol  
Cymru

National  
Assembly for  
Wales



For further information please contact:

**Carys Evans, 029 2089 8598**  
Secretariat

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**Agenda**  
AC(4)2012(4)

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### **1. Introduction**

**Introduction and apologies**

**Declarations of interest**

**Minutes of the previous meeting** (Pages 1 – 6)

**2. Budget 2013–14 – strategic priorities/implications** (Pages 7 – 14)

**3. Assembly procurement 2012–14** (Pages 15 – 22)

**4. Feedback from last Audit Committee (19 April 2012)** (Pages 23 – 29)

**5. Assembly Commission Reward Strategy for the Fourth Assembly**  
(Pages 30 – 42)

**6. Management Board report to the Commission** (Pages 43 – 58)

**7. Assembly Commission rolling programme** (Pages 59 – 60)

**8. Any other business**



## Comisiwn y Cynulliad Assembly Commission

NAFWC 2012

**Minutes of 8 March 2012 meeting**

**Date:** 8 March 2012

**Time:** 10:30

**Venue:** Office of the Presiding Officer

### Minutes of 8 March 2012 meeting

**Present:**

Presiding Officer, Chair

Peter Black AM

Angela Burns AM

Sandy Mewies AM

Rhodri Glyn Thomas AM

**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 Commission and Member Support Service

Nicola Callow, Head of Finance

John Chick, Head of Members Business Support

Carys Evans, Principal Commission Secretary

**Independent Advisers:**

Mair Barnes

**Others:**

David Melding AM, Deputy Presiding Officer

**AC(4)2012(2)**  
**Minutes of 8 March 2012 meeting**

**1. Chair's introduction**

**Declarations of interest**

There were no declarations of interest.

**Minutes of meeting on 2 February 2012**

The minutes were formally agreed.

All other actions were being progressed by officials.

**2. ICT Service Improvement Update**

Since the Commission's last meeting a number of actions have been taken in response to concerns raised by Members about aspects of the ICT service. A service improvement plan has been agreed with Atos, senior level meetings have been held with Atos and the Welsh Government, and meetings have been held between Assembly Members and Commission officials to identify outstanding service issues and likely future needs.

Additional resources have been put in place to ensure the improvement plan can be implemented. As part of the plan an engineer is visiting every constituency office to address any problems and increased project management and technical design support has been made available to enable improvement projects to happen more quickly and a review of security rules and approach to service provision to better tailor support needs.

Commissioners agreed that the improvements seemed to be addressing the ICT problems and were pleased that robust action had been taken. It was noted that discussions are being held with Atos to explore the extent to which the additional costs incurred as a result of the actions should be shared with Atos.

Action: Officials to circulate the paper directly to Assembly Members.

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**3. Framework for the Assembly Commission Annual Report and Statement of Accounts 2011–12**

The Assembly Commission Annual Report 2011–12 will provide an overview of the strategic priorities of the Assembly Commission, with a strong emphasis on building an Assembly for the future.

The Annual Report will be aimed at the public, but will also address other audiences including Assembly Members, their support staff, the media and other stakeholders. It will cover a number of themes, including preparations for the election and dissolution; the election and new membership; the work of the new Assembly Commission and new arrangements for Assembly business.

The Commission agreed to the proposed content of the Annual Report. It was agreed that a separate report would be produced outlining the achievements of the Commission during the first year of the Fourth Assembly; this will be aimed at Assembly Members.

Action: Officials to proceed with the necessary preparations.

**4. Commission Budget Strategy 2013 – 16**

The proposed approach to the Commission's 2013–14 budget and indicative figures for the remaining years of the Fourth Assembly term (2014–15 and 2015–16) were discussed. The proposed budget for 2013–14 will be £49.450 million, with £13.700 million for Assembly Members' salaries and costs, and £35.750 for Assembly Services. This represents an increase of 5.3% on the budget for 2012–13.

The proposed approach reflects the agreement by the Commission to phase the increase in the budget as recommended by the Finance Committee. The Commission agreed that the budget for 2013–14 be prepared in line with the indicative figures.

There will be further discussions at the Commission's meetings in the summer term. It is intended that the final budget document will be approved at the Commission's meeting in September, and formally laid by 28 September.

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Commissioners agreed to give consideration to:

- longer term funding requirements for the Fourth Assembly;
- consultation with Members and their support staff regarding these requirements.

Actions: Officials to proceed, in line with the agreed approach.

**5. Handling requests for information under the Freedom of Information Act 2000**

The Commission considered possible improvements to the way requests for information under the Freedom of Information Act 2000 are handled in order to streamline the approach and make better use of Assembly resources.

Most requests are manageable, but a small number generate a disproportionate amount of work because of their breadth and complexity.

Increasing the amount of information published proactively would be a means of reducing the need to respond to specific requests, whilst also demonstrating the Commission's continued commitment to openness and transparency.

Commissioners discussed the type of information that could be published proactively. It was stressed that when doing so, care would always be needed in order to balance transparency against proper respect for privacy. It was agreed that Commissioners would be given the opportunity to consider what kind of additional information should be proactively published before reaching a final decision.

It was noted that there are a few cases where the cost of providing the information exceeds the 'appropriate limit'. It was agreed that in such instances the Commission would, in accordance with the Assembly's Code on Public Access to Information, not refuse to provide the information (as it would be entitled to do) but would reserve the right to do so if the likely costs were clearly excessive and there were additional circumstances, consistent with the public interest, which would justify exercising that right.

