

# Senedd Commission



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Venue: **Hybrid - Digital**

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Date: **Monday, 17 June 2024**

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Time: **10.30 – 12.30**

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Minutes: SC(6)2024(4)

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Commission  
Members:

**Rt. Hon. Elin Jones MS (Chair)**  
**Hefin David MS**  
**Janet Finch-Saunders MS**  
**Adam Price MS**  
**Joyce Watson MS**

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Officials present:

**Manon Antoniazzi, Chief Executive and Clerk**  
**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**  
**Siân Wilkins, Head of Procedures and Parliamentary Skills**  
**Matthew Jones, Sustainability Manager**  
**Sarah Dafydd, Business Enhancement and Change Manager**  
**Holly Pembridge, Head of Diversity and Inclusion**  
**Sulafa Thomas, Head of Commission and Member Support**  
**Gwion Evans, Head of the Llywydd's Private Office**  
**Elin Roberts, Clerk to Executive Board**  
**Mair Parry-Jones, Head of Translation and Reporting Service**

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Others in  
attendance:

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## **1 Introduction**

### 1.a Introduction and apologies

No apologies were received

### 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 29 April.

Commissioners had agreed to discuss the intended approach to insourcing of Commission Services with party groups and feedback. One Commissioner requested that feedback be recorded that her party group were in principle opposed to committing further funds or increasing risk, on the basis of the report considered at the time.

## **2 Commission Annual Report and Accounts 2023-24**

Commissioners reviewed the current draft of the Commission's Annual Report and Accounts covering 1 April 2023 to 31 March 2024 for consideration.

They noted that final completion of the Commission's full Annual Report and Accounts had been delayed due to an unresolved impact of the McCloud Judgement on pension calculations. This delay in the receipt of the necessary Pension information from the Civil Service Pension Scheme is a matter impacting all government and public bodies who have staff in the Civil service pension scheme. The Chief Finance Officer reported that HM Treasury had recently issued an amended FReM, with a comply or explain amendment and the required disclosure set out within the amendment to account for the delay. In light of this amendment, Audit Wales would review and revise the wording of the audit opinion to enable completion of the Annual Report and Accounts.

Commissioners considered the narrative sections of the report and requested an update on long-term sickness absence be provided to a future meeting. They also discussed the report of expenditure with Welsh suppliers, and requested some further work in the section of the report relating to Dignity and Respect.

Commissioners agreed to receive the finalised Report at the July meeting for approval, following which the final report will be signed by the Auditor General for Wales and laid, and then published online.

## **3 Sustainability Annual Report 2023-24**

Commissioners received the Report on the sustainability performance of the Senedd estate and operations over the past year, which highlights key environmental achievements, performance against targets including Carbon Neutral Strategy progress, use of utilities, and a summary of improvements planned for the forthcoming financial year.

The Commissioner with the portfolio for sustainable development supported the report and commented on the value of having a team in place who have a real desire to achieve in this area. Commissioners discussed potential implications of some of the necessary works being planned for the estate, and the wider picture of the impacts of the Parliament.

Commissioners agreed to publish the report subject to any minor corrections or edits, and noted that it is provided to the Finance Committee regarding their recommendation relating to information about energy saving.

#### **4 Official Languages Scheme Annual Report 2023-24**

Commissioners reviewed the draft Official Languages Annual Report which details the work undertaken across the organisation during the year '23-24, to enable the Commission to uphold its commitment to deliver exemplary bilingual services.

The Senedd Commission is required to “lay before the Assembly a report setting out how the Commission has, during the year in question, given effect to the Scheme”.

The Commissioner with the portfolio for Official Languages thanked the Translation and Reporting Service for the progressive policies which have given dividends both on the estate and in engagement activities. Commissioners commented on the vibrancy and optimism from the teams who welcome people to the parliament.

Commissioners agreed the draft annual report and that the Foreword to the report from the Commissioner with responsibility for Official Languages would be provided to Commissioners to note.

They also noted that the final report will be published online and a motion will be tabled by the Llywydd to enable the required plenary debate to take place.

#### **5 Diversity & Inclusion Annual Report 2023-24**

Commissioners reviewed the Diversity and Inclusion suite of Annual Reports for 2023-24, which report on progress from teams across the Senedd Commission in delivering the objectives set out in the Commission’s Diversity and Inclusion Strategy (2022-26).

The Diversity and Inclusion Annual Report 2023-24 and the Workforce, Recruitment, Pay Gap Reporting and Equal Pay Audit Report 2023-24 are provided to meet the Commission’s obligations under the Public Sector Equality Duties (Equality Act 2010).

The Commissioner with the portfolio for Equalities highlighted some of the key aspects of the report including the introduction of mandatory Dignity and Respect training for Commission staff; the launch of the staff communication network, Engage and the new D&I Steering Group; and that the report would provide additional information regarding disability, mental health and wellbeing.

Commissioners approved the report for publication, along with the accompanying suite of Diversity and Inclusion data reports which would meet the public sector duties set out in the Equality Act 2010.

## **6 MTRF 24 Review**

Commissioners noted the updated Medium-Term Resourcing Framework (MTRF).

## **7 Update to PAPAC - WoW and MTRF**

Commissioners agreed a letter to PAPAC in response to the Committee's recommendations to the Commission that it provide information and updates relating to the Ways of Working Programme and outputs from the Medium-Term Resourcing Framework (MTRF).

## **8 Pay negotiations (oral update)**

Commissioners received an update on the current status of the pay negotiations, specifically that a response was awaited to the latest offer made, and that options for the Commission would be provided as soon as possible.

## **9 Senedd Reform (Oral Update)**

Commissioners received an update on the current plans for the agreed Commission away day, to be held on 15 July.

## **10 Papers to note:**

10.a Letter from Chair of Remuneration Board 23 May 24

Commissioners noted the letter from the Remuneration Board seeking views on the implications for the Senedd Commission of the Board's proposed direction of travel in respect to changes to the pay and grading framework for Senedd Support Staff. Commissioners agreed to agree a response out of meeting.

10.b Letter from Finance Committee 23 May 2024 - Scrutiny of Supplementary Budget 24-25

Commissioners noted the letter from the Finance Committee requesting information as to how the Commission plans to engage with Members regarding the future delivery of services, to ensure that they reflect their priorities and are manageable within current resources. Commissioners agreed to agree a response out of meeting.

10.c Letter from Reform Bill Committee 7 June 2024 - Report Recommendations

Commissioners noted the letter received following scrutiny of the Senedd Cymru (Electoral Candidate Lists) Bill at Stage 1. The Committee detailed two recommendations to the Senedd Commission. Commissioners agreed to consider matters raised in the recommendations at a future meeting.

10.d ICT & Broadcasting 5 Year Strategy

Commissioners noted the updated ICT and Broadcasting Strategy, which is reviewed on an annual basis to help the Commission keep pace with the continual change of technology.

10.e ARAC Draft Minutes - 3 May 2024

Commissioners noted the minutes of the ARAC meeting on 3 May.

10.f Executive Board update (RAD decisions)

Commissioners noted the summary of recent recruitment decisions.

## **11 Any other business**

In the period since the last meeting Commissioners had noted a letter to the Remuneration Board relating to the Members' Pension Scheme.