

The Assembly Commission

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

Meeting date:
28 June 2012

Meeting time:
10:30

For further information please contact:

Carys Evans, 029 2089 8598
Committee Clerk

Agenda
AC(4)2012(4)

1. Introduction and apologies

Declarations of interest

Minutes of the previous meeting (Pages 1 – 5)
(9 May 2012) – Paper 1a

(14 May 2012) – Paper 1b

2. National Assembly for Wales (Official Languages) Bill and Bilingual Services Scheme

Paper 2

3. Annual report and accounts 2011–12

Paper 3

4. Draft budget 2013–14

Paper 4

5. Future ICT Services Programme

Paper 5

Cynulliad
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Wales



6. UNO Benefits Review

Paper 6

7. Assembly Commission portfolios (Pages 6 – 10)

Paper 7

8. Remuneration Committee

Paper 8 to note

9. Rolling programme

Paper 9

The Assembly Commission

Meeting Venue: **Presiding Officer's Office – 4B**

Meeting date: **Wednesday, 9 May 2012**

Meeting time: **12:00 – 13:15**

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



Minutes:

Committee Members:

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

Officials present:

Claire Clancy, Chief Executive & Clerk of the Assembly (Official)
Adrian Crompton, Director of Assembly Business (Official)
Dianne Bevan, Chief Operating Officer (Official)
Keith Bush, Director of Legal Services (Official)
Craig Stephenson, Principal Private Secretary to the Presiding Officer (Official)
Dave Tosh (Official)
Non Gwilym (Official)
Carys Evans, Principal Commission Secretary (Secretary)

Others in attendance:

David Melding, Deputy Presiding Officer

1. Chair's introduction

- 1(i) Introduction and apologies
- 1(ii) Declarations of interest

There were no declarations of interest.

2. National Assembly for Wales (Official Languages) Bill and Bilingual Services Scheme

The Communities, Equalities and Local Government Committee laid the report on its Stage 1 consideration of the general principles of National Assembly for Wales (Official Languages) Bill and Bilingual Services Scheme before the Assembly on 4 May.

Commissioners considered the implications of the recommendations for the Bill and Scheme and agreed the approach to be taken by the Commissioner in charge in his contribution to the Stage 1 debate on 16 May.

In considering how it should respond, the Commission took account of:

- Its ambition to be recognised as an exemplar bilingual parliamentary body and its commitment to enhancing its bilingual provision;
- The need for flexibility to allow services to be developed and enhanced over time;
- The cost implications of any new obligations included in the Communities Equalities and Local Government Committee report recommendations, and the impact on its priorities for enhancing bilingual provision in different ways;
- The pre-legislative consultation undertaken in 2011;
- The need to ensure that staff are fully aware of the implications of both the Bill and Scheme on service delivery.
- The need to ensure that legislation intended to achieve equality of treatment of the official languages in the work of the Commission does not unintentionally constrain its ability to make changes to the way in which services are delivered.

3. Any other business

Commissioners discussed recent media coverage of the Assembly.

The Assembly Commission

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

Meeting date: **Monday, 14 May 2012**

Meeting time: **14: – 16:30**

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



Minutes: AC(4)2012(4)

Committee Members:

Rosemary Butler (Chair)
Peter Black
Angela Burns
Sandy Mewies

Officials present:

Claire Clancy, Chief Executive & Clerk of the Assembly (Official)

Adrian Crompton, Director of Assembly Business (Official)

Dianne Bevan, Chief Operating Officer (Official)

Keith Bush, Director of Legal Services (Official)

Dave Tosh (Official)

Craig Stephenson, Principal Private Secretary to the Presiding Officer (Official)

Carys Evans, Principal Commission Secretary (Secretary)

Others in attendance:

Mair Barnes, Independent Adviser

1. Introduction

The Presiding Officer welcomed Dave Tosh, Director of ICT, to his first Commission meeting.