The Commission also re-iterated that, in accordance with the Code, it will not charge for information, other than in very exceptional cases. It

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was agreed that information on the cost of handling requests would be gathered, with a view to it being included in future Management Board reports to the Commission.

Actions:

Officials to provide further information on:

- proposals for proactively publishing additional information;
- the cost of handling FoI requests.

## **6. Portfolio Holder Updates**

The following items were discussed:

### **Services to Members**

In response to feedback from Assembly Members, Commission officials will be undertaking a survey of the services provided to Members to help identify areas for improvement. John Chick, Head of Members Business Support, will lead on this work.

### **Audit**

The Commission agreed that it would receive regular reports from the Audit Committee so that all Commissioners are aware of the important work being done by the Audit Committee. It was agreed that it would be included on the agenda for appropriate Commission meetings.

### **Assembly Shop**

The Assembly Shop will be moved to the Café area in the Senedd by Easter 2012. Work is underway to improve signage, to make the area comfortable and attractive, and to identify goods to be sold in the shop. It was agreed that training of staff would also be important.

### **Official Language Bill**

The National Assembly for Wales (Official Languages) Bill is currently being considered by the Communities, Equalities and Local Government Committee.

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**Minutes of 8 March 2012 meeting**

**Outreach and Events**

A number of high profile events have been held on the Assembly estate in recent weeks, which have been very well received.

A presentation on the engagement work being done by the Outreach team will be arranged for a future Commission meeting.

**Pay negotiations**

Pay negotiations are currently underway for Commission employees.

**Commissioner Portfolios**

It was agreed that the distribution of work across portfolios would be clarified and, as and where appropriate, adjusted to reflect experiences in the first year.

**7. Assembly Commission rolling programme**

The rolling programme was noted.

**8. Any other business**

There was no other business.

**Secretariat**  
**March 2012**

# Agenda Item 2

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# Agenda Item 3

## Comisiwn y Cynulliad Assembly Commission

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### AC(4)2012(4) Paper 3 part 1

**Date:** 14 May 2012  
**Time:** 14:30–16:30  
**Venue:** Presiding Officer's office

**Author name and contact number:** Jan Koziel, Head of Procurement, ext 8633

## Assembly Procurement 2012 – 2014

### 1.0 Purpose and summary

1.1 This paper summarises the action we propose taking over the next two years as we develop and strengthen the support for procurement in the Assembly, so that we achieve the Commission's aspirations set out below.

### 2.0 Recommendations

2.1 The Assembly Commission is invited to note the action being taken and confirm it is content with the approach.

### 3.0 The Purpose of Procurement

3.1 Our approach to Procurement is as follows:–

- We want our procurement service to be the best – modern, efficient and socially responsible;
- We put sustainability and equality at the heart of everything we do;
- We aim to deliver the quality of services that Assembly Members and the public have the right to expect;
- We are developing a diverse supply chain and will help small suppliers to compete;
- We'll get value for taxpayer's money – but not just through buying the cheapest;
- In our dealings with suppliers and the public we'll be transparent and adopt the highest professional standards.

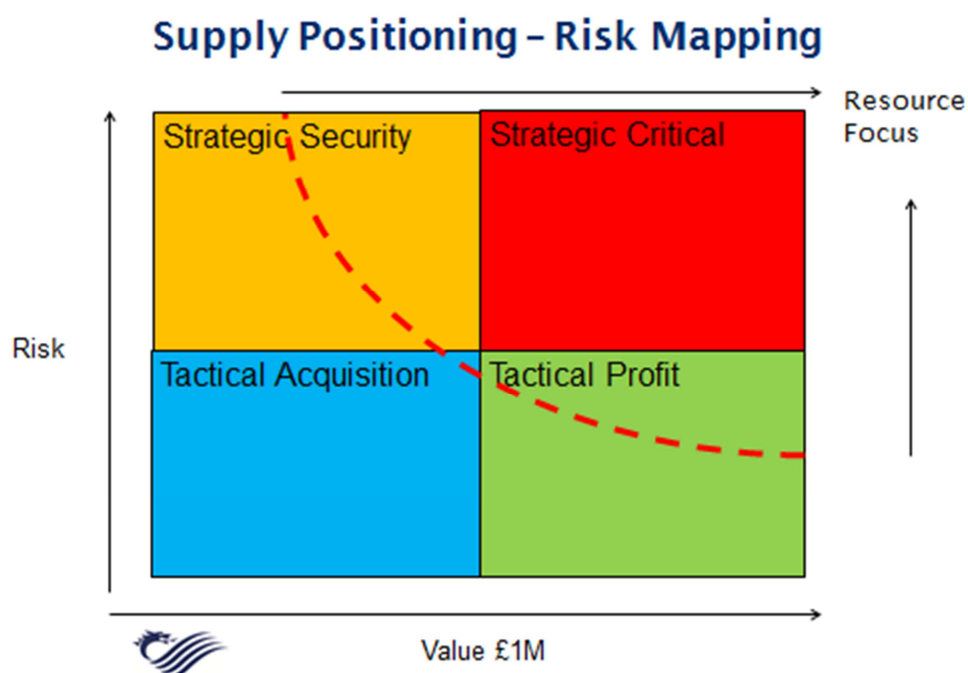
3.2 The key way that the management of procurement will change is that the Procurement team will move from a purely advisory role to a more “hands on” delivery function.

