

The Assembly Commission

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

Meeting date:
24 November 2011

Meeting time:
09:30

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



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Secretariat

Agenda
AC(4)2011(6)

1. Introduction

Introduction and apologies

Declarations of interest

Minutes of the previous meeting (Pages 1 – 4)

2. Bilingual Services (Pages 5 – 18)

3. Carbon Management Strategy Update (Pages 19 – 28)

4. ICT Future Service Provision (Pages 29 – 37)

5. Supplementary Budget 2011–12 (Pages 38 – 39)

6. Portfolio Holder Updates (Page 40)

7. Assembly Commission Rolling Programme (Pages 41 – 42)

8. Any Other Business



Comisiwn y Cynulliad Assembly Commission

NAFWC 2011

Minutes of 20 October 2011 meeting

Date: 20 October 2011

Time: 13:00

Venue: Office of the Presiding Officer

Minutes of 20 October 2011 meeting

Present:

Presiding Officer, Chair

Peter Black AM

Angela Burns AM

Sandy Mewies AM

Officials present:

Claire Clancy, Chief Executive and Clerk

Dianne Bevan, Chief Operating Officer

Keith Bush, Director of Legal Services

Adrian Crompton, Director of Assembly Business

Craig Stephenson, Head of Commission and Member Support Service

Dr Non Gwilym, Head of Communications

Brian Davidge, Head of ICT and Broadcasting

Ross Davies, Equalities Manager

Carys Evans, Principal Commission Secretary

Independent Advisers:

Mair Barnes

Others:

David Melding AM, Deputy Presiding Officer

Apologies:

Rhodri Glyn Thomas AM

NAFWC 2011
Minutes of 20 October 2011 meeting

1. Chair's introduction

Apologies

Apologies were received from Rhodri Glyn Thomas AM.

Declarations of interest

There were no declarations of interest.

Minutes of meeting on 22 September 2011

The minutes were formally agreed.

2. Bilingual Services

The pre-legislative public consultation period ended on 14 October and responses will be analysed and reported to the Commission at its next meeting. Subject to the Commission's approval, it is expected that the Bill, incorporating any revisions, will be introduced in early December, with the proposed Scheme being laid before the Assembly at the same time.

At its July meeting, the Commission agreed in principle that the fully bilingual Record of Proceedings be reinstated provided that the arrangement was sustainable in the long term and could be provided at reasonable cost. Since July, translators have been testing online software based translation systems provided by Google, and an assessment of the cost of using such a system is currently being made.

Commissioners welcomed the progress that had been made on the public consultation and exploratory work conducted in relation to providing a fully bilingual Record of Proceedings.

A further paper on this issue (as well as on the final form of the Bill and Scheme) will be discussed at the Commission's meeting on 24 November.

Action: Officials to contact Google again to investigate whether it is likely to charge for Toolkit and report on the outcome of discussions at the meeting on 24 November.

3. Uno benefits and savings six monthly review

The Commission received an update on the benefits and savings delivered by the UNO project. Achievements against the project's aims and the work to collect feedback on user satisfaction were discussed. It was agreed that a significant amount has been achieved,

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but a number of technical issues were still outstanding which were causing difficulties for some users.

A plan to resolve these issues is in place with Atos, who are providing dedicated technical resources to investigate and progress solutions at no further cost to the Assembly. The software update has been trialled with 100 users, and it is anticipated that the changes will be rolled out to all users during October.

An ICT strategy group was created in March 2011 to consider options for ICT provision after 2014. A detailed options paper will be brought to the Commission meeting on 24 November.

The Commission noted the report and the measures put in place to resolve the outstanding issues. It was agreed that there had been significant dedication and commitment from ICT staff in delivering the project.

A further UNO evaluation paper will be brought to the Commission in six months' time.

Action: Officials to prepare a paper on the financial benefits of the UNO project as part of the next progress report in six months.

4. Improving access support for Assembly Members

The creation of a central Access Fund was discussed. The fund would enable all members to engage with constituents with diverse needs. The fund would also mitigate against the risk of action or inaction that may breach the Equality Act 2010.

Commissioners noted that the fund would be established and administered outside the remit of the Remuneration Board but that there were some related provisions within the provisions of the Determination on Members' Pay and Allowances. They agreed that the Remuneration Board should be made aware of the decision and how it will be implemented.

Consideration was also given to the use of the fund for providing access support to cross-party groups at the Assembly. This would be limited to particular requirements and Commissioners made it clear that it should not extend to general support to cross party groups.

The Commission agreed to the recommendations in the paper.

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Action: Officials, in consultation with Sandy Mewies, to develop guidance regarding the use of the fund.

Action: Officials to update the guidance on support for Cross-Party groups.

5. Management Board report to the Commission

The Chief Executive provided an update on issues within each of the Commission's strategic goals.

The report was noted.

6. Portfolio holder updates

Commissioners provided an update on activities within their portfolios.

As Commissioner with responsibility for budgets and governance, Angela Burns updated the Commission on the Finance Committee's report on the Commission's draft budget. The Commission agreed their response to the Committee's recommendations, including to phase the planned budget increases over three years.

Other Commissioners also gave an update on their portfolios.

7. Assembly Commission rolling programme

The rolling programme was noted.

8. Finance and corporate governance adviser

The Commission formally noted the out of committee decision to agree to extend this appointment to the end of December 2012.

9. Motion to elect Members' Pension Scheme Trustees

The Commission formally noted the out of committee decision to table a motion to elect Members' Pension Scheme Trustees.

