

# Annual Report and Accounts: 2019-20

June 2020



The Welsh Parliament is the democratically elected body that represents the interests of Wales and its people. Commonly known as the Senedd, it makes laws for Wales, agrees Welsh taxes and holds the Welsh Government to account.

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Welsh Parliament

**Senedd Commission**

(known as the National Assembly for Wales Commission until 5 May 2020)

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# Annual Report and Accounts: 2019-20

June 2020



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WELSH YOUTH PARLIAMENT  
SENETD IEUENCID CYMRU

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SENETD IEUENCID CYMRU

# OVERVIEW

This Overview section provides information on the purpose, structure and strategic goals of the Commission and some key activities which have taken place over the past year

# Foreword



**Elin Jones MS**  
Llywydd, Welsh Parliament

I am pleased to present this Annual Report covering my fourth year as Llywydd. I began the year representing the National Assembly for Wales and end it as Llywydd for the Welsh Parliament – Senedd Cymru.

But our name is less important than what it represents; our drive to scrutinise government and be a voice to the people of Wales. And during this period, that is more important than ever.

As I write this, Wales remains in lockdown. The Covid-19 pandemic has meant we're all facing unprecedented challenges. Hundreds of families have lost loved ones and we are all having to re-adjust to social distancing.

This meant we have had to change how we work. In the face of adversity, the Senedd led the way in our innovation as we became one of the first Parliaments in the world to meet as a virtual Plenary. Legislatures from across the globe have subsequently turned to us for advice.

Our determination to continue to meet as a Parliament reflects our desire to hold Ministers to account and reflect the views of the public. It is a subject which runs as a



golden thread through the Annual Report; from committee inquiries to the development of our Youth Parliament.

The past year has also given us a chance to reflect. As we mark 20 years of the Senedd we asked voters how they want to be involved in our work. Wales's first Citizens' Assembly saw 60 people independently chosen to reflect our nation come together for a weekend to discuss various options on a way forward. I am pleased that some of those suggestions have already been enacted.

Embedding a culture of dignity and respect within the organisation has continued with training sessions for staff and Members as well as the "Call It Out" campaign to challenge unacceptable behaviour.

I would like to thank all Commission staff for continuing to so effectively support the delivery of Senedd business and for the enthusiasm and energy they bring to meeting new demands, especially in these uniquely challenging times.

# Introduction



**Manon Antoniazzi**

Chief Executive and Clerk of the Senedd

In my introduction to last year’s Annual Report, I concluded by remarking that I was confident the Commission’s staff had the commitment, skills and collective ambition to deliver all that was required of us.

Events of the past few weeks have tested us, but the resolve, dedication and drive of officials in reacting to the challenges posed by the Covid-19 pandemic have truly demonstrated our values in action.

As the severity of the situation unfolded, we were able to take rapid steps to ensure the Assembly was able to continue to meet to undertake the essential work of legislating, scrutinising the Welsh Government and holding Ministers to account. We will describe these measures fully in next year’s Annual Report. Meanwhile, I am pleased to present an account of a year of sector-leading innovation underpinned by sound stewardship of resources in the service of our

Parliament and the people of Wales.

On 6 May we became the Welsh Parliament; the Senedd. As the Senedd and Elections (Wales) Act 2020 received Royal Assent in January, it marked the culmination of a long and complicated process for the many Commission colleagues who were involved in its passage.

Despite our new title, you will notice this document mostly refers to the institution as the Assembly; a reflection of the fact we’re looking back over the past 12 months before the change to our name.

Throughout the year, Committees have been supported in producing

a series of important reports on subjects of public interest: on behalf of train passengers they looked into rail disruption; for the thousands who look after loved ones they investigated to ensure unpaid carers are properly recognised; and for future pupils they highlighted concerns about the teaching of Welsh history.

The 2019-20 financial year saw us celebrate the past and plan for the future. We marked 20 years since the first Assembly Elections in 1999 with the Gwlad festival, which included events held all over Wales during the summer. But, even as we contemplated our past, much of the festival's discussion focused on the way ahead. As such, it was appropriate that our flourishing Youth Parliament Members played such a central role in the programme.

We also addressed our own future needs as we published our new People Strategy. For the first time it will straddle this Senedd term and the next; providing continuity as well as the chance to review changing priorities. Our commitment to diversity and inclusion has remained at the core of our policy development, as well as a determination that the Senedd should provide a supportive, respectful working environment.

Our environmental report reflects our dedication to be a greener

organisation. After introducing beehives onto the estate last year we have worked with RSPB and Bug Life to improve our pollinator habitat which included building a small pond.

Year-on-year efforts to improve our energy efficiency are also bearing fruit. We have halved our energy footprint compared to our 2012-2013 baseline year, therefore substantially surpassing the target for this metric already.

Our commitment to ensure people can work in the language of their choice continued as we conducted our first language skills survey. Its aim was to ensure that teams across the organisation have the necessary language skills to deliver exemplary bilingual services.

As I write this introduction, it's difficult to look too far beyond the current Covid-19 pandemic. Wales has suffered its share of casualties, and many aspects of life will change for good. As governments across the UK plan how to come out of the lockdown, parliaments too will be considering how some of their new ways of working may become permanent. And while that will pose a new set of challenges, I remain confident that we, as Senedd Commission staff, will ensure that our Parliament has everything it needs to remain at the heart of Welsh public life.

# Statement of Purpose

## The National Assembly for Wales

The National Assembly for Wales is the democratically elected body that represents the interests of Wales and its people, makes laws for Wales, agrees Welsh taxes and holds the Welsh Government to account.