#### 4.0 Adopting a strategic approach

4.1 Successful procurement requires the application of appropriate strategies to different markets. For every contract we will explore our approach to the market and how best to present our contract opportunities to local suppliers and small and medium enterprises (SMEs). We will not use a ‘one size fits all’ approach, but tailor our processes so that SMEs aren’t disadvantaged.

#### 5.0 Supply Positioning

5.1 Supply positioning, by which we analyse and understand the business importance of a contract, will allow us to choose the best approach to its procurement. We will position a contract based on the likely risks faced in its procurement and its value and build a procurement strategy for each contract based on that. **We will adopt this technique on all contracts over £25k.**



#### 6.0 The Right Procurement Structure

6.1 Introducing a more centralised role in procurement will bring greater consistency in our approach to the external market place, improve governance and reduce commercial risk to the organisation. The procurement of contracts below £25k will normally be delegated to

**AC(4)2012(4) Paper 3 part 1**  
**Assembly Procurement 2012 – 2014**

individual services, with Procurement providing an advisory service. Full procurement engagement will commence at £25k.

**7.0 How we will Deliver our Aspirations**

- 7.1 We want our procurement service to be the best – we will do this by adopting a ‘hands on approach’ and managing all the stages of the procurement process, from procurement strategy development, through to involvement in contract management once the contract is awarded.
- 7.2 We will introduce ‘sustainability risk assessments’ where we will consider how we can reduce our environmental impact and consider any wider social issues. The outputs from these will transfer into our specifications and tender documentation.
- 7.3 We will be transparent in our business dealings, giving detailed feedback to unsuccessful companies so that they can be better placed to win future opportunities.

**8.0 Recommendation**

- 8.1 The Assembly Commission is invited to note and comment upon the progress made in addressing the procurement strategy of the Assembly.

**Jan Koziel**  
**Head of Procurement**  
**May 2012**

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## **Bwyllgor Archwilio Comisiwn y Cynulliad Assembly Commission Audit Committee**

**NAFWC ACAC**

**Minutes of 19 April 2012**

**Time:** 11:00

**Venue:** Conference Room 4b, Ty Hywel,

### **Minutes of 19 April meeting**

#### **Present:**

Richard Calvert (Independent Advisor)

Tim Knighton (Independent Advisor)

Professor Robert Pickard (Independent Advisor)

Angela Burns, AM

#### **Officials present:**

Claire Clancy, Chief Executive and Clerk

Dianne Bevan, Chief Operating Officer

Steve O'Donoghue, Head of Assembly Resources

Nicola Callow, Head of Finance

Dave Tosh, IT Director

Lynne Flux, Head of Internal Audit

Rachael Tonkin, KPMG

Richard Harries, Wales Audit Office

Emma Moorhouse, Wales Audit Office

John Grimes, Head of Governance

Alison Rutherford, Secretariat

#### **Introductions**

##### **Item 1- Introduction and declaration of interests**

1. The Chair welcomed attendees including Steve O'Donoghue in his role as the new Director of Finance, and Dave Tosh as the new IT Director. No apologies had been received.
2. Tim Knighton declared an interest that he would shortly be attending a recruitment panel on which Claire Clancy would be sitting.

## **Item 2 – Minutes of meeting held on 09 February and matters arising**

3. The minutes of the previous meeting had been agreed out of committee, and the Chair noted there were no outstanding actions.

## **Internal Audit**

### **Item 3 – Internal Audit – latest progress**

#### ACAC(12) Paper 1a. Progress of Internal Audit Reviews

4. The Audit Committee considered the paper and Lynne Flux provided an overview of the current internal audit position. Lynne said that she was content with the progress of recent reviews, and added that work on Bribery and Corruption had been rescheduled to tie in with the launch of the fraud policy, and that work on Business Continuity had been rescheduled following realignment of responsibilities due to sickness absence.
5. Lynne told the Audit Committee that an Internal Audit Assessment questionnaire would be circulated during the next month to the Committee and Management Board members, and a self-assessment would also be completed to measure the effectiveness of Internal Audit.

### **Item 4 – Internal Audit Plan**

#### ACAC(12) Paper 1b. Internal Audit's plan for 2012/13

6. Lynne introduced the plan and said that a rolling schedule to follow up recommendations made in audits during the last two cycles had been introduced as part of the plan. Following questions from the Committee, Lynne said that the decision to undertake work in house or jointly with KPMG depended on the type of review being undertaken and the available expertise from KPMG. Her priorities in the plan revolved around key projects in the Assembly Services including the HR/Payroll project and ABMS and the ICT strategy as these impacted on services and people across the organisation.
7. The Chair said that Internal Audit could play a stronger role in maximising value for money and Lynne agreed that one or two areas had been selected for this as part of the plan and this will feature more going forward. It would ensure a tie in with worked planned in Financial services.
8. The Committee noted the delay with the review of Business Continuity planning which, on the risk register, had been classified as a

High/Critical risk. Claire Clancy agreed that the risk rating should be revisited and said that she would prefer the later audit as she felt that an audit at this stage would not identify anything of which she was not already aware.