10. Any other business

The creation of an IT Director role was discussed and agreed. Commissioners asked that the recruitment process should start as soon as possible.



AC(4)2011(6) Paper 2

Date: 24 November 2011

Time: 09:30–11:30

Venue: Presiding Officer's office

Author name and contact number: Non Gwilym, ext 8647

Bilingual Services

1.0 Purpose and summary

1.1 At its meeting on 14 July 2011 the Commission agreed to consult on a draft National Assembly for Wales (Official Languages) Bill (the Bill) and Bilingual Services Scheme (the Scheme) and to provide, under the Scheme, a fully bilingual Record of Plenary Proceedings within five working days, provided a sustainable arrangement at a reasonable cost could be found.

1.2 This paper seeks decisions by the Commission as to how to proceed, based on:

- an update on investigations into practical means of providing a fully bilingual Record of Proceedings;
- an update on the public consultation exercise (as well as discussions with staff) and the key themes to emerge; and
- suggested changes to the Bill and Scheme in the light of these responses.

2.0 Recommendations

2.1 The Commission is invited to:

- a. agree to provide a fully bilingual Record of Plenary Proceedings as proposed in paragraphs 3.4–3.6;
- b. note the summary of responses to the public consultation exercise on the draft Bill and proposed Scheme set out in Annex B;
- c. consider and approve any resulting changes to the Bill, as discussed in paragraph 5.1;

Bilingual services

- d. consider and approve any resulting changes to the proposed Scheme, as discussed in paragraph 5.3;
- e. agree that the Bill, incorporating any changes approved under c. above (together with supporting Explanatory Memorandum) be introduced into the Assembly as soon as possible;
- f. agree that the proposed Scheme, incorporating any changes approved under d. above, be laid before the Assembly as soon as possible (with a view to it being scrutinised in parallel with consideration of the Bill);
- g. authorise Rhodri Glyn Thomas AM:
 - i. to be the member in charge of the Official Languages (Wales) Bill, in accordance with Standing Order 24.12;
 - ii. to approve, in accordance with any changes approved under c. and d. above, the final versions of the Bill, Explanatory Memorandum and Scheme (subject, in relation to the financial provisions of the Explanatory Memorandum, to the agreement of Angela Burns AM).

3.0 A fully bilingual Plenary Record of Proceedings.

- 3.1 At its meeting on 14 July the Commission agreed in principle to reinstate a fully bilingual Record of Proceedings (Record) provided that the arrangement was sustainable in the long term and demonstrated good value for money.
- 3.2 Commissioners will wish to note that of the 59 responses to the bilingual services consultation, 43 were in favour of reinstating a fully bilingual Record as a provision to be included in the Bill, and that the Assembly has also now received a petition calling on the Assembly to reinstate a fully bilingual Record of Proceedings with 1,334 signatures.
- 3.3 Over the period July–October, Assembly officials have, with a view to giving effect to the Commission’s decision:
 - **Consulted the Welsh Language Board (WLB) on the latest technological developments to assist with translation services.** Consultation has resulted in the WLB commissioning new, independent research on machine translation and the

Welsh language due for completion mid December.. Officials also attended the WLB's Technology and Translation seminar in October and have considered its advice note *The Welsh Language, Translation and Technology*.

- **Procured a memory translation system.** As well as aiding translation in its own right, the WordFastPro memory translation system can also be used to complement most machine translation systems.
- Tested two online machine-based translations systems – Google Translate and Google Translate Toolkit.
- **Developed options for providing a fully bilingual Record of Proceedings.** These options were based on an average Plenary of 36,000 words, turn-around within five working days using the Google Translate Toolkit machine translation system with WordFastPro, manual editing and proof-reading for quality assurance purposes.

3.4 Based on our research and test results, we calculate that the annual costs for producing a fully bilingual Record of Proceedings is approximately £95k.

3.5 Our investigations have therefore demonstrated that we can provide a fully bilingual Record of Plenary Proceedings within five working days, through an arrangement that is sustainable in the longer term, and a reasonable cost. We recommend that these arrangements begin in January 2012.

3.6 A fully bilingual transcript of the Record of Plenary Proceedings between September 2010 and December 2011 will be completed as and when time and budgets allow, primarily during recesses.

4.0 Bilingual Services (draft Official Languages Bill and proposed Bilingual Services Scheme) Consultation

4.1 The public consultation on the draft Official Languages Bill and Bilingual Services Scheme was launched at the National Eisteddfod on 3 August and closed on 14 October.

4.2 During this period:

- 587 organisations were contacted directly about the consultation process;
- we launched a media campaign to publicise the consultation which generated positive, accurate coverage including thought pieces by Rhodri Glyn Thomas in Golwg and Keith Bush in the Western Mail;
- over 60 representatives attended stakeholder meetings which had the aim of enabling and encouraging attendees to make full, considered written responses to the consultation;
- we held 13 staff meetings to provide them with an opportunity to comment and consider the scheme's impact on service delivery; and
- we held an introductory meeting with party group managers to outline the principles of the Bill and Scheme.

4.3 The Commission asked for the views of interested parties on the Bill and Scheme. Summary of responses:

- there were 59 written responses to the public consultation;
- two – the Canadian Parliament and Arriva Trains Wales – did not express a view on either the Bill or Scheme;
- of the remaining 57, 50 were in Welsh only and seven were in English only;
- 40 were based on a template response Cymdeithas yr Iaith issued on their website; and
- in general, comments were made on the Scheme and the Bill as a whole, rather than in response to the specific consultation questions (Annex A). Responses in Welsh agreed with or wished to strengthen the Scheme and/or Bill while, with one exception, those in English were against the Scheme and Bill (and indeed against bilingual provision in general).