1(i) Introduction and apologies

Apologies were received from Rhodri Glyn Thomas AM.

1(ii) Declarations of interest

There were no declarations of interest.

1(iii) Minutes of the previous meeting

The minutes were formally agreed.

All actions were being progressed by officials.

2. Budget 2013–14 – strategic priorities/implications

Commissioners agreed at the 8 March meeting that they would continue to work within the 2013–14 indicative funding set out in the budget document and discussed the budgetary priorities for 2013–14 in this context.

The indicative budget is £49.5 million, of which £34.1 million is for operational costs and £13.7 million relates to Assembly Members. The balance is available for investment in line with the Commission's strategic priorities. Additional resources are expected to be released for investment priorities in 2013–14 with contributions arising from the value for money programme, efficiency targets and contingency funds.

A number of investment priorities were discussed. Whilst the ICT priority was recognised as the highest priority, further discussion on the implications of adopting this priority approach needs to be continued at subsequent meetings.

The Commission budget will be laid in September. Consultation with Members is likely to follow the format adopted last year, with Angela Burns AM as the Commissioner with the relevant portfolio attending group meetings and holding briefings with Members.

Action: Officials to develop the budget document in line with the agreed approach.

3. Assembly procurement 2012–14

The procurement team has been strengthened and now takes a more centralised approach to managing the procurement process, particularly with contracts worth more than £25k.

This work is developing in line with the Commission's aspirations, specifically the need for procurement to be efficient; to support the development of a diverse supply chain that helps small suppliers to compete; and to focus on value for money.

Commissioners welcomed the approach being developed, which ensures that appropriate strategies can be adopted for different markets.

4. Feedback from last Audit Committee (19 April 2012)

For good governance, the Commission receives a report from the Assembly Commission Audit Committee, and discussed the minutes of the Assembly Commission Audit Committee held in April.

Commissioners focused on the findings of Internal Audit Report on Budgetary Control and Financial Management processes, and the need for a greater awareness of value for money and efficiency improvements across the whole organisation.

5. Assembly Commission Reward Strategy for the Fourth Assembly

The existing pay deal for Assembly Commission staff ended on 31 March 2012. Negotiations for future reward arrangements are continuing.

6. Management Board report to the Commission

The following items were discussed:

Remuneration Board

- The Board has proposed changes to the arrangements for overnight accommodation for Members whose main homes are in the inner area and will reach a final view on the matter at its meeting in June. Members have been invited to submit their views on the matter;
- The Remuneration Board will be undertaking a review into staffing arrangements for Assembly Members and will engage with support staff and Members to inform this work.

ICT

- Improvements have been made to ICT services in recent months, including those provided by Atos and by Assembly staff. These include access in constituency offices and health checks of ICT equipment and infrastructure;
- ICT staff have met with most Assembly Members to identify problems. The findings will inform the planning of future works, such as wireless connectivity and a wider range of end user devices.
- Two significant pieces of work are underway: a project to evaluate the options for future ICT service delivery and the development of an ICT strategy for the Assembly and Commission. Commissioners will receive a regular update on both of these areas of work.

7. Assembly Commission rolling programme

The rolling programme was noted.

8. Any other business

There was no other business.

Agenda Item 7

Comisiwn y Cynulliad

Assembly Commission

Cynulliad
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AC(4)2012(4) Paper 7 part 1

Date: Thursday 28 June 2012

Time: 10:30 – 12:30

Venue: Presiding Officer's office

Author name and contact number: Claire Clancy, ext 8233

Assembly Commission Portfolios

1.0 Purpose and summary

1.1 To review the current Commissioner Portfolios and decide whether any changes are needed.

2.0 Recommendations

2.1 That Commissioners consider their portfolios in the light of the first year of operation, retaining their cross-cutting nature and ensuring that the workload, and nature of the work, is spread evenly.