9. The Audit Committee endorsed the plan.

### **Item 5 – Internal Audit Report – Asset Management**

ACAC(12) Paper 1c. Asset Management

10. Rachael Tonkin from KPMG introduced the report on Asset Management. They had provided an overall rating of ‘satisfactory’ and the main findings noted improvements were required in the following areas:

- the identification and classification of expenditure as capital or expense;
- the audit trail of assets under construction;
- the wording of the accounting policy to ensure useful economic lives attributed to assets are correct.

11. Nicola Callow told the Audit Committee that she was reassured that the checks and controls in place in the Finance team were robust enough to capture errors.

12. The Committee asked officials why there were not finance representatives on all project boards. Steven O’Donoghue advised the Audit Committee that the new approach of the Investment Programme recognised the importance of financial support to projects and Claire Clancy added that she would not sign off expenditure on any project if she was not satisfied that the appropriate expert officials had been involved.

### **Item 6 – Internal Audit Report – Budgetary control and Financial Management processes.**

ACAC(12) Paper 1d. Finance Service: Review of the effectiveness of budgetary control and financial management processes.

13. Lynne Flux introduced the paper which gave a ‘reasonable’ level of assurance on the controls in place. Angela Burns expressed concern that budget holders should feel there was no great drive for efficiencies as part of the budget setting process.

14. In response Steve O'Donoghue said that value for money and efficiency improvements were happening across the Assembly. He gave examples of the severance schemes, and the ABMS and HR/Payroll projects, but added that more visible presentation of the benefits was needed. Lynne Flux added that the review found that awareness of these initiatives, and the aim to seek efficiencies and value for money at a more micro level, needed to trickledown to budget holders at all levels.
15. The Audit Committee endorsed the report, noting the importance of long term and strategic embedding of financial management in the organisation. They also noted the importance, where appropriate and justified by the evidence, of positive language in audit reports and the effect this can have on the morale and the culture of the organisation.

#### **Item 7 – Update on Information Security and Data Protection Governance**

ACAC(12) Paper 1e. Information and Data Protection Governance: progress on recommendations

16. Lynne Flux introduced her paper, noting that since the previous Audit Committee the Information Governance Manager had been appointed. She remarked that she was pleased with progress on the recommendations and that it was important to keep the momentum with this work.
17. Dianne Bevan said that a paper would be taken to Management Board the following week to agree the terms of reference of the Information Security group. She also advised that Heads of Service, as Asset Owners, would receive SIRO training. Dianne also thanked Tim Knighton and his colleagues at Companies House for their recent assistance.
18. Tim Knighton told Officials that although the new IT Director would be the SIRO, it must not be seen as an IT responsibility. Best practice was for there to be someone responsible for information assurance, outside of the IT Director's line.

#### **Budget Strategy**

#### **Item 8 – Budget Strategy paper**

ACAC(12) Paper 2a. Budget Strategy paper



19. Nicola Callow introduced the paper which was presented primarily for information following the Committee's request at February's meeting.

### **External Audit**

#### **Item 09 – Interim Audit**

ACAC (12) Oral Item. Results of Interim audit

20. Richard Harries from Wales Audit Office gave a brief update on the Interim audit, noting that although there were minor improvements to be made, there were no concerns for the sign off of the accounts in the summer.
21. Richard added that the third quarter work on Members' expenses was complete with no concerns, and full feedback would be provided at the June meeting following the fourth quarter work.
22. Richard told the Committee that in light of the largely positive reports over the last few years, the WAO were considering with officials to the level of information it should report to the Committee in the future.
23. Nicola Callow gave the Audit Committee a brief update on the current year end position noting that the underspend on the Commission side was likely to be within the target at £500,000. On the Members side, the figure was likely to be just under £1m, which was to be expected in the first year of a new Assembly.

### **Assembly Commission Governance**

#### **Item 10 – Governance Statement**

ACAC(12) Paper 3a. Draft Governance Statement 2011-12

24. John Grimes introduced the updated draft governance statement and comments were invited from the Committee. The Committee suggested that the paper should, for consistency, include the number of times the Remuneration Committee met, and to re-word the paragraph summarising procurement and contract management to note there is still work to do in this area.

#### **Item 11 – Risk Management**

ACAC(12) Paper 3b. New risk management framework

25. John Grimes introduced the paper detailing the new simplified risk framework, and summary of the 14 corporate risks.

26. The Audit Committee endorsed the new approach and the shift to simplification. Members added that was necessary for officials to consider the risks of attempts to attack the Assembly's website from outside. They emphasised the need to have a programme of simulations for testing critical responses, and to consider contingencies for possible power outages beyond 2016.

**Item 12 – Effectiveness of the Committee**

ACAC(12) Paper 3c. Results from WAO tool;

ACAC(12) Oral item Comments from Members on Terms of Reference

27. Richard Harries noted the positive direction of travel shown in the results of the self-assessment that had been completed by Committee Members and attendees, and said that there were no specific concerns to focus on.
28. The Chair highlighted a couple of points;
- internal audit performance which will be addressed with the new assessment mentioned earlier;
  - counter fraud;
  - new Members and induction, particularly in light of the Audit Committee membership rotation which would mean two new Members at the end of this year.
29. There were no comments on the terms of reference.

