

The Assembly Commission

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

Meeting date: **Thursday, 29 November 2012**

Meeting time: **10:30 – 12:30**

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



Minutes: AC(4)2012(11)

Committee Members:

Rosemary Butler (Chair)
Peter Black
Angela Burns
Sandy Mewies

Officials present:

Claire Clancy, Chief Executive & Clerk of the Assembly (Official)

Mike Snook, National Assembly for Wales (Official)

Craig Stephenson, Principal Private Secretary to the Presiding Officer (Official)

Carys Evans, Principal Commission Secretary (Official)

Others in attendance:

David Melding, Deputy Presiding Officer
Mair Barnes, Independent Adviser

1. Introduction

1(i) Introduction and apologies

1(ii) Declarations of interest

There were no declarations of interest.

1(iii) Minutes of the meeting – 5 November and 12 November 2012

The minutes were agreed.

2. Feedback from Audit Committee (Oral update)

Angela Burns said that two of the new Independent Advisers had attended the meeting of the Audit Committee on 21 November. Correspondence from the Wales Audit Office on our end year accounts had been extremely positive which illustrated the strength of the organisation. The Committee noted that they would continue to monitor work on business continuity, information security and procurement / contract management.

3. Financial update 2012–13

Commissioners were asked to note this paper which provided an update on the 2012–13 financial position and priorities for the investment programme.

4. Carbon management strategy Annual Report

Peter Black introduced the paper on the Assembly's progress towards meeting its Carbon Management strategy noting that there had been significant success to date. The Commission noted the action taken and those planned for the future. It was agreed that the further actions listed at Table C should be pursued with the exception of the pilot natural ventilation project. The Commission suggested that the sensors and lighting in certain areas of the building and under-croft car park should be more sensitive and reactive to ensure the health and safety of visitors and building occupants. Mike Snook was asked to consider the temperature fluctuations in Ty Hywel and the Senedd at different times of the year and to more closely monitor usage of the air conditioning. It was agreed that any future carbon reduction plans would be pursued sensitively and communicated appropriately to ensure that all occupants were able to carry out their business functions effectively.

5. Ty Hywel Reception

Peter Black introduced a proposal to improve the Ty Hywel entrance and reception area. It was noted that many of the young people undertaking educational visits were currently required to queue outside the main doors in all weather conditions; that visitors with disabilities were required to use a separate entrance; the current formation which had not been updated for some years allowed significant heat loss and that the security and reception provisions did not provide a good impression for the 100,000 visitors and building users annually. The business case addressed these issues and how the space between the reception area and the entrance to Siambur Hywel could be put to better use.

A number of points were raised by Commissioners about the need to take a strategic look at use of the estate and how that might be maximised now and in the future. While accepting that there were peaks in demand for meeting rooms, the Commission was concerned that some areas were under-used at present. It was agreed that revised proposals should be developed once the accommodation review of Ty Hywel was completed. The options should tie the Senedd and Ty Hywel together aesthetically to

ensure visitors knew that they were part of the same estate and provide value for money as well as maximising the assets available to the Assembly.

Action: Mike Snook to engage Commissioners in further discussions for their input prior to developing the revised proposal.

6. Provision of wireless access to Assembly networked resources

Peter Black introduced the paper noting that demand for Wi-Fi would increase as Members required access to their papers while away from their desks. Evidence had been provided by Members to support this view through the satisfaction survey and information gathering exercises. The Commission agreed that investment in this area was required to ensure that the Assembly made good use of ICT to enable Members to work as efficiently as possible and that subject to robust exploration on the financial information, the project should proceed.

7. Any other business

There was no other business.

Secretariat

November 2012