- 4.4 The responses received from the public were generally strongly supportive of the principles of the draft Bill and proposed Scheme. With the exception of six respondents, all responses either contained an express endorsement of the principles of the package or, by seeking further strengthening of particular detailed provisions, implied strong support for those principles.
- 4.5 Themes raised and discussed at stakeholder events and meetings reflected those of written responses received.
- 4.6 The Welsh Language Board expressed its support for the principles of the Bill and Scheme, whilst making a number of detailed proposals for specific changes.
- 4.7 Staff consultation and their responses were focused on specific practical issues but have been summarised to inform the process of planning for and implementing the provisions of the Bill and Scheme, which will coincide with the Assembly's consideration of both documents.
- 4.8 The views of respondents are summarised in Annex B.

5.0 Proposed revisions to the Bill and the Scheme in the light of the Responses to Consultation

The Bill

- 5.1 The Commission is invited to consider whether to make the following revisions to the Bill in the light of the responses:
- a. whether to place a duty to provide a fully bilingual Record of Plenary proceedings on the face of the Bill itself, or only in the Scheme;
(Discussion: Such a change was strongly urged both in written responses and in stakeholder meetings. Whilst it would be consistent with the Commission's current policy on translation of the Record, incorporating it into the Bill instead of the Scheme would mean that it would be much more difficult, requiring an amendment to the Act, to change to a different arrangement at a future date should the present or a future Commission so decide. This, of course, is the reason why respondents wish to have the duty embedded in the legislation rather than only in the Scheme made under it.)

- b. revise the wording of section 1(2) relating to use of either official language in Assembly proceedings so as to refer to a “right” to do so;

(Discussion: This does not alter the effect of the provision.)

- c. change the name by which the Scheme is to be known to “Official Languages” scheme;

(Discussion: This does not alter the effect of the provision.)

- d. include in the Bill a provision for annual compliance monitoring reports to be prepared and laid before the Assembly;

(Discussion: The Scheme already requires the Commission to do so and including the commitment in the Bill will impose no added burden.)

- e. include in the Bill a requirement for the Scheme to incorporate a transparent mechanism for dealing with complaints of breaches of the Scheme; and

(Discussion: The Scheme already refers to a procedure for making a complaint of non-compliance and including a requirement in the Bill will not add a further burden. The current procedure in the Scheme may need to be strengthened, however, for example by requiring rulings on complaints to be published.)

- f. change the current requirement for the Scheme to be reviewed “at least once every four years” to “at least once every five years”.

(Discussion: The intention is that the Scheme should not need to be reviewed before the end of the term of the current Assembly and the extension of that term to five years makes this change necessary in order to achieve this.)

5.2 A number of respondents to the consultation argued that the Bill and Scheme should impose duties on Assembly Members in relation to their dealings with the public (e.g. requiring them to respond to correspondence in Welsh) and on the Assembly as a legislative body (e.g. by formally requiring an assessment of the impact of proposed legislation on the Welsh language). Whatever the merits of such

proposals, they would be well outside the scope of the current Bill and Scheme and would give rise to important constitutional issues not covered by the present consultation. It is therefore recommended that the current proposals should not be extended to include such provisions.

The Scheme

5.3 The Commission is invited to consider the following revisions to the Scheme. Some are proposed in the light of responses received as part of the consultation process. Additional revisions have been suggested to better reflect current practice and to aid understanding:

- a. changing the name of the Scheme to Official Languages Scheme (in line with proposed revision to the Bill);
- b. redraft the relevant paragraphs of the Scheme to reflect the Commission's decision on the Record of Plenary Proceedings;
- c. include new paragraph referencing the Access Fund and outline the associated bilingual provision available to Members (e.g. simultaneous interpretation for all-party groups or Member sponsored events);
- d. significantly enhance the section "Using bilingual information technology" to better reflect progress to date on implementing the recommendations of the Independent Panel on Bilingual Services;
- e. enhance and strengthen the wording of the section on support available to staff on enhance language awareness and bilingual skills to better reflect current practice;
- f. review and reword the section outlining the procedure for publishing written evidence;
- g. include explanatory paragraphs explaining why communication between individual Assembly Members and the public is outside the scope of the scheme;
- h. revise wording on visitor services (tours, phone reception, public facing contractors) to ensure that it reflects current practice;

Bilingual services

- i. draft and include explanatory paragraphs on the interface between the Bill and Scheme and the Welsh Language Measure 2011 and Welsh Language Commissioner;
- j. make it clearer that the proposal that all members of staff should be able to speak some level of Welsh is an aspiration of the organisation as a whole and is not intended to affect the individual rights of staff; and
- k. update target dates (e.g. the July 2012 date for the above aspiration and the March 2012 date for preparation of the bilingual skills strategy) to reflect the revised timetable for adoption of the Scheme.

6.0 Further action

- 6.1 An Explanatory Memorandum (EM) to accompany the Bill, incorporating a Regulatory Impact Assessment, will be prepared in consultation with Rhodri Glyn Thomas AM and Angela Burns AM.
- 6.2 The Bill (accompanied by the EM) will be introduced, and the proposed Scheme laid, in January 2012. The target date for the Bill becoming law and the Scheme coming fully into for completion is September 2012.