**Item 13 – Annual report 2011/12**

ACAC(12) Paper 3d. Draft Annual report 2011/12

30. The Chair asked that any drafting comments be fed back to John Grimes after the meeting.

**Other items**

**Item 14 – Departures**

ACAC(12) Paper 4a. Departures summary

31. John Grimes outlined the background to the Insurance departure and the time that would be needed to draw up and consult on a new insurance strategy.
32. Tim Knighton noted that, in relation to the website departure, open source software was good value for money and should be considered for use where possible.

**Item 15 - Forward work programme and future meeting dates**

ACAC(11) Paper 4b.Forward work programme

33. The forward work programme was agreed and John Grimes asked for members to confirm their availability for the provisional future meeting dates.

**Secretariat  
April 2012**

# Agenda Item 5

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## Comisiwn y Cynulliad Assembly Commission

### AC(4)2012(4) Paper 6 part 1

**Date:** Monday 14 May 2012

**Time:** 14:30 – 16:30

**Venue:** Presiding Officer's office

**Author name and contact number:** Claire Clancy, ext 8233

### Management Board report to the Commission May 2012

#### Outline

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#### List of annexes

- Annex A: Freedom of information (January – March 2012)



**AC(4)2012(4) Paper 6 part 1  
Management Board Report to the Commission**

**Assembly Commission's strategic goals**

**1.0 Strategic goal – provide outstanding parliamentary support**

**1.1 Assembly business update**

- a. Additional resource has been put in place the Research Service to strengthen services offered in terms of financial analysis and scrutiny. The key aims are to:
- Support and encourage more effective financial scrutiny of legislation and Government policy for Assembly committees;
  - Undertake briefings on key areas of topical interest and develop the capacity to carry out costings of alternative spending proposals;
  - Provide more resource for costing Assembly led Bills to ensure more robust methodology;
  - Improve the enquiry service in terms of coverage and depth of analyses available;
  - Provide briefings analysing key areas of Government spend and more economic/labour market information and analyses.

**1.2 Committees**

- a. Committees have also increased the amount of external expertise they have drawn on, with more expert advisers being appointed last term than in any previous year. These advisors are drawn from a range of fields, including academia and specialist organisations:
- Environment and Sustainability Committee appointed two advisers to assist them in their inquiry into a single environmental Body;
  - Children and Young People Committee appointed an expert in order to assist their engagement activity for the Adoption inquiry;
  - Three advisors are being used by the Health and Social Care Committee for their large inquiry into residential care. They are providing specialist knowledge and analysis and facilitation with expertise to link into

## AC(4)2012(4) Paper 6 part 1 Management Board Report to the Commission

people who would not normally engage with committee activity;

- Finance Committee have appointed an expert adviser for the inquiry into Devolved Funding: Borrowing powers and capital.
- b. The Business Committee has recently reviewed the Oral Assembly Questions ballot procedure. They were concerned that on a fairly regular basis 15 questions are not being tabled from the 20 Members selected in the ballot. This has been the case for all Ministers, the Counsel General and the Assembly Commission. They agreed not to change the procedure for Ministers at this stage, but to discuss with Members in their groups and to keep this under review.
- c. They did, however, agree to revise the procedure for tabling questions to the Counsel General and the Assembly Commission. They agreed to remove the requirement for an initial ballot for questions and to revert to the former procedure which would allow any Member to table a question (with 15 being selected by random means). This should remove the perceived need to table a question by those Members who are successful in the ballot and allow greater access to oral questions for Members.
- d. The Business Committee will propose a change to Standing Orders, in plenary, before the next round of questions to the Counsel General and Assembly Commission.

### 1.3 Remuneration Board

#### *Residential accommodation*

- a. The Remuneration Board met on 23 March. The Board discussed the adequacy of the current arrangements for overnight stays for Assembly Members whose main residences are within the inner area and concluded that the evidence pointed to a significantly greater number of overnight stays being required by Members whose main homes lie within the constituencies of Gower, Swansea West, Swansea East and Neath. The evidence also indicated that the take up from Members based in South Wales Central and East

**AC(4)2012(4) Paper 6 part 1**  
**Management Board Report to the Commission**

was very low with the majority of Members residing in these regions having not taken any overnight stays whatsoever.

- b. The Board has written to all Members to invite their views the following proposed changes:
- An increase in the numbers of overnight stays available to those Members whose main homes are based in the constituencies of Gower, Swansea West, Swansea East and Neath. The number would be increased to around 36 overnight stays per annum, which will allow for at least one per week during the Assembly's sitting time.
  - In line with the lower demand, a decrease to 15 overnight stays in Cardiff for Members whose main homes are in all other constituencies within the inner area.
  - In line with other accommodation budgets, the budget available to all Members in the inner area for overnight stays in Cardiff will be expressed as a financial sum rather than by the number of overnight stays available. This would allow Members to use the sum flexibly to meet their needs on any type of accommodation up to a maximum of £95 per night. The overnight subsistence allowance of £20 would remain in addition to this budget. The proposed annual sum for Members whose main homes are in the constituencies of Gower, Swansea West, Swansea East and Neath would be £3,420, and for Members whose main homes are in other constituencies in the inner area, the sum would be £1,425.
- c. It was also agreed, in light of concerns raised relating to contingency in the event of extreme weather, to allow the Chief Executive to consider requests for additional stays when such circumstances arise.
- d. The deadline for responses is 17 May. The Board will come to a final view on this matter at its meeting on 22 June.

