

Concise Minutes - Remuneration Board

Meeting Venue:

Meeting date: Thursday, 23 November 2017

Conference Room A - Tŷ_Hywel

Meeting time: 13.05 - 14.30

WRB(13)

Attendance

Category	Names
Board members:	Rt Hon Dame Dawn Primarolo (Chair) Ronnie Alexander Trevor Reaney (via teleconference) Michael Redhouse (via teleconference)
Officials:	Adrian Crompton, Director of Assembly Business Anna Daniel, Head of Strategic Transformation Matthew Richards, Head of Legal Services Rebecca Hardwicke, Head of Members' Business Support Carys Rees, Members' HR Business Partner
Committee Staff:	Lleu Williams (Clerk) Sian Giddins (Deputy Clerk)

1 Chair's introduction

- 1.1. The Chair welcomed Board members to the meeting. The Chair thanked the Board members for agreeing to conduct the meeting via teleconference and for re-arranging its business in light of the tragic events of 7 November.
- 1.2. The Chair received apologies from Jane Roberts who was unable to attend the meeting at short notice due to travel disruption and was therefore unable to participate via teleconference. Jane commented on each item in advance of the meeting.
- 1.3. The Board agreed the minutes of the meeting on 12 October.

- 1.4. The Board passed on their condolences to the family, friends and colleagues of Carl Sargeant, the former Assembly Member, following their loss. The Board thanked the:
 - team in Members’ Business Support for the support and advice they continue to provide to Carl’s family and Support Staff; and
 - secretariat for keeping the Board informed of the issues arising.
- 1.5. The Board noted the provisions for winding up Carl Sargent’s office.
- 1.6. The Board noted the Finance Committee’s report on the Assembly Commission Draft Budget 2018 – 19, which included two recommendations with the regards to the impact of Board’s underspend on the Commission’s budget.
- 1.7. The Board considered the financial implications of the recent Cabinet re-shuffle on:
 - the allowance for political parties in light of the provisions within the Determination; and
 - the overall budget in light of the creation of two new Ministerial posts.
- 1.8. The Board noted its meeting dates and the potential dates for meetings of the Representative Groups.

2 Item for discussion: Arrangements for reporting of inappropriate behaviour

- 2.1. The Board agreed with the statement issued by the Llywydd, the Chair of the Standards of Conduct Committee and the leaders of the party groups at the National Assembly for Wales that inappropriate behaviour has no place at the Assembly.
- 2.2. The Board noted the Assembly Commission’s commitment to work with the Standards of Conduct Committee to develop a Respect and Dignity Policy.
- 2.3. Following the completion of this work the Board will consider if it needs to undertake any further work to strengthen the provisions for Support Staff for dealing with any complaints between staff members, incorporate the same standards of fairness, thoroughness and support as in cases involving Members.

3 Item for decision: Review of staffing support for Members: Proposals for data collection

- 3.1. The Board noted the revised forward work programme for the review.
- 3.2. The Board considered and agreed the draft questions to be used during the one-to-one interviews with Members and Support Staff to inform the review. The Board noted that

those invited to interview would broadly represent the demographic of Members and Support Staff.

- 3.3. The Board agreed that the questions for the interview should also form a survey which would be open to all Members and Support Staff to complete. The Board noted the survey should be made available both electronically and in hard copy.
- 3.4. The Board agreed that the questions for the interview and survey should be piloted with the Representative Groups.
- 3.5. The Board agreed to hold a pop-up for Support Staff to discuss the review.

Action points:

The secretariat to:

- prepare final versions of the interview script and survey and to re-circulate electronically to the Board for review;
- pilot the questions with the Representative Groups;
- launch the survey in early December;
- identify innovative ways to encourage both Members and Support Staff to complete the survey;
- arrange for the interviews to take place in January; and
- arrange a pop-up event for Support Staff in January to discuss the review.