Consultation questions

Part 1 – Official Languages (Wales) Bill

Issues on which views would be particularly welcomed

- a) Do you agree that there is a need for the legal framework relating to standards of bilingual provision in the work of the National Assembly to be brought up to date?
- b) What are your views on the general approach of the draft Bill, namely that clear statements of the status of English and Welsh in relation to National Assembly proceedings and Assembly Commission functions should be set out on the face of the Government of Wales Act 2006?
- c) Do you agree that these statements should make it clear that English and Welsh are the official languages of the National Assembly and should be treated on a basis of equality?
- d) If not, what alternative approach should be adopted?
- e) Do you agree that the detail of how the principle of bilingualism is to be achieved in practice should be set out in a Bilingual Services Scheme prepared by the Assembly Commission?
- f) If not, by what other means should the details of how bilingualism is delivered in the National Assembly be defined?
- g) Do you agree that in drawing up and giving effect to the Scheme the Assembly Commission should be accountable to the National Assembly?
- h) Should the Assembly Commission be accountable to anyone else, either in addition to or as an alternative to accountability to the National Assembly?
- i) Should the intervals at which the Bilingual Services Scheme is reviewed be linked to the term of each National Assembly (whether four years or five)?
- j) If not, at what intervals should it be reviewed?
- k) Do you have any comments on the detailed provisions of the draft Bill?

Part 2 - Bilingual Services Scheme

Issues on which your views would be particularly welcomed:

- a) Do you agree that the detail of how the principle of bilingualism is to be achieved in practice should be set out in a Bilingual Services Scheme prepared by the Assembly Commission and approved by the National Assembly?
- b) If not, by what other means should the details of how bilingualism is delivered in the National Assembly be defined?
- c) What are your views on the general approach of the Scheme?
- d) What alternative approach should be adopted, if at all?
- e) What is your opinion of the bilingual services we provide to members of the public as proposed in the Scheme?
- f) Have we proposed suitable and adequate ways for the National Assembly to ensure that those who wish to deal with us through the Welsh language are treated fairly?
- g) Are there any additional points which you think the draft Scheme does not cover?
- h) Do you have any other observations on the Scheme and its implementation?

Background to the consultation

The public consultation on the draft Official Languages Bill and Bilingual Services Scheme was launched at the National Eisteddfod on 3 August and closed on 14 October. **The public was asked to comment on both the draft Bill and Scheme.**

The consultation letter on the Draft Bilingual Services Scheme contained 8 questions and the consultation letter on the Official Languages Bill scheme 11 questions.

Consultation responses

There were **59 responses to the consultation.**

Responses not giving a view.

Of these one was from the Canadian Parliament setting out how bilingualism works in their parliament and one from Arriva Trains Wales stated they had no issues to express or further suggestions to make relating to this consultation.

Responses giving a view

Of the remaining 57 responses, 50 were provided in Welsh only and 7 in English only. Whilst it is not possible to make assumptions based on language of the respondents it is worth noting that those responding in Welsh were all in favour of the Bill and Scheme, or included suggestions to strengthen these, whereas those responding in English were generally against. Generally, responses tended not to respond to the specific consultation questions, which makes analysis of the results or drawing conclusions from the consultation less easy.

Number of responses to the consultation by language

Of the 50 responses provided in Welsh, 40 of these were based on a template response Cymdeithas yr Iaith issued on their website; 32 of these were identical and 8 a variation on this theme. This makes up more than two-thirds of total responses so any aggregate responses need to be considered in this light. Two of the responses were sent in by the same person, one on behalf of Cymdeithas yr Iaith and one as an individual.

Six of the responses in English were from the public.

There was one response in English from an organisation, Agored Cymru who stated that they are in favour of the Bill and Scheme.

Summary of responses in support

The majority of responses in support of the Bill and Scheme, 40, were based on a template response Cymdeithas yr Iaith issued on their website.

Of the eleven which were not based on the template, there were responses from the Welsh Language Board; a policy officer from the Welsh Language Board; the Association of Welsh translators; a Welsh language officers group in South Wales; a Professor from Cardiff University School of Welsh; Mentrau Iaith Cymru; Agored Cymru, (an organisation to champion opportunities for lifelong learning and progression through high quality qualifications and credit); a communications consultant and an independent translator. These gave a mix of strong backing for the Scheme and a strengthening of the content. Particular individual suggestions for consideration have been highlighted in Section 5 of the Paper (above). A response from Snowdonia National Park authority gave agreement to all questions in the consultation. There was also a response from the Language Technologies Unit, Bangor University, who stated their full agreement with the principle of bilingualism in the Assembly's operations. They did not comment on the contents of the Draft Bill or Draft Scheme, but provided advice on automatic translation technology, drafting documents in Welsh first and building translation technology industry.

The main themes in the responses were:

- General support for placing a duty to provide a fully bilingual record of Plenary proceedings on the face of the Bill from almost all respondents;
- The need for firm reporting and scrutiny arrangements in relation to performance against the Scheme;
- There were some calls for the Assembly to lead by example in terms of supporting the Welsh language and Welsh language policy and provision;
- Objections in terms of equality for people having the right to contribute in their language of choice; and
- In relation to language used in the National Assembly, comments ranged from increasing the strength of the target for all staff to have some level of language skills to aiming that all staff should be bilingual.