*Arrangements for Assembly Members' support staff*

## **AC(4)2012(4) Paper 6 part 1**

### **Management Board Report to the Commission**

- a. The Board is committed to reviewing pay and arrangements for AMSS by April 2013. Following discussions at its meeting in March, the Board agreed that this work is likely to involve a more comprehensive evaluation of job descriptions and the responsibilities of support staff, and the appropriateness of the pay bands and spine points.
- b. The Board agreed that Assembly Members' Support Staff remuneration should reflect the value of the work they undertake, and that this be in line with other suitable comparators across the public and private sectors in Wales.
- c. The Board recognised that support staff salaries play a significant part in enabling Members to attract a suitable calibre of applicants to vacant posts in order to ensure the quality of the service provide to them, and thereby to enhance the strategic capacity of the Assembly.
- d. The Board also agreed that its review should take the wider political and economic context into account.
- e. The Chair of the Board has written to Party Leaders, representatives of AMSS and Angela Burns AM (as the relevant Assembly Commissioner) to indicate the Board's intentions to consult and engage with those affected by its decisions.

#### *AM Pensions*

- a. In preparation for its review of AM pensions, the Board has appointed Pricewaterhouse Coopers to deliver a pensions seminar and produce a report, which will form the basis of the Board's consultation in Autumn of 2012.
- b. The seminar will be held on 21 June. Representatives of the Pension Scheme Trustees will be invited to attend.

#### 1.4 ICT service improvements

##### *Continual Service Improvement Programme (CSIP)*

- a. The ICT continual service improvement programme (CSIP) has now been running for three months and significant improvements have already been made, although many of

**AC(4)2012(4) Paper 6 part 1**  
**Management Board Report to the Commission**

these relate to changes behind the scenes to the way Atos provide our service. The service improvements include:

- All constituency offices have been moved to either the new BT network, or where that has not been possible(usually because the local BT Exchange is not 21CN compatible), to an improved infrastructure. This work was completed six weeks ahead of schedule.
- All constituency offices have been moved to BT's VIP service, which provides a higher level of response in the event of problems.
- Visits have been made to 62 constituency offices, to undertake 'health checks' of the ICT installation, making improvements where possible and gathering information on outstanding issues where more in-depth work is required.
- ICT staff have met with most Assembly Members to identify the major issues, the output is being collated and will help to inform the planning of future works, such as wireless connectivity, a wider range of end user devices and BYOD.

*Casework*

- a. The latest position on the upgrade to the Assembly provided Casework system is as follows:
  - The necessary patching has now been applied to the Assembly test environment and system testing was underway leading up to the Bank Holiday week-end.
  - User testing will begin the week after the Bank Holiday and will continue for two weeks and, if successful, implementation will be completed for the end of May.
  - Early indications from system testing are positive in terms of problem fixes and improved functionality.

*Future ICT Service Provision and ICT Strategy*

- a. The work to prepare fully evaluated options for the future provision of ICT Services is underway. A project team is being assembled to undertake the evaluation and business case preparation work, with the aim of having the options analysis finished by the end of 2012. As a reminder, the Commission needs to give notice of its intentions, to Atos, by 30 April 2013.
- b. The Welsh Government has formally announced that it will extend the Merlin Agreement, having agreed significant changes for future service delivery, with Atos. A number of these changes will deliver benefits to the Commission, including a reduced project rate card cost, separate invoicing for project work and improvements to core services. The extension provides the option for WG to extend service provision to 2019.
- c. In parallel with the future services analysis, a piece of work to develop an ICT and Information strategy for the Assembly is getting under way. This strategic visioning piece needs to be in place in time for the decision-making around future service delivery.

## **2.0 Strategic goal – engage with the people of Wales**

### **2.1 Events**

- a. 01 March – To mark St David’s day the Presiding Officer hosted a lunchtime reception in the Senedd. The theme for this year was showcasing Welsh produce. Guests enjoyed food demonstrations by members of the Welsh Culinary Team, a performance by the Caldicot Male Voice Choir, and music background provided by a young harpist from the RWCMD. The guest list included Welsh producers and food specialist media.
- b. 8 March – International Women’s Day this year was marked in partnership with the Institute of Welsh Affairs, the Equality and Human Rights Commission, the Women’s Institute and

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the British Council. The day began in the Pierhead with a breakfast round table meeting, hosted by the Presiding Officer, followed by discussion groups and workshops in the Pierhead hosted by the Women's Institute and a lunchtime lecture delivered by Tori James, the youngest British and the first Welsh female to climb Mount Everest. The programme of events was open to the public and specifically aimed at women with an interest in public life.

- c. 15 March – The Assembly ran a CPD event for the Chartered Institute of Public Finance Accountancy in Wales, which was opened by Angela Burns as Commissioner for Assembly Resources. Around 50 finance professionals from across Wales attended and heard about the work of the Assembly, the Finance and PAC Committees, linkages with the work of the Wales Audit Office, and the innovative plans for the Wales Governance Centre and its move to the Pierhead. Feedback was very good, one comment being, “we all know what the Assembly does generally, but it was really helpful to understand in greater detail what that means in practice”.
- d. 26 March – The Archbishop of Canterbury visited as part of his annual tour of Wales in March. The programme started with an event in Siambr Hywel organised in partnership with CEWC Cymru where young people were engaged in a debate on several topics; this was followed by a lecture delivered by the Archbishop and chaired by Betsan Powys on *For the Common Good: what is it that turns a society into a community?* The event was open to the public.
- e. 11 April – Helen Clark, Administrator to the United Nations' Development Programme and former Prime Minister of New Zealand, visited the National Assembly for Wales and delivered a lecture in the Pierhead as part of the Pierhead Sessions. Mrs Clark shared views on the role that empowerment of women plays in building new and successful democratic societies, before taking part in a question and answer session. The event was open to the public.

