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Venue: **Hybrid - Digital**

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Date: **Monday, 24 March 2025**

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Time: **10.30 - 12.30**

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Minutes: SC(6)2025(3)

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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**  
**Matthew Richards, Interim Director of Senedd Business**  
**Ed Williams, Director of Senedd Resources**  
**Leanne Baker, Chief People Officer**  
**Lisa Bowkett, Chief Finance Officer**  
**Stephen Davies, Interim Head of Legal Services**  
**Laura Williams, Head of Communications**  
**Elin Roberts, Clerk to Executive Board**  
**Gwion Evans, Head of the Llywydd's Private Office**  
**Valerie Livingston, Head of News and Strategic Communications**

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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

Declarations of interest were made by Hefin David in relation to the Armed Forces Covenant and the Pension MoU (see further details below).

## 1.c Minutes of the previous meeting

Commissioners agreed the Minutes of the meeting on 17 February 2025.

## **2 Ways of Working - Bay 32**

Commissioners received an update on the progress of the contract pre-qualification process for the Bay 32 project, and the indicative timetable for the competitive dialogue process.

Hefin David noted that the Finance Committee was undertaking public and private scrutiny sessions on the Bay 32 project on 27 March.

Commissioners discussed the timetable for the project and were reminded that, should a new build prove to be the preferred option, it would need to be completed by 2030 for occupation in 2032. It was also noted that the current timeline projected that a decision on the preferred solution would be taken by the Commission by the end of the 2025 calendar year; the timetable for next steps following that decision, leading up to the award of a contract, was not yet able to be constructed, as it would depend on the nature of, and context for, the preferred solution decision, which was not yet able to be predicted.

Commissioners noted the progress on the project.

## **3 Response to Business Committee review of the Public Bill and Member Bill processes**

The Business Committee is reviewing the Senedd's processes relating to Public Bills and Member Bills to identify what is working well and what could be improved. The Business Committee wrote to the Commission requesting written evidence to inform this work.

Commissioners approved the letter to the Business Committee.

The letter will be published by the Business Committee as part of its Report following the public consultation.

## **4 Letter to FC update on recommendations**

The Finance Committee published their Report on the Scrutiny of the Draft Budget 2025-26 in October 2024, making 17 recommendations to the Commission, to which the Commission provided an initial response.

A further update is being provided to address a number of the Committee's recommendations.

Commissioners agreed the draft letter and annexes.

The letter and annexes will be provided to Finance Committee who will publish as part of their committee meeting papers, apart from the Communications and Engagement Plan (Annex 3), which will remain restricted.

## **5 MS Pension Scheme MOU**

Hefin David declared an interest as a member of the Pension Board.

There is a Memorandum of Understanding in place between the Remuneration Board, the Commission and the Pension Board who all have a role in the governance of the Members of the Senedd Pension Scheme.

Commissioners were advised of changes to the document to bring it up to date, reflecting the current agreement between the three parties and reflecting the current requirements of the Pensions Regulator.

Commissioners considered and approved the changes to the Memorandum of Understanding.

## **6 Armed Forces Covenant**

Hefin David declared an interest as his Senior Caseworker is an RAF Reservist.

The Commission has been asked by Samuel Kurtz MS, on behalf of the Welsh Conservative Group, to formally sign the Armed Forces Covenant and commit to the Defence Employer Recognition Scheme.

While the Commission is currently not a signatory of the covenant, the Commission does support employees who serve in the Reserve or Cadet Forces.

Janet Finch-Saunders noted her strong support for signing the Covenant and joining the Scheme.

Commissioners agreed the importance of making a distinction between the Covenant and the Scheme in terms of exploring the feasibility of the Commission becoming a signatory. Commissioners considered the request and asked the HR Service to undertake a review of the desirability or otherwise of signing the Covenant and/or Scheme and bring the recommendation/options back to the Commission for consideration at a future meeting, and to notify Sam Kurtz MS of this decision.

## **7 ITV Wales documentary proposals**

The Senedd Commission was asked to approve the development and filming of a behind-the-scenes bilingual documentary about the workings of the Senedd, consisting of four 30-minute episodes, jointly commissioned by ITV and S4C.

Commissioners considered the detail on what is being proposed, and the SWOT analysis of

the proposal.

Commissioners agreed the importance of seeking clarity from ITV on the timescale for production and broadcast.

Commissioners tasked officials with seeking clarity from ITV on the timescale and the Llywydd noted that she will have further conversations with Group Chairs about the proposals.

## **8 Papers to note:**

### 8.a Budget engagement plan

Commissioners noted the Engagement Strategy for the Commission's Annual Budget, to ensure Member participation and voice in the Budget development process.

### 8.b Worker Protection Act - updated Member guidance

Commissioners noted the guidance and template documentation that has been produced to assist Members to comply with their duty as employers under the Worker Protection (Amendment of Equality Act 2010) Act 2023; to take reasonable steps to prevent the sexual harassment of their workers.

### 8.c Executive Board update (RAD decisions)

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

## **9 Any other business**

Adam Price noted that he had written to the Chief Executive and Clerk about Welsh language skills among Member Support Staff. He sought permission for Commission officials to prepare a response to the IRB consultation on staffing for the Seventh Senedd on how language skills among Members and their staff could be reviewed.

Commissioners discussed the issue of jurisdiction when it comes to Members as employers.

It was agreed that Commission officials would work with Joyce Watson and Adam Price as relevant portfolio holders to establish a common understanding of what is being proposed in relation to the IRB consultation and a review of language skills.

In the period since the last meeting Commissioners had agreed

- A letter from Hefin David to the Chairs of both Finance Committee and Public Accounts and Administration Committee, sent on 14 March 2025, to inform them of the approach being taken to managing the Senedd Reform ring-fenced budget in-year.

They also noted:

- a letter from the Chief Executive to the Chair of Standards of Conduct Committee sent on 17 March 2025, regarding the suggestions to encourage a higher response rate to future Dignity and Respect surveys from Members and their Support Staff, and
- a letter from the Chair of the Economy, Trade, and Rural Affairs Committee to the Chair of the Legislation, Justice and Constitution Committee, sent on 3 March 2025, regarding the Legislative Consent: Employment Rights Bill and relating to its application to the Commission