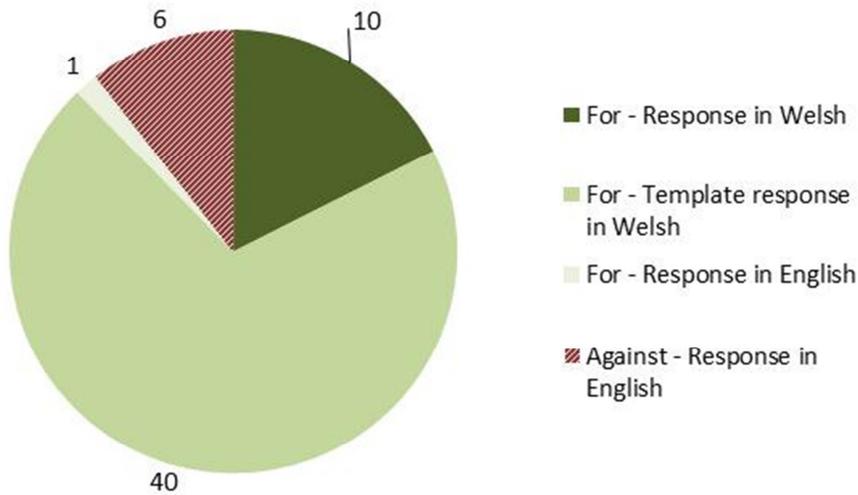
In addition there were individual suggestions to amend specific sections of the Bill or Scheme, these are highlighted in Sections 5.1 and 5.3.

Summary of responses against

The six responses against the Scheme and Bill were mainly general comments from members of the public. There were some specific comments on the Scheme or Bill:

- Apart from one of the respondents who provided a very short general submission, all raised strong objections in terms of the cost. One of the respondents raised the issue of a need for costings for this and other policies promoting the Welsh language;
- In general, all thought that the policy did not reflect the needs of the majority of Welsh population and some respondents went on to highlight the current economic climate and that they felt that funds could be better spent elsewhere;
- There were objections raised in terms of equality of opportunity for the majority of the population who do not speak Welsh and the perceived exclusion for them in terms of public sector jobs caused by the Bill / Scheme;
- Two of the respondents raised concerns about how poorly the consultation was advertised and the lack of awareness of it in the public;
- There were two calls for a referendum relating to the wider issue of bilingualism spend in the public sector as a whole.

Analysis of Responses to the consultation by language used



Representativeness

From the nature of the responses cannot be assumed that they are representative in terms of reflecting the views of the population as a whole. One explanation might be that certain sections of the population are more engaged in this issue.

From the responses received, some responded directly to the questions raised in the consultation, some responded in general to the consultation and some responded to the principal of promotion / equality of languages in general. Due to the low level of responses it cannot be assumed that these views would be reflected by the relevant populations.



AC(4)2011(6) Paper 3

Date: 24 November 2011

Time: 9:30–11:30

Venue: Presiding Officer's office

Author name and contact number: Dianne Bevan, 8991

Carbon management strategy update

1.0 Purpose and summary

1.1 This paper provides the Commission with an opportunity to consider the Carbon Management Strategy agreed in November 2009 by the last Commission. Progress for the second year (2010–11) of the strategy is explained, along with an indication of further action needed over the next three years to achieve the carbon reduction target of 40 per cent.

2.0 Recommendations

2.1 That the Commission:

- a. notes the achievement against our carbon reduction target in Year 2 (2010–11);
- b. considers its future Carbon Management strategy; and
- c. considers, in principle, the work needed to help achieve further carbon reductions.

3.0 Strategy

3.1 In November 2009, the last Commission approved a Carbon Management Strategy and agreed to achieve a Carbon Neutral Assembly by 2015. The principle aims of the strategy are:

- to achieve annual emissions reduction targets of 8 per cent for energy and 3 per cent for business travel (40 per cent overall by 2015); and
- to achieve carbon neutrality by 2015 (focusing on reducing emissions to become carbon minimal and to consider the case for carbon offsetting at the end).

3.2 The new Commission's strategy for the Fourth Assembly includes goals to promote Wales and the work of the Assembly and to use resources

wisely. The 2006 Act requires the Commission to exercise its functions with due regard to the principle of promoting sustainable development. We are recognised as a leading parliamentary body in sustainability terms and the Carbon Management strategy maintains this.

- 3.3 The Assembly is not a full participant in the Carbon Reduction Energy Efficiency Scheme¹ as our carbon footprint for energy is below the current threshold. Over time the scheme threshold will reduce, but as long as we continue to reduce our energy consumption it is likely that we will continue to be exempt. We have registered an ‘information disclosure’, which includes our energy data under the guidelines of the scheme.
- 3.4 To sustain progress and achieve the goals set in 2009, investment would be needed in Tŷ Hywel, our most carbon hungry building. The paper sets out the progress made to date and the extent of the investment needed to sustain this progress. The Commission will wish to consider its future strategy in this context.

4.0 Progress update

- 4.1 **Annex A** provides greater detail on progress to date and future actions planned under the strategy. To summarise, in Year 2 (2010–11), we were successful in achieving an 11.1 per cent reduction in energy emissions across the estate. This exceeded our original calculations for annual reduction by 3.1 per cent and equates to a saving of 182 tonnes of carbon and £50,000 in costs.
- 4.2 Similar to Year 1, we have reduced business travel emissions by 18.7 per cent, once again exceeding our original target of 3 per cent per year. This reduction equates to a saving of 40 tonnes of carbon and cost savings of £61,000 over the previous year. However, it is possible that as we progress through the Fourth Assembly, there may be an increase in business travel, consistent with the new Commission’s strategic goal to promote Wales in the wider world.
- 4.3 Overall, we have achieved emission reductions of 19 per cent to date against a target of 40 per cent by 2015 equating to a carbon saving of 465 tonnes.

