

# The Assembly Commission

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

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Meeting date: **Thursday, 18 April 2013**

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Meeting time: **11: – 12:30**

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Cynulliad  
Cenedlaethol  
Cymru

National  
Assembly for  
Wales



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**Minutes:** AC(4)2013(5)

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**Committee Members:**

**Rosemary Butler (Chair)**  
**Peter Black**  
**Angela Burns**  
**Sandy Mewies**  
**Rhodri Glyn Thomas**

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**Officials present:**

**Claire Clancy, Chief Executive & Clerk of the Assembly (Official)**  
**Mike Snook, National Assembly for Wales (Official)**  
**Nerys Evans (Official)**  
**Craig Stephenson, Principal Private Secretary to the Presiding Officer (Official)**  
**Carys Evans, Principal Commission Secretary (Official)**

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**Others in attendance:**

**Mair Barnes, Independent Adviser**

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## 1. Chair's introduction

### 1(i) Introduction and apologies

Apologies were received from David Melding.

Claire Clancy provided an update on the IT problems that had been experienced earlier that week. A note would be circulated to Commissioners explaining the issues and the response.

### 1(ii) Declarations of interest

There were no declarations of interest.

#### 1(iii) Minutes of the previous meeting

The minutes were agreed.

## **2. Strategic review of the Assembly estate 2013**

The Assembly Estate must be carefully managed in order to make the most effective use of the facilities available. The iconic buildings are central to the Assembly's ability to engage with the people of Wales and beyond and in raising awareness of the Assembly as the home of Welsh democracy.

Commissioners discussed the current and possible future demands on the estate and identified a number of matters for more detailed consideration.

Demand for the limited space available can be very high at certain times and varies significantly over the course of the year. It was agreed that the use of facilities such as meeting rooms should be flexibly and creatively managed so that the needs of all users of the estate can be met, particularly during busy periods such as business days when meeting rooms are at capacity.

A review of the office space available for Commission employees had recently been undertaken to identify opportunities to optimise the use of space. Any changes in the use of space would need to reflect the priorities of the Commission and the needs of the Assembly. Commissioners emphasised the need to think about the future demands on the whole estate, including the presence in North Wales, when making decisions about its management. Arrangements for subleasing on the estate should be reviewed to ensure they are fit for purpose and represent value for money.

It was agreed that the following matters would be explored further:

- Use of the space in Ty Hywel and the Senedd to ensure the needs of those using the building can be met, particularly during busier periods;
- Subleasing arrangements in Ty Hywel;
- The long term lease for Ty Hywel;
- The Assembly's office North Wales.

## **3. Paper to note – Draft Audit Committee minutes 21 February**

The minutes were noted.

## **4. Any other business**

There were no other items of business.

**Secretariat**  
**April 2013**