### 3.0 Strategic goal – promote Wales

- 3.1 In March, Steven O'Donoghue, Head of Assembly Resources, facilitated a strategic planning workshop with Derby University's

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Department for Accounting and Financial Markets. As well as using it as an opportunity to form a positive image of Wales and the Assembly, it was similarly beneficial in gaining an understanding of the strategic issues facing other organisations, in this case, a University.

#### **3.2 International activities update**

- a. 22 February – a delegation from Sinn Féin, led by Raymond McCartney MLA held a private meeting with the Presiding Officer.
- b. 1 March – a delegation from the Flemish Parliament, led by the Speaker Jan Peumans visited the Assembly to learn more about the devolution process in the UK and the priorities of the Assembly.
- c. 6 March Sir Alan Haselhurst MP, CPA Chair visited the Assembly for a series of meeting with the CPA Branch Chair, Executive committee and a private meeting with the Presiding Officer.
- d. 21 March – The Presiding Officer welcomed Welsh and international students to the Assembly for a debate on this year's Commonwealth theme of 'Connecting Cultures' to celebrate Commonwealth Day.
- e. The following held a private meeting with the Presiding Officer on their first visit to Wales:
- f. 15 March – HE Mr T Jasudasen Singapore High Commissioner
- g. 21 March – HE Volodymyr Khandogiy Ukraine Ambassador
- h. 26 March – HE Mr Daniel Taub Israeli Ambassador
- i. 27 March – HE Mr Roberto Jaguaribe Brazilian Ambassador
- j. 25 April – HE Werner Matías Romero Ambassador to El Salvador

#### **3.3 European Office**

- a. Rhodri Glyn Thomas AM, in his role as Assembly representative on the Committee of the Regions, participated



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in: the plenary session of the Committee 15–16 February; a seminar on 22 March on the Multi–annual Financial Framework 2014–2020 aimed at national parliamentarians across the EU; and on 22–23 March, with Christine Chapman AM, in the EU Summit of Cities and Regions held in Copenhagen as part of the Danish EU Presidency.

- b. 23 April – Ken Skates AM visited Brussels for a background visit on EU policy and funding. He had meetings with European Commission officials (DG Regional Policy and DG Research), UK Permanent Representation the EU (UKREP), Wales House representations, EU networks (for business and research), and with Welsh MEP Derek Vaughan.

### **3.4 Others**

- a. 12–13 February – Christine Chapman AM, Julie Morgan AM and Keith Davies AM travelled to Helsinki for a fact–finding visit looking at how the ban on corporal punishment of children is being enforced in Finland.

## **4.0 Strategic goal – use resources wisely**

### **4.1 Staffing update**

- a. Dave Tosh has now taken up his post as Director of ICT, joining the Assembly from the City and County of Swansea. Connie Cockburn now becomes the Head of Estates and Front of House.

### **4.2 Pierhead Renovation work**

- a. The next phase of the Pierhead terracotta renovation is under way, scaffolding will be up on the side facing the oval basin for several weeks. We are obliged to do the work partly to preserve the building but also because of safety issues. The cost of this phase is expected to be about £75k. The last two elevations of Pierhead will be completed together, currently planned for 2013 but we are considering whether they can be brought forward to this year. The first phase of the restoration work disclosed a problem with a beam over the front entrance of the Pierhead, which will need to be fixed and

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requires a small scaffold for a short period of time. This work will take place as soon as is convenient.

### **4.3 Senedd Café and Shop**

- a. The opening of the new facility has seen much increased takings at both the shop and café, almost double compared to the same time last year, despite the wet weather. Geraint Huxtable and Miranda Parker will be working to continually improve the stock and presentation. Miranda is seeking out and implementing new ideas from Members and other organisations.

### **4.4 National Assembly for Wales People Strategy**

- a. A people strategy for the Fourth Assembly has been finalised. The strategy provides a focus to our people policies and procedures and is designed to support the delivery of outstanding parliamentary support. Copies of the strategy will be circulated to Commissioners shortly, prior to a launch to staff to coincide with Learning at Work Day in May.

### **4.5 Severance scheme**

- a. A Voluntary Exit Scheme was launched in January 2012. The aim of the scheme was to ensure that the Commission's staffing complement and structure is capable of supporting the delivery of outstanding parliamentary support during the Fourth Assembly by:
  - Allowing the organisation to respond to shifts in our skill requirements;
  - Improving workforce efficiency;
  - Facilitating organisational change; and
  - Delivering long-term savings where possible and/or avoiding additional costs in meeting skill shortages.
- b. Assembly staff were invited to apply for the Scheme and applications were considered by the relevant Head of Service and the Director of Assembly Business. Each application was

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assessed against an agreed set of criteria that had been shared with TUS and publicised on the staff intranet.