5.0 Looking ahead

¹ A mandatory UK scheme for energy efficiency which applies to large public and private sector organisations.

- 5.1 Whilst progress to date has been very good, we have achieved this through limited investment and relatively straightforward actions. We will need to take significant steps in order to maintain progress and to achieve the targets set by the last Commission. In particular, further adaptations to Tŷ Hywel will be necessary. The long-term improvement of Tŷ Hywel's performance can only be achieved through investment in proven technology, which will help us achieve our targets and reduces our vulnerability to rising energy costs.
- 5.2 The current method of cooling Tŷ Hywel through use of air conditioning is the most carbon hungry part of the building's operation. Air conditioning could be replaced, in whole or in part, by replacing existing windows with better designed and part-automated models, which will support efficient natural ventilation. Cost estimates for such work have been developed from professionally executed feasibility studies with the support of the Carbon Trust and Arup Ltd. The costs are significant - approaching £4m to replace all the windows in Tŷ Hywel - although the existing windows will need replacing within the next ten years or so in any event as part of our responsibilities for building maintenance at an estimated cost of £1.7m.
- 5.3 Based solely on estimated savings from current energy costs, and not taking into account the need to replace the windows in any event, this investment would be repaid in 19 years. If energy costs increase, the payback period will reduce. Taking into account the need to replace the windows in any event, the additional costs of the naturally ventilated option would reduce to a payback period of 16 years. If we also apply a 5 per cent energy costs inflation level, this further reduces the payback period to 12 years. The Assembly would saving an estimated 800 tonnes of carbon emissions in relation to current emission levels and predicted emission levels following the completion of the investment and would maintain this reduced level of emissions for future years. This would also reduce or remove the need to undertake carbon offsetting, which also carries a cost.
- 5.4 In order to assess the benefits of such an approach, we could pilot the part-automated windows in a suitable area of Tŷ Hywel for a year. This would require an estimated initial investment of £0.4m. Subject to the outcome of the pilot, further replacements through the building could be phased over a five-year period, forming part of our annual investment programme.

6.0 Conclusion

6.1 The Carbon Management strategy is proving extremely valuable in driving sustainable development and reducing the impact of the Assembly's activities on the environment. Progress in the second year is very good and builds on the success of the first year to provide a strong platform for future reductions. However, in view of the scale of future steps needed to deliver the strategy, it is right that the new Commission reviews these commitments.

1.0 Carbon Management strategy – Progress to date

1.1 In 2008–09 the Assembly’s carbon footprint was 2,890 tonnes of CO₂. Most of this comes from two main sources:

- i) energy consumption from the Assembly’s buildings; and
- ii) business travel (whilst at work).

1.2 The Carbon Management Plan sets a 40 per cent reduction target in CO₂ emissions to be achieved by 2015. The plan to deliver the Carbon Reduction Strategy included a schedule of projects which had the potential to produce a 380 tonne reduction in carbon emissions over the duration of the programme.

Table 1.0 Progress to date against these projects

Details of selected package of works	Progress to date
Current model of existing building to assess feasibility of natural ventilation options	Feasibility studies and tests on the building have revealed that it can be successfully returned to natural ventilation.
Movement sensor lighting throughout	The on-going programme to install PIR lighting throughout the office continues to be rolled out subject to budget availability. There are approximately 500 lights remaining in Tŷ Hywel.
PIR sensors to meeting rooms, air conditioning and car park lighting.	<p>PIR sensors have been installed to conference and meeting rooms with standalone air conditioning units. Therefore, these units will automatically switch off when these rooms are vacant.</p> <p>PIR sensors have also been linked to the underground car park lighting to enable these lights to be switched off when no one is present in the underground car park.</p>

Details of selected package of works	Progress to date
T5 fittings (replacing existing T8s)	Installed throughout the building.
LED car park lighting	External car park lighting replaced for more energy efficient LED lights.
Point of use electric domestic hot water	These are installed to all staff kitchens and tea points as well as timer switches so that these are switched off during out of hours periods.
Mechanical vent improvements	See below variable speed drives
Improve heat recovery	Adjustments have been made to B block air handling unit to improve heat recovery in this area.
Variable speed pumps/fans	Variable speed drives have been installed to all fans and pumps to improve the energy efficiency of heating and cooling systems.
Wall and roof insulation (to regulations)	On-going longer term strategy
Improve boiler and chiller efficiency	Two of the three chillers have been replaced with more energy efficient models. Boiler replacement is part of the longer term strategy.
Improve infiltration	High efficiency air filters have been deployed on air handing units to improve air flow. Filters are replaced periodically as required.
Mixed mode ventilation strategy	A full specification and costs have been prepared together with a detailed plan of the proposed works for the trial elevation on the first floor of Tŷ Hywel. This area will be used as a pilot for the scheme to determine if the underlying principles of

Details of selected package of works	Progress to date
	natural ventilation can be realised.
Fully naturally ventilated	On-going longer term proposed strategy

1.3 In Year 2, an additional action plan was developed and progress against these actions are outlined below.

Table 2.0 Progress to date against the key actions identified in Year 2

Details of selected actions	Progress to date
Assess efficiencies from auto shutdown of new ICT equipment	Currently underway and when complete results will be published.
Improve occupant behaviour through targeted environmental communications	Part of the strategy for improving data collation and analysis techniques to enable regular performance reporting.
Publish performance data monthly to encourage ownership of energy consumption	See above.
Review of server farm set points	Server farm set points have been reviewed to improve energy efficiency and reduce cooling.
Assess feasibility of free cooling for Tŷ Hywel server farm in winter months.	This has been successfully implemented using cold air from the underground car park to cool the server room on the ground floor. The air is cold enough to use for most of the year.

