



---

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

---

Date: **Monday, 15 December 2025**

---

Time: **10. - 12.30**

---

Minutes: SC(6)2025(11)

---

Commission  
Members:

**Rt. Hon. Elin Jones MS (Chair)**  
**Janet Finch-Saunders MS**  
**Lesley Griffiths MS**  
**Adam Price MS**

---

Officials present:

**Manon Antoniazzi, Chief Executive and Clerk**  
**Arwyn Jones, Director of Communications and Engagement**  
**Julian Luke, Director of Senedd Business**  
**Ed Williams, Director of Senedd Resources**  
**Leanne Baker, Chief People Officer**  
**Lisa Bowkett, Chief Finance Officer, Senedd Commission**  
**Matthew Richards, Head of Legal Services**  
**Eleanor Wrighton, Senior Member Learning and Engagement Manager**  
**Joanna Adams, Assembly Members' Senior Business Partner, Committees**  
**Gwyneth Oakman, Head of Employee Services and Wellbeing**  
**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

Apologies were received from Joyce Watson, MS.

## 1.b Declarations of interest

There were no declarations of interest.

## 1.c Minutes of the previous meeting

Matters arising: Commissioners agreed the minutes of 3 November, with an amendment to clarify that Lesley Griffiths had undertaken the Governance portfolio, and the Llywydd would retain the Finance/Budget portfolio responsibilities.

## **2 Supplementary Budget 2025-26**

Commissioners were updated on the 2025-26 financial position. A Supplementary Budget decreasing the overall budget by £1.042million and the net cash requirement by £0.542 million was recommended, as well as a reallocation of £4.182million of spend from revenue to capital.

Commissioners agreed to submit a Supplementary Budget for inclusion in the Welsh Government's February 2026 budget motion. They noted and approved the Explanatory Memorandum, and that

- the second Supplementary Budget reduce the budget ringfenced for the Remuneration Board's Determination by £0.460 Million in addition to the reduction for National Insurance funding;
- the second Supplementary Budget reduce the AME budget for the valuation of the Members Pension scheme by £0.500million, from £1.000million to £0.500million; and
- £4.182million of 'revenue' budget be re-classified as 'capital' to more accurately reflect expenditure expectations (noting that Senedd works are subject to separate approval).

Commissioners confirmed they were content for the capital / revenue adjustment to reflect the outcome of the discussion on the rates refund (it assumed £644k would be retained to accelerate Senedd works); and noted the draft letter to the Chair of the Finance Committee. They delegated the final agreement of an additional explanatory letter and adjustments to the budget EM to the Llywydd, to reflect the decision around the refund.

The draft Supplementary Budget and the letter would be provided to the Finance Committee and subsequently the Explanatory Memorandum would be laid and the revised budget figures included in the WG supplementary budget in February 2025.

## **3 Seventh Senedd matters**

### 3.a Election Transition – Welcome Programme Introduction and Training Framework

Commissioners were presented with proposals for the introductory briefings and training and development programme for Members and Support Staff in the first days, weeks, and months following the election.

Commissioners reflected that there would be elements of the 'welcome programme' which should be regarded as essential content, for example the basic training on standards of behaviour, and the Member's legal responsibilities / duties. These would encompass awareness of responsibilities as an employer and a controller of premises as well as other areas where there is a legal or reputational risk if Members are not informed. They also indicated a number of areas where they felt that provision of information should take place earlier than in previous Seneddau, to reflect that with a four-year term it is pressing to commence business in an informed manner as quickly as possible.

Commissioners agreed that, whilst the Commission does not have a basis in which to mandate training for Members, they wished to write to the Standards Committee and the Independent Remuneration Board to seek support for mandating training, or to position the Senedd as closely as possible to making such essential information a requirement for all as is possible.

#### **4 Member and Support Staff Satisfaction Survey 2025**

Commissioners noted the results of the 2025 Member and Member Support Staff Satisfaction Survey, conducted between 9 September and 3 October. It was the third Member and MSS survey of the Sixth Senedd and the scores fed into two KPIs, which would be presented within the annual report.

In addition to the standard questions, information had been sought to help inform Seventh Senedd planning and the prioritising of information and development for Members.

As in previous years, a summary of the results would be shared with the Independent Remuneration Board (IRB) and published.

#### **5 Dignity and Respect Survey**

Commissioners were provided with an update on Commission Dignity and Respect related activity and received the results of the recent Dignity and Respect survey that, for the first time, included results across three areas; Members/Members Support Staff, Commission Staff and third party building users (pass holders).

Commissioners noted the survey results and actions identified. They agreed that the Dignity and Respect survey report be shared with the Standards of Conduct Committee, the Commissioner for Standards, the Independent Remuneration Board, and the Family Friendly and Inclusive Parliament Review with an anticipation that the report will be published by the Standards of Conduct Committee.

Commissioners also noted the progress update on activity undertaken since January 2025; and the Standards of Conduct Committee's consultation on its proposals for increasing the independence of the standards process and improving the support available for those with concerns about dignity and respect.

## **6 Sixth Senedd Commission - approach to Legacy Report**

The Commission's governance principles expect that, from time to time, the Commission should capture examples of good practice and lessons learnt.

Commissioners agreed an approach to capturing reflections on the operation of the Senedd Commission during the course of the Sixth Senedd and lessons learnt to make recommendations for the Seventh Senedd Commission, which will operate in the context of a new and enlarged parliament after May of next year.

### **7 Papers to note:**

#### 7.a Consultation letter from Member Accountability Bill Committee 4 Nov 2025

Commissioners noted a letter from the Member Accountability Bill Committee inviting comment on the provisions of the Member Accountability Bill, along with the letters of response from the Llywydd and Chief Executive and Clerk.

#### 7.b Finance Committee letter re Review of the Budget Process Protocol and Supplementary Budget Procedures

Commissioners noted a letter from the Finance Committee providing an update on discussions with the Cabinet Secretary for Finance and Welsh Language on the review of the Budget process protocol and Supplementary Budget procedures.

#### 7.c LJC Committee Letter to Llywydd re Public Office Accountability Bill 6 Nov 2025

Commissioners noted a letter from the Legislation, Justice and Constitution Committee inviting views on the Public Office Accountability Bill LCM.

#### 7.d PAPAC Report on Scrutiny of Commission Annual Report and Accounts 2024-25

Commissioners noted the Report published on 2 December 2025 following the scrutiny session held on 2 October. A draft response would be provided to Commissioners at the meeting in January 2026.

#### 7.e Executive Board update (RAD decisions)

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

## **8 Any other business**

Commissioners noted that Members will be invited to visit the Viewing Gallery of Siambr at specific points in time in the new year, should they wish to see progress on the Siambr works.