



Venue: **Conference Room 4B - Tŷ Hywel**

Date: **Monday, 22 May 2023**

Time: **10.30 - 12.10**

Minutes: SC(6)2023(4)

Commission
Members:

Rt. Hon. 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
Simon Hart, Interim Head of Financial Services
Nerys Evans, Head of Estates and Facilities Management
Leanne Baker, Acting Chief People Officer
Matthew Richards, Head of the Legal Service, Head of the Legal Service
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

No apologies were received.

1.b Declarations of interest

There were no declarations of interest made.

1.c Minutes of the previous meeting

The minutes of the meeting of 27 March were agreed.

2 Ways of Working - Strategic options for the Bay 2032 project

Commissioners were updated on initial professional advice regarding viable options to secure accommodation that meets the long-term needs of the Senedd and Commission. Advice was based on the draft needs and requirements agreed in December 2022.

Commissioners discussed the significance of sustainable development and equality of opportunity considerations alongside the importance of taking a long term perspective on value for the public purse.

The Commissioners unanimously agreed that officials should proceed and progress the short-list project options with the drafting of a first stage business case for the Bay 2032 project (the Strategic Outline Case) on the basis of the advice provided.

Commissioners agreed to receive an update at the July meeting, regarding progress on exploring all options.

3 Draft Budget 2024-25

Commissioners considered a number of issues that were likely to impact Commission finances during 2024-25 and provided direction that proposals in these areas should be developed as part of the 2024-25 draft budget. These included:

- Senedd Reform
- Ways of Working programme (detailed projections)
- Commission's Pay Strategy budget impacts
- Non-pay considerations.

Commissioners discussed the challenges of operating in a fiscally tight environment with difficult choices needing to be made, balancing the need to deliver existing services, meet contractual obligations, and respond to new demands. The Commission's continuing positive position excluding compulsory redundancies was referenced.

They agreed to consider the draft budget alongside the draft Medium-Term Resourcing Framework, work which would bring together draft Medium-Term Financial and Workforce Plans, as part of meeting the timescales required by the Standing Orders.

Commissioners also noted that any budgetary impact of estimated future energy costs; reviewing estates, ICT and project fund budgets; any changes to employer pension contribution costs; and the annual review of Determination Costs would be set out in the 2024-25 Draft Budget.

4 Update to Finance Committee

Commissioners agreed a letter to Finance Committee, to provide information in relation to Recommendation 7 of the Committee's Report on the scrutiny of the 2023-24 Budget, about evaluating the effectiveness of the initiatives the Commission has introduced to mitigate the impact of cost of living pressures on staff.

5 Update to PAPAC

Commissioners considered information to be provided to PAPAC in two areas following the Scrutiny of the Accounts for 2021-22. These were a breakdown of the projects actioned as part of the project fund, and a summary of the results of the staff survey and pulse survey. Commissioners requested some clarifications and agreed content of the letter to PAPAC.

6 ARAC Terms of Reference amendments

The Audit and Risk Assurance Committee had identified changes that they wished to implement to their Terms of Reference. The changes were agreed, along with the agreement for future changes to the names of job titles/bodies referenced in the document to be made as necessary.

7 Papers to note:

7.a ARAC Minutes 13 February

Commissioners noted the routine update about ARAC meetings provided to the Commission.

7.b Executive Board update (RAD decisions)

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

7.c Notes of Senedd Party Contact Group 9 March

Commissioners noted the information about the 9 March meeting.

7.d PCS Letter and Response

Commissioners formally noted the letter to the Llywydd from the PCS Union for Commission staff and the reply. Both letters had been circulated to Commissioners out of meeting.

7.e North Wales Office Relocation: update

Commissioners noted progress with the project to relocate the Senedd Commission facilities and services provided at the Colwyn Bay office to an office within the Welsh Government's Sarn Mynach (Llandudno Junction) office.

8 Any other business

Matters relating to oral questions in plenary – two Commissioners referred to matters raised during Oral Questions to the Commission 17 May. These related to annual leave

entitlements for Commission staff and visibility of information about support the Commission provides for Commission and Member staff experiencing harassment.

In the period since the last meeting Commissioners had agreed the content of the Explanatory Memorandum, and cover letter for Finance Committee, relating to the Supplementary Budget.