1.4 We also stated that we would achieve the remaining 380t reduction through the Green Dragon Environmental Management System. This continues to be highly effective in driving cultural change, improving buy-in and changing hearts and minds.

1.5 Reductions in energy consumption and increasing sustainable choices in business travel are the clearest indicators that sustainability is starting to embed in everyday business. However, the bigger challenges such as working in naturally ventilated spaces, an increase in homeworking and seasonal "mothballing" of parts of the building will require even greater acceptance of change.

1.6 The table below summarises how progress against these actions has reduced CO2 emissions and resulted in cost savings.

Table 1.1 Carbon and Cost Savings

	Energy (tCO2e)²	Business Travel (tCO2e)*	Total
2008-09 (baseline year)	2,653	237	2,890
2009/10 (year 1)	2,441	194	2,635
Carbon Saving (tCO2e)	212	43	255
Cost Saving (£)	£50,000	£150,000 ³	£200,000
2010/11 (Year 2)	2,188	154	2,342
Carbon Saving (tCO2e) (on previous year)	253	40	293
Cost Saving (£) (on previous year)	£50,000	£61,250 ²	£111,250

Looking ahead – Year 3

1.7 The focus for Year 3 of the strategy will be centred around the natural ventilation trial in the first floor of Tŷ Hywel, supported by a targeted communication programme to inform, involve and engage occupants in

² In the period between calculating the Assembly's carbon footprint through the Carbon Management Plan and the present year, Groundwork Wales – the organisation responsible for administering the Green Dragon Environmental System have decided to adopt Defra's conversion factors for greenhouse gas reporting as they are updated annually. This has resulted in the recalculation of the figures in the baseline year (2008-09) which has resulted in an overall increase in the Assembly's emissions for energy and a reduction in the emissions for travel. This has not significantly changed the overall carbon footprint.

³ Although the carbon saving is approximately the same over the two years, the significant cost saving in year one resulted from a sharp drop in air travel whereas in year two carbon savings were realised through reductions in car use only thereby resulting in reduced cost savings.

the project. This will be supplemented by the continued programme of building improvements and strategic energy management to identify further opportunities for energy reduction.

- 1.8 A key challenge for the Assembly and specifically those occupants in the trial area will be to understand, support and embrace the transition to natural ventilation with a willingness to work flexibly if required whilst the necessary building works are carried out. To offer the greatest chance of a positive outcome, we need to ensure that resources are available to fund and support this significant investment for long term gain.
- 1.9 The Green Dragon action plan for 2011–12 which supports the strategy has recently been reviewed by the Clear Skies Group as part of the Green Dragon annual management review. Progress has been noted and actions identified to help achieve the 8 per cent reduction target in the third year. The delivery of the action plan will continue to be monitored throughout the year.
- 1.10 This works in tandem with the proposed package of works for improving the building management system in year 3 which are as follows:

Action Plan – Year 3

Details of selected actions
Commission the trial of natural ventilation in the first floor elevation of Tŷ Hywel
Continue roll out of PIRs across Tŷ Hywel
Develop a focussed, integrated approach to energy management and carbon reduction
Carry out base load assessment of Senedd IT and electronic equipment to identify opportunities for energy reduction
Use the Senedd Refresh Project as an opportunity to identify further sustainability improvements
Improve occupant behaviour through targeted environmental communications
Publish performance data monthly to encourage ownership of

Details of selected actions
sustainability programme.
Undertake further trials with Solaveil film on areas with high solar gain.
Assess the feasibility of channelling excess grey water into Tŷ Hywel from the Senedd for toilet flushing purposes.
Upgrade and/or replace the building management system as part of the new FM contract.
Investigate feasibility for installing solar PV panels on the Senedd roof to provide renewable electricity.
Keep abreast of new and developing technological advancements to identify opportunities for improving sustainable performance.

1.11 The actions outlined above will lead to further financial savings and a reduction in carbon emissions. It should be noted that currently, financial savings realised are not ring fenced and re-invested into further sustainability initiatives and maybe this is something that could be considered going forwards.

2.0 Offsetting

2.1 We stated in the Carbon Management strategy that our focus to 2015 will be on reduction only. In accordance with this, we have not offset any emissions In Year 2. Although we proposed to offset the emissions from air travel and Members' private car use immediately, this has not been needed as a result of the continued drop in business travel.

2.2 However, recognising the importance of the new strategic goal to 'Promote Wales', and in consideration of the potential impact this may have on travel, we will monitor and encourage sustainable travel choices where possible to reduce the likelihood of introducing offsetting.

2.3 If we choose to adopt offsetting in Year 3, the financial resources required will be drafted into the budget.

Agenda Item 4

This paper has been deemed not suitable for publication in line with the Commission's rules for conduct of business.

Document is Restricted



Comisiwn y Cynulliad Assembly Commission

AC(4)2011(6) Paper 5

Date: 24 November 2011

Time: 9:30–11:30

Venue: Presiding Officer's office

Author name and contact number: Nicola Callow, 8054

Supplementary budget 2011–12

1.0 Purpose and summary of issues

- 1.1 The 2011–12 Budget provided for separate funds relating to election costs. The funds agreed were £3.460m for Assembly Members and £0.655m for Assembly Services.
- 1.2 The Budget made clear that the Commission would seek to return any excess to the Welsh block through the supplementary budget route.
- 1.3 As highlighted in October's Management Board report to the Commission, the Board has been determining the level of funds to be returned to the Welsh block. The latest financial position predicts that the Assembly Members' election related expenditure will be £1.8m less than budgeted, and for Assembly Services this figure will be £0.2m.