- c. Applications were subjected to a robust and objective assessment that involved assessment against the agreed criteria together with detailed costings. The decision panel comprised Claire Clancy, Ian Summers (Finance and Governance Advisor) and Mair Barnes (Independent Advisor to the Commission). Staff were given the right to appeal with appeals being considered by an Appeals Panel consisting of Keith Bush (Director of Legal Services and Chief Legal Adviser) and Tony Morgan (Chair of the NAW Commission's Remuneration Committee).
- d. In total, 19 members of staff applied and 16 were approved. The process is now complete and each member of staff has been informed and they are making preparations for their departure, which for many will be at the end of their notice period, which is 30th June 2012.
- e. The total cost for the approved applications is £ 622,688, with on-going annual savings of £ 304,734, delivering a payback period of c.25 months. Over the next few months we will be considering how we can capitalise on the outcomes of the scheme to ensure our staffing resources are aligned with the needs of the Commission and the Fourth Assembly.

### **4.3 Remuneration Committee**

- a. In line with its role of providing independent oversight of the performance management arrangements for senior staff, at its 19 April meeting the Remuneration Committee considered reports from the Presiding Officer concerning the performance of the Chief Executive and from the Chief Executive concerning the performance of Directors. The Committee also endorsed a draft annual report to the Commission summarising its work in the last year. In addition the Committee reviewed its terms of reference to ensure they remain fit for purpose. These papers will be coming to the June meeting of the Commission.

## **5.0 Financial report**

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- 5.1 The 2011–12 year has ended with a £1.6m under spend against a total budget of £47.022m. As forecast, the Assembly Services under spend (£567k) is within the 2% corporate target. The final adjustments for the year end are underway and we anticipate the final position to fall to 1.5%, an under spend less than £500k. The £14.694m budget for the Assembly Members' claims and salaries is showing an under spend of £1m. We are on target to deliver both the Commission's and the Pension Scheme Annual Accounts for WAO audits.
- 5.2 The next update for Commissioners will include the first financial update for the 2012–13 financial year.
- 5.3 Work on the 2013–14 budget is underway following the Commissioners agreement to deliver the strategy within the £49.45m financial envelope. This is the figure published in the 2012–13 Budget. It reflects the Finance Committee's advice to deliver service improvements over two to three years.

### **6.0 Other information**

- 6.1 A list of information disclosed since the last report under the Freedom of Information Act is attached at Annex A. As agreed, the list includes details of information withheld due to FOI exemptions. Future reports will include time taken to handle requests. The full disclosure can be provided to Commissioners on request.

## Annex A

### Information released following access to information requests (January – March 2012)

- Information and costs which relate to consultancies used by the Assembly
- Information relating to the use of the engagement fund
- The cost of the Translation Service
- Staff and costs per Assembly service area
- Information relating to Welsh speakers at the Assembly
- Information about and costs relating to the nursery
- Costs relating to the Remuneration Board
- Information about Assembly Members offices and the furniture provided
- Costs and details of training courses attended by Assembly staff
- Information about the Assembly's use of agency staff and contracts
- Information relating to Assembly staff and the minimum wage
- Details of correspondence between the Assembly and AWEMA
- No information held – previous employment of an individual
- No information held – information about bonus payments to Commission staff
- No information held – details of contracts to provide cosmetic objects on the Assembly estate
- No information held – details of meetings between Assembly Members and Ministers

### Information withheld following access to information requests (January – March 2012)

- Details of Assembly Member expenses claims rejected by the Assembly **Section 36 – Effective conduct of public affairs exemption**
- Correspondence containing sensitive personal data of an Assembly Member **Section 40 – Personal data exemption**



# Agenda Item 7

## Comisiwn y Cynulliad

### Assembly Commission

Cynulliad  
Cenedlaethol  
Cymru

National  
Assembly for  
Wales



AC(4)2012(4) Paper 7 part 1

**Date:** Monday 14 May 2012

**Time:** 14:30 – 16:30

**Venue:** Presiding Officer's office

**Author name and contact number:** Carys Evans, ext 8598

## Assembly Commission rolling programme

Meeting date	Agenda item	Portfolio holder/lead official
<b>28 June 12</b>	Sign off annual report and accounts 2011-12	Presiding Officer/Claire Clancy
	Draft budget 2013-14	Angela Burns/Steve O'Donoghue
	ICT strategy	Peter Black/David Tosh
	UNO benefits and savings six monthly review	Peter Black/David Tosh
	Official Languages Bill	Rhodri Glyn Thomas / Non Gwilym
	Remuneration Committee	Angela Burns / Claire Clancy
	Portfolio holder updates	Portfolio holders
	Rolling programme	Secretariat
<b>12 July 12</b>	Draft budget 2013-14	Angela Burns/Steve O'Donoghue
	Assembly Commission Audit Committee Annual Report	Angela Burns / Steve O'Donoghue
	Police SLA for Security of the National Assembly	Sandy Mewies / Steve O'Donoghue
	Annual Equality Report 2011-12	Sandy Mewies / Ross Davies
	Management Board report to the Commission	Claire Clancy
	Rolling programme	Secretariat
<b>27 Sept 12</b>	Draft budget 2013-14	Angela Burns/Steve O'Donoghue
	Portfolio holder updates	Portfolio holders
	Rolling programme	Secretariat