

Assembly Commission

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

Date: **Monday, 12 June 2017**

Time: **12.10 – 14.30**

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



Minutes: AC(5)2017(6)

Commission

Members:

Elin Jones AM (Chair)
Suzy Davies AM
Caroline Jones AM
Adam Price AM
Joyce Watson AM

Officials present:

Manon Antoniazzi, Chief Executive & Clerk of the Assembly
Adrian Crompton, Director of Assembly Business
Dave Tosh, Director of Resources
Nia Morgan, Director of Finance
Non Gwilym, Head of Communications
Kevin Tumelty, Head of Security
Craig Stephenson, Director of Commission Services
Sulafa Thomas, Head of Commission and Member Support
Gwion Evans, Head of Presiding Officer's Private Office
Rhuanedd Richards, Policy Adviser to the Llywydd

**Others in
attendance:**

1 Introduction

1.1 Introduction and apologies

There were no apologies.

1.2 Declarations of interest

There were no declarations of interest.

1.3 Minutes of the previous meeting

The minutes of 15 May were approved.

2 Budget considerations

Commissioners deliberated preparations for the budget for the 2018-19 financial year. This would be the first time that the current Commission had been through a full budget cycle process.

Commissioners discussed the current context, which has seen the level of change exceed expectations and increased pressure and demands on the Assembly Commission. They acknowledged there are further changes on the horizon and a need to balance supporting these with continuing to provide excellent services to Members and to the people of Wales.

Commissioners confirmed their support for the direction of travel and requested additional information to support their future decision making.

The Commission agreed that the final draft budget will be laid by the end of September following further consideration.

3 Future accommodation needs

Commissioners were provided with an update on work to meet future accommodation needs and noted that exploratory conversations were taking place with land owners. They agreed to receive further information before the summer recess.

4 Assembly Reform programme

At the previous meeting Commissioners had agreed to return to the issue of the Assembly Reform programme having given further consideration to the relationship to the scope of the legislative proposals that the Commission may wish to pursue during this Assembly term as a result of the devolution of new powers under Wales Act 2017.

When the Expert Panel on Assembly Electoral Reform reports in autumn 2017, the Commission will consider the full scope of the potential reform programme and the legislative proposals they intend to bring forward, for example as part of a wider package of reform of operational arrangements (such as the disqualification rules, electoral arrangements and the committee system).

Commissioners agreed to propose legislation to change the Assembly's name to Welsh Parliament/Senedd Cymru, before the end of this Assembly. Members would become known as Welsh Parliament Members / Aelodau o Senedd Cymru. In leading this work on behalf of the institution, the Commission is aiming to maximise political consensus across all parties.

In the meantime, the Assembly will continue to be officially known by its current statutory name, the National Assembly for Wales, to avoid confusion and to minimise cost and disruption.

The Commission will plan the change so as to minimise the cost, changing just the Assembly's name, avoiding any wholesale rebrand or a change to the logo.

Commissioners agreed to publish a summary of the consultation findings, along with a formal written statement to the Assembly from the Llywydd on explaining the decision taken and how the Commission intends to proceed.

5 Digital Task Force Report

Commissioners were updated with a brief summary of the Task Force's role and work. They discussed some of the recommendations anticipated in the report to be published later this month, and agreed to consider their response at their 17 July meeting.

6 Security update

At the request of Commissioners, an update on physical and cyber security was provided. Commissioners noted that awareness of risks and security protocols was an important aspect of being secure and that all AMs and their staff should be encouraged to take up the security awareness training on offer.

7 Annual report and accounts

Commissioners were presented with the draft of the National Assembly Commission's annual report and accounts for the period 1 April 2016 to 31 March 2017.

Commissioners approved the report, subject to minor changes to take account of comments from the Assembly Commission Audit and Risk Assurance Committee and from Commissioners; and a final proofing process, formatting and branding.

The final version will be laid in Welsh and English before the end of the summer term, and made available online and through a limited number of printed copies.

8 Corporate key performance indicator report (Apr 16–Mar 17)

Commissioners considered the first annual Corporate Key Performance Indicator Report of the Fifth Assembly. It presented how the Assembly Commission performed against its strategic goals for the period April 2016 to March 2017.

Commissioners note the report and agreed it should be published.

9 Remuneration Committee annual report

The Commission noted the Remuneration Committee's Annual Report.

10 Any other business

An open recruitment exercise had been undertaken to fill a vacancy on the Remuneration Board. Commissioners considered the recommendation and agreed the appointment of the Selection Panel's preferred candidate.