



Venue: **Hybrid - Digital**

Date: **Monday, 14 March 2022**

Time: **12.30 - 14.10**

Minutes: SC(6)2022(2)

Commission
Members:

Elin Jones MS (Chair)
Rhun ap Iorwerth MS
Janet Finch-Saunders MS
Ken Skates MS
Joyce Watson MS

Officials present:

Manon Antoniazzi, Chief Executive and Clerk
Siwan Davies, Director of Senedd Business
Arwyn Jones, Director of Communications and Engagement
Ed Williams, Director of Senedd Resources
Laurian Hubbard, Head of Engagement, Head of Engagement
Laura Williams, Head of Communications, Head of Communications
Mark Neilson, Head of ICT and Broadcasting
Sulafa Thomas, Head of Commission and Member Support
Gwion Evans, Head of the Llywydd's Private Office

Others in
attendance:

1 Introduction

1.a Introduction and apologies

1.b Declarations of interest

There were no declarations of interest.

1.c Minutes of the previous meeting

The minutes of 31 January were approved.

2 Senedd estate and futures ways of working

Commissioners considered the next steps following discussions about the Estate Strategy in November and January. They recognised the inter-dependent relationship between ways of working and the work environment.

Commissioners agreed to formally bring together the Commission's agile and flexible working ambitions and capacity review together with the accommodation requirements into one Ways of Working strategy and associated delivery programme. They noted the high-level Ways of Working roadmap and business case development process set out and approved the initial elements of this work to be taken forward at pace via an interim action plan. Commissioners discussed the importance of ensuring that the governance around these strategically important matters is robust, and highlighted the importance they place on engagement and consultation throughout the process. In doing so they expressed support for working with partners to understand the needs of all involved.

The action plans would include, in relation to Cardiff Bay accommodation:

- engaging property consultants to provide specific advice,
- drafting an occupancy strategy, addressing hybrid working models,
- engaging our office consultants to offer further advice on moving beyond our current hybrid work pilot schemes,
- beginning the formal process of establishing Welsh Government requirements for its future use of the Senedd estate and develop options for how to meet those requirements, and writing to the Remuneration Board to express an interest in working closely on future ways of working matters.

In relation to the Senedd's regional presence the initial plans would include:

- a project to explore proposals for regional Senedd hubs in North, Mid and West Wales, noting timings in relation to the Colwyn Bay offices, and
- to formally approach the Welsh Government about engaging in a partnership approach to develop options for Senedd regional hubs.

Commissioners also agreed that an internal future use review of the Pierhead building should take place.

3 Communications and Engagement Strategy

Commissioners discussed and agreed the Communications and Engagement Strategy for the Sixth Senedd. The Strategy has drawn on the achievements of the Fifth Senedd and the many opportunities presented by the pandemic to increase participation and engagement.

Commissioners discussed the importance of reaching the 'quiet voices', and of demonstrating the relevance of the Senedd to the lives of those in Wales.

4 Catering contract

Commissioners considered options for the Catering Contract, and agreed to retender a shorter length contract. They emphasised the significance of a parity of paygrade for contracted staff with those employed by the commission, and reflected that the decision taken would enable work to be done in order that future provision options would also reflect the Commission's desire to support opportunities within Wales.

5 KPI Review outcome

Commissioners agreed changes to the corporate KPIs, and note the development of internal output and workload indicator measures. They agreed to receive interim KPI data reflecting the sixth month point in the year.

6 Security update

Commissioners received a progress report on steps being taken to support Members in undertaking security enhancements and work by the Security Team to further increase its effectiveness in supporting Members to stay safe and secure.

They agreed it would be useful for the information to be shared with all Members as the beginning of a process of regularly updating Members on these matters.

7 Cyber Security

Commissioners were provided with details of the action already taken to protect the Senedd against cyber-attack, together with planned and suggested future action needed to keep pace with the evolving threat, further elevated by recent international events.

Commissioners requested that direct briefing be offered to each of the party groups.

8 Springtide

Commissioners were provided with information on arrangements which would be in place following the demise of the Monarch and including travel plans for Members at that time.

9 Covid update

Commissioners noted the work being done on the Corporate Risk assessment in response to the most recent and anticipated changes to the covid regulatory framework.

They discussed that being reasonably careful would continue to be important and the significance of the support provided to people working on the estate.

10 Papers to note:

10.a Executive Board update (RAD decisions)

Commissioners noted the routine summary of recruitment decisions provided to each Commission meeting.

11 Any other business

In the period since the last meeting Commissioners had taken one decision relating to proposals for installation of a commemorative plaque on the Senedd estate.