2.0 Recommendations

- 2.1 It is recommended that the Commission returns £2.0m to the Welsh block through a supplementary budget motion.

3.0 Discussion

- 3.1 The Assembly Members' election budget was estimated on the basis of 30 Members not returning to the Assembly at an average cost of £115k. The actual figure was 23 Members with an average cost of £70k. The final spend can now be estimated accurately as most claims have been paid.
- 3.2 The main budget of £13.034m for Members' pay, allowances and support staff has a forecast underspend of £0.3m at the year end. The main risks to the forecast arise from changes in Members' claiming patterns and support staff turnover rates. As we are not expecting any further financial impact from Remuneration Board decisions this year, the £0.3m 31 March 2012 forecast underspend provides sufficient

contingency to cover these variations. The risk arising from returning £1.8m is therefore negligible.

- 3.3 The Assembly Services' £655k election budget was needed for ICT work, Assembly Members' office refurbishment, publications and the official opening. The latest forecast indicates we will require £200k less than originally anticipated.
- 3.4 For the main Assembly Services budget of £31.673m, the latest forecast shows an under spend of £465k although we expect to manage this to reduce the underspend by the end of the year. In addition, the £593k restructuring fund remains available for use. As there is sufficient capacity and contingency within the Assembly Services budget, the risk of returning £200k unused election budget is negligible.
- 3.5 Following discussions with Welsh Government colleagues, we need to provide firm figures for the supplementary budget by the end of November 2011. Welsh Government officials will be laying the 2011-12 Supplementary Budget in early 2012.



Comisiwn y Cynulliad Assembly Commission

AC(4)2011(6) Paper 6

Date: 24 November 2011

Time: 9:30–11:30

Venue: Presiding Officer's office

Author name and contact number: Carys Evans, ext 8598

Assembly Commission portfolios

1.0 Purpose and summary

1.1 This paper invites Assembly Commissioners to provide a verbal update on their portfolios.

Portfolio	Commissioner
Presiding Officer and Commission Chair, with responsibility for Legal Services.	Rosemary Butler AM
Budget, governance, including Audit Committee membership, and links with the Remuneration Board. Improvement of services to Members, employment support and professional development for Members and their staff.	Angela Burns AM
ICT, broadcasting and e–democracy, the Assembly estate, facilities and sustainability. The Commission as the employer of Assembly staff.	Peter Black AM
Education services, front of house, catering and security. The Commission's statutory equality functions and Freedom of Information.	Sandy Mewies AM
Citizen engagement and communications, national and international outreach. The Commission's Welsh language functions and policy.	Rhodri Glyn Thomas AM

Although the Deputy Presiding Officer, David Melding, is not formally a member of the Commission, it was agreed that he would support the Commission by focusing on the Pierhead as a centre for Assembly development and debate, and links with the Wales Governance Centre and others relevant to this role.

Agenda Item 7

Comisiwn y Cynulliad

Assembly Commission

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



AC(4)2011(6) (Paper 7)

Date: Thursday 24 November 2011

Time: 09:30–11:30

Venue: Presiding Officer's office

Author name and contact number: Carys Evans, ext 8598

Assembly Commission rolling programme

Meeting date	Agenda item	Portfolio holder/lead official
2 Feb 12	Assembly staff remuneration (tbc)	Peter Black/Steve O'Donoghue
	Equalities scheme 2012–16	Sandy Mewies/Steve O'Donoghue
	Strengthening governance arrangements	Angela Burns/Sandy Mewies/Steve O'Donoghue/Non Gwilym
	ICT strategy decision (tbc)	Peter Black/Connie Cockburn
	Update on Wales Legislation Online	Presiding Officer/Keith Bush
	Portfolio holder updates	Portfolio holders
	Management Board report to the Commission	Claire Clancy
	Rolling programme	Secretariat
8 Mar 12	Assembly staff remuneration (tbc)	Peter Black/Steve O'Donoghue
	UNO benefits and savings six monthly review	Peter Black/Connie Cockburn
	Framework for annual report and accounts 2011–12	Angela Burns/Rhodri Glyn Thomas/Non Gwilym/Steve O'Donoghue
	ICT strategy decision (tbc)	Peter Black/Connie Cockburn
	Reviewing the effectiveness of the Commission	Presiding Officer/Ian Summers
	Portfolio holder updates	Portfolio holders

AC(4)2011(6) (Paper 7)**Assembly Commission rolling programme**

Meeting date	Agenda item	Portfolio holder/lead official
	Rolling programme	Secretariat
10 May 12	Draft budget strategy 2013-14	Angela Burns/Steve O'Donoghue
	Review of Commission effectiveness	Presiding Officer/Claire Clancy
	Management Board report to the Commission	Claire Clancy
	Rolling programme	Secretariat
28 Jun 12	Sign off annual report and accounts 2011-12	Presiding Officer/Claire Clancy
	Draft budget strategy 2013-14	Angela Burns/Steve O'Donoghue
	Portfolio holder updates	Portfolio holders
	Rolling programme	Secretariat
12 Jul 12	Draft Budget 2013-14	Angela Burns/Steve O'Donoghue
27 Sep 12	Draft budget 2013-14	Angela Burns/Steve O'Donoghue