3.0 Discussion

3.1 The Commissioners are corporately responsible for the exercise of the functions conferred on the Commission and for the governance of the organisation and, accordingly, act in the interests of the Assembly as a whole. Taking on a portfolio enables Commissioners to build up their knowledge in particular areas and to work with officials to provide strategic direction on a more regular and thorough basis than Commission meetings alone would allow.

3.2 In June last year, the Commission adopted the portfolios set out in the Annex.

3.3 During the year, Commissioners have built working relationships with those who deliver services in their portfolio areas. This has included helpful and constructive challenge of quality and delivery, and provided a line through which wider Member views have been communicated. Commissioners answer Assembly questions on their own portfolio areas, and answers are cleared with the responsible Commissioner.

3.4 It might be helpful to describe some examples of the way individual Portfolio Commissioners have developed their work. This is by no means an exhaustive list.

- Sandy Mewies has taken a strong personal interest in the operation of the Senedd and experience of visitors to the Assembly Estate, and has been very closely involved in the recent improvements to the Assembly Shop. She has shown personal support for equalities initiatives and has been very closely involved in the completion of the Assembly's equalities scheme.
- Angela Burns has led on the year-round task of financial management and governance. She is a member of the Audit Committee. Angela works closely with officials on the Commission's budget strategy and has successfully taken the lead on the agreement of the Commission budget. She is also responsible for services to Members and is involved in work to evaluate those services.
- Peter Black drives delivery on ICT initiatives and has helped to tackle delivery issues with Atos, as well as involving himself closely in our major ICT projects. In his role in supporting the Commission as the employer of Assembly staff, he has contributed to development of the People and Reward Strategies and has taken an interest in difficult issues like the security reorganisation.
- Rhodri Glyn Thomas is the member in Charge of the Commission's Official Languages Bill. He has been heavily involved in the pre-legislative consultation on the Bill and scheme and is currently responsible for the passage of the Bill through the Assembly.
- The Presiding Officer has regular direct contact with Keith Bush as Chief Legal Adviser, but has also worked closely on communications issues, the way we use the Assembly estate to promote the Assembly's work, and has championed the work on professional development for Members and their staff.
- Although the Deputy Presiding Officer, David Melding, is not formally a member of the Commission, as agreed he has supported the Commission by focusing on the Pierhead as a centre for Assembly development and debate, particularly through links with the Wales Governance Centre.

3.5 A year after adoption of these portfolio areas, consideration of whether they are working well and have balance in terms of responsibility would be appropriate:

- It is apparent that demands vary between portfolios.
- There are some big issues coming up in the near future that will require a lot of attention, particularly on ICT.
- Communication runs through every portfolio to some degree, and work in enhancing our communication should be spread throughout.
- We are about to carry out a customer survey with Members and this may generate new interest and demands.
- The work of the Remuneration Board is continuing and it may be beneficial to make more explicit that one Commissioner has responsibility for liaising with the Board.

3.6 To address these considerations, Commissioners could consider the following modest changes to the portfolios: (overleaf)

AC(4)2012(5) Paper 7 part 1
Assembly Commission portfolios

Portfolio	Commissioner
Presiding Officer and Commission Chair, taking lead responsibility for Communications, and professional development for Members and their staff.	Rosemary Butler
Budget, governance, including Audit Committee membership. Links with the Remuneration Board. The improvement of services to Members. The Commission as the employer of Assembly staff.	Angela Burns
ICT, broadcasting and e-democracy. Sustainability.	Peter Black
Education services, front of house, the Assembly shop, catering and security. The Assembly estate and facilities. The Commission's statutory equality functions.	Sandy Mewies
The Commission's Welsh language functions and policy. Legal Services and Freedom of Information (FOI).	Rhodri Glyn Thomas

In addition, David Melding, to continue to support the Commission by leading on the Pierhead as a centre for Assembly development and debate, and links with the Wales Governance Centre.

June 2012

Annex: Original 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.