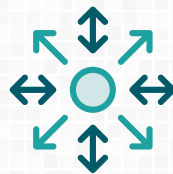
## The Assembly Commission

The Assembly Commission serves the National Assembly to help facilitate its long-term success as a strong, accessible, inclusive and forward looking democratic institution and legislature that delivers effectively for the people of Wales.

## Assembly Commission Strategic Goals for the Fifth Assembly



To provide outstanding parliamentary support



To engage with all the people of Wales and champion the Assembly



To use resources wisely

## OUR VALUES



### RESPECT

We are inclusive, kind, and value each other's contributions in delivering excellent services



### PASSION

We are purposeful in our support of democracy and pull together to make a difference for the people of Wales

## Priorities for the Assembly Commission for the Fifth Assembly

- Members are able to excel in their parliamentary roles, supported by responsive and innovative services.
- The Assembly has the necessary resources and expertise to represent Wales's interests, as the UK withdraws from the EU.
- The Assembly is supported to deliver constitutional reform to create a parliament that works for Wales.
- An ambitious and engaging Youth Parliament that enhances the Assembly and inspires young people to participate in the democratic process.
- There is greater understanding of the role of the Assembly and how to get involved, evidenced by higher levels of engagement.
- The Assembly's work and reputation are enhanced by developing and improving our connections with parliaments across the world.
- Commission staff are one team and everyone understands their contribution to achieving the Commission's goals.
- All Members, staff and visitors can work in a safe environment where dignity and diversity is respected.
- Financial, project and other controls enable the Commission to deliver, and we evidence value for money in everything we do.



### PRIDE

We embrace innovation and celebrate our achievements together as a team

WE ARE  
**ONE TEAM**

## Commissioners

The Government of Wales Act 2006 prescribes that the National Assembly for Wales (the Assembly) appoints Assembly Commissioners who are responsible for providing the Assembly with the staff and resources they need to carry out their roles effectively for the people of Wales.



**Elin Jones AM:** Plaid Cymru

**Elected: 11 May 2016 – Present**

The Llywydd is Chair of the Assembly Commission and also has responsibility as a Commissioner for communications and engagement.

Elin attended 7 out of 7 Commission meetings.



**Suzy Davies AM:** Welsh Conservatives

**Appointed: 9 June 2016 – Present**

Commissioner with responsibility for budget and governance, including Audit and Risk Assurance Committee membership.

Suzy attended 6 out of 7 Commission meetings.



**Joyce Watson AM:** Welsh Labour

**Appointed: 9 June 2016 – Present**

Commissioner with responsibility for equalities, and the Commission as the employer of Assembly staff.

Joyce attended 7 out of 7 Commission meetings.

The Commission is chaired by the Llywydd and is made up of four Assembly Members who have been elected by the Assembly. Each member of the Commission holds a specific portfolio of responsibilities for the Fifth Assembly.

The variation in the number of meetings is due to their respective terms of office.



**David Rowlands AM:** UKIP Wales 6 May 2016 – 20 May 2019  
Brexit Party 20 May 2019 - Present

**Appointed: 15 November 2018 – Present**

Commissioner with responsibility for security and Assembly resources.

David attended 6 out of 7 Commission meetings.



**Sian Gwenllian AM:** Plaid Cymru

**Appointed: 22 November 2018 – 28 January 2020**

Commissioner with responsibility for official languages, and delivery and transformation of services to Members.

Sian attended 6 out of 6 Commission meetings.



**Rhun ap Iorwerth AM:** Plaid Cymru

**Appointed 28 January 2020 – Present**

Commissioner with responsibility for official languages, and delivery and transformation of services to Members.

Rhun ap Iorwerth attended 1 out of 1 Commission meetings

# Independent Advisers

The Commission appoints Independent Advisers to ensure that Commissioners and the Assembly's executive team are provided with constructive challenge and assurance that governance arrangements are correct, effective and appropriate.



**Hugh Widdis**

November 2013 - October 2019

Hugh served as a member of the Assembly Commission Audit and Risk Assurance Committee. His term ended as an Independent Adviser in October 2019.

Hugh Widdis attended 2 out of 3 Audit and Risk Assurance Committee meetings.



**Ann Beynon**

November 2018 - Present

Ann took up her appointment as an Independent Adviser in November 2018 and she is a member of the Audit and Risk Assurance Committee and the Remuneration, Engagement and Workforce Advisory Committee.

Ann Beynon attended 4 out of 4 Audit and Risk Assurance Committee meetings and 4 out of 4 Remuneration, Engagement and Workforce Advisory Committee meetings.



**Robert (Bob) Evans**

November 2018 - Present

Bob took up his appointment as an Independent Adviser and a member of the Audit and Risk Assurance Committee in November 2018. In February 2019, he was appointed Chair of the Audit and Risk Assurance Committee.

Bob Evans attended 4 out of 4 Audit and Risk Assurance Committee meetings.



The variation in the number of meetings is due to their respective terms of office.



**Ceri Hughes**

November 2018 - Present

Ceri took up her appointment as an Independent Adviser in November 2018 and serves as a member of the Remuneration, Engagement and Workforce Advisory Committee.

Ceri Hughes attended 4 out of 4 Remuneration, Engagement and Workforce Advisory Committee meetings.



**Sarah Pinch**

November 2018 - Present

Sarah took up her appointment as an Independent Adviser in November 2018 and has been appointed as Chair of the Remuneration, Engagement and Workforce Advisory Committee.

Sarah Pinch attended 3 out of 4 Remuneration, Engagement and Workforce Advisory Committee meetings.



**Dr Aled Eirug**

April 2019 - Present

Aled took up his appointment as an Independent Adviser in April 2019 and serves as a member of the Audit and Risk Assurance Committee.

