

The Assembly Commission

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

Meeting date:
18 July 2013

Meeting time:
10:30 – 12:00

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



For further information please contact:

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Committee Clerk

Agenda
AC(4)2013(12)

1 Introduction

Introduction and apologies

Declarations of interest

Minutes of 27 June and 3 July for agreement (Pages 1 – 5)
paper 1a & b

2 Draft Budget 2014–15
paper 2 & annexes

3 Corporate Performance Report
paper 3 & annex

4 Feedback on Member satisfaction survey
paper 4 & annexes

5 ICT Progress and Performance Report
paper 5 & annex

6 Audit Committee – Feedback from 13 June and 4 July
paper 6a & b

7 Audit Committee Annual Report
paper 7 & annexes

8 Any other business



Comisiwn y Cynulliad Assembly Commission

NAFWC 2013

Minutes of 27 June 2013 meeting

Date: Thursday 27 June 2013

Time: 14:00–15:00

Venue: Presiding Officer's office, Ty Hywel

Draft Minutes of 27 June 2013 meeting

Present:

Presiding Officer, Chair

Peter Black AM

Angela Burns AM

Sandy Mewies AM

Rhodri Glyn Thomas AM

Officials present:

Claire Clancy, Chief Executive and Clerk

Adrian Crompton, Director of Assembly Business

Dave Tosh, Director of ICT

Non Gwilym, Head of Communications

Craig Stephenson, Principal Private Secretary

Carys Evans, Principal Commission Secretary

Others:

David Melding AM

AC(4)2013(10)
Minutes of 27 June 2013 meeting

1. Chair's introduction

Introductions and apologies

No apologies had been received.

Declarations of interest

There were no declarations of interest.

Minutes of 20 June 2013 meeting

The minutes were agreed.

2. Improving our Bilingual Services

The National Assembly for Wales (Official Languages) Act 2012 places a duty on the Commission to adopt and publish an Official Languages Scheme. The scheme sets out measures the Commission will take in order to comply with its duties as outlined in the Act and the steps that will be taken to fulfil the Commission's ambition to become a truly bilingual organisation. A number of priority areas and targets are included in the Scheme that will be delivered over the next three years that will position the organisation as an exemplar in the delivery of bilingual services. The Scheme also addresses matters raised by Assembly Members and consultees during the Assembly's consideration of the Official Languages Bill.

The draft Official Languages Scheme was approved by the Commission. It will be considered by the Assembly during the last week of term.

Commissioners also discussed ways of enhancing the provision of bilingual services to ensure the best use of resources. In particular it was felt that there were significant opportunities to make innovative use of new technologies.

It was agreed that officials would continue to investigate and test options for machine translation and bring proposals back to the Commission in the Autumn.

Commissioners concluded that it would be appropriate to give consideration to future options for the record of Proceedings. However, they wanted to examine practice and plans in other parliaments, and make progress on the audio visual record, before making decisions on changes to the approach.

AC(4)2013(10)
Minutes of 27 June 2013 meeting

It was agreed that officials would explore the issues and options for the Record of Proceedings and that the matter would be considered more fully by the Commission in the Autumn.

Commissioners thanked Rhodri Glyn Thomas and officials for their work on the draft Scheme and continued efforts in this area.

It was agreed that only the Agenda and Minutes of this meeting would be published. The Scheme will be laid before the Assembly on 17 July 2013.

Actions:

Commissioners to be provided with up to date information about the number of Assembly Members making their contributions in Welsh in plenary and committee meetings.

Officials to look at the provision of English and Welsh spellcheckers/dictionaries.

Secretariat
June 2013

Comisiwn y Cynulliad Assembly Commission

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Wales



NAFWC 2013

Minutes of 3 July 2013 meeting

Date: Wednesday 3 July 2013

Time: 12:00–13:00

Venue: Presiding Officer's office, Ty Hywel

Draft Minutes of 3 July 2013 meeting

Present:

Presiding Officer, Chair

Peter Black AM

Angela Burns AM

Sandy Mewies AM

Officials present:

Claire Clancy, Chief Executive and Clerk

Mike Snook, Head of Estates and Front of House

Kevin Tumelty, Head of Security

Superintendent Stephen Furnham, South Wales Police

Inspector Ian Mackenzie, South Wales Police

Carys Evans, Principal Commission Secretary

Others:

David Melding AM

Apologies:

Rhodri Glyn Thomas AM

AC(4)2013(11)
Minutes of 3 July 2013 meeting

1. Chair's introduction

Introductions and apologies

Apologies had been received from Rhodri Glyn Thomas AM.

Declarations of interest

There were no declarations of interest.

2. Police Services at the National Assembly for Wales

The Commission has a Service Level Agreement with South Wales Police under which it receives support that includes a dedicated unit situated on-site at the Assembly. Commissioners received a presentation from Inspector Ian Mackenzie about the range of services that are provided under the Agreement.

There were no papers for this meeting.

Secretariat
July 2013