



Venue: **Hybrid - Digital**

Date: **Monday, 11 December 2023**

Time: **10.35 - 12.29**

Minutes: SC(6)2023(11)

Commission
Members:

Rt. Hon. Elin Jones MS (Chair)
Janet Finch-Saunders MS
Adam Price MS
Ken Skates MS
Joyce Watson MS

Officials present:

Manon Antoniazzi, Chief Executive and Clerk
Siwan Davies, Deputy Chief Executive and Clerk and Director of Senedd Business
Arwyn Jones, Director of Communications and Engagement
Ed Williams, Director of Senedd Resources
Matthew Richards, Head of the Legal Service
Kate Innes, Chief Finance Officer
Leanne Baker, Acting Chief People Officer
Nerys Evans, Head of Estates and Facilities Management
Sulafa Thomas, Head of Commission and Member Support
Gwion Evans, Head of the Llywydd's Private Office
Elin Roberts, Clerk to Executive Board

Others in
attendance:

1 Introduction

1.a Introduction and apologies

Ken Skates MS gave apologies for the early part of the meeting.

1.b Declarations of interest

There were no declarations of interest.

1.c Minutes of the previous meeting

Commissioners agreed the Minutes of the meeting on 6 November.

2 Response to Finance Committee re: Supplementary Budget Review

The Finance Committee had written to the Commission by way of update to their Review of the Statement of Principles, inviting further consideration of issues relating to the Senedd's Supplementary Budget procedures.

The Commissioners agreed their letter of response, which set out observations on the processes for both supplementary budget and annual budget and made suggestions as to how some of these could be addressed, for the Committee's consideration.

3 Ways of Working - Bay 2032

Commissioners received a paper and presentation setting out a Strategic Outline Case (SOC) for the Commission's Bay estate future needs. The project is potentially the largest and most complex project undertaken by the Commission. It would secure the long-term office accommodation needs of the Senedd, Commission and Welsh Government in the Bay, adjacent to the Senedd building itself. The SOC had been prepared by the Commission's professional property advisers (Avison Young).

The Commission had agreed to follow the HM Treasury / Welsh Government 'Green Book' process. Within that process, a Strategic Outline Case is the first stage of a three-stage business case methodology that is suitable for projects of this complexity and cost.

The Commission approved the Bay 2032 Strategic Outline Case, providing a mandate for Commission officials to progress the Bay 2032 project onto its next stage by developing an Outline Business Case and working-up the opening preferred way forward set out in the SOC of developing a new facility on the adjacent Assembly Square plot. Commissioners noted that the SOC does not seek or require any decision on any accommodation option from the Commission, and that such considerations would arise later in the process. They agreed that an information briefing note for Members should be prepared in due course.

Commissioners also noted that the development of the Outline Business Case would require the procurement of external professional services to draft and then to quality assure it, and that proposals in this regard would be considered by Executive Board in due course.

4 Ways of Working - Tŷ Hywel 2026

Commissioners considered draft planning assumptions proposed to shape provision for the needs that would result from an increased number of Members.

Senedd Reform proposals to increase the size of the Senedd to 96 Members would mean that Tŷ Hywel needs to be adapted to provide appropriate accommodation for the needs generated by an increase in Members, and their support staff, whilst also accommodating

Commission staff appropriately and providing sufficient space for an increased number of Welsh Government Ministerial offices.

Commissioners approved the proposed planning assumptions for the Tŷ Hywel 2026 project and high-level timeline for adoption as a start point to enable the development of more detailed options and proposals. They specified that they would like to undertake more in depth consideration of the initial, detailed options and plans at a future meeting.

5 Dignity & Respect Update and Survey Results

Commissioners received an update on the work that has since taken place since the Commission considered a review of the Dignity and Respect framework in June 2023, and agreed a number of recommendations, and the findings of the Dignity and Respect surveys recently undertaken of Members, Member support staff and Commission staff.

Commissioners noted the progress update on activity undertaken since June 2023 and the 2023 Senedd Dignity and Respect survey results report. They requested some benchmarking be undertaken and thought that an understanding of good practice from other parliamentary environments would be useful.

Commissioners agreed that the findings of the Dignity and Respect survey be shared with Independent Remuneration Board and the Standards of Conduct Committee, and that the report should be published accompanied by appropriate internal and external communications.

6 Member and Support Staff Survey Results

Commissioners received the results of the 2023 Member / MSS Satisfaction Survey, which was conducted between 18 September and 15 October 2023 and was open to 60 Members and 267 Support Staff.

Commissioners noted the results of the 2023 Member / MSS Satisfaction Survey, and that, as in previous years, a summary of the results will be shared with the Independent Remuneration Board (IRB) and published. They welcomed that KPIs had been met and that the response rate to the survey was increased from previous years and reflected that it was pleasing to see the increased support provided in relation to some services being reflected in the survey results.

7 Use of 'all Commission staff' email group

Commissioners considered a request received by the Chief Executive and Clerk. TUS had asked the Commission to consider that use of the 'all Commission staff' email group should be restricted, ie reserved for use exclusively for internal messaging for Commission staff and not be available for use by Members or their staff.

Commissioners were assured that Members would continue to be able to contact Commission staff by email, and vice versa, in relation to services provided and agreed to the request.

8 Papers to note:

8.a 25 years of Devolution - communication and engagement plans

Commissioners noted the communications and engagement proposals to celebrate 25 years of devolution in Wales which would be developed further over the coming months.

8.b KPI 6 monthly update (Apr-Sept 2023)

Commissioners noted the review of the first six months of data (April to September 2023) for the external corporate KPIs and the internal output and workload indicator measures has now been completed, and that there were no obvious areas of concern.

8.c Executive Board update (RAD decisions)

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

9 **Any other business**

Pay deal negotiations – Commissioners noted that the Chief Executive had received the formal pay request from TUS and negotiations were underway, and further detail would be presented at the January Commission meeting.

Real living wage – Commissioners noted the decision by the Executive Board to increase points 1 and 2 of the TS grade from December payroll.

Letter from Chair of Reform Bill Committee – Commissioners noted that the Llywydd had received a letter requesting information about the Commission's considerations relating to hub working.

Official languages – the portfolio holder raised a desire to discuss with Commission officials provision of support to those wishing to participate in Committee business in Welsh.

In the period since the last meeting Commissioners had noted the nomination to the MSS Pension Scheme Governance Group and a response to the Culture, Communications, Welsh Language, Sport, and International Relations Committee's Report on Wales-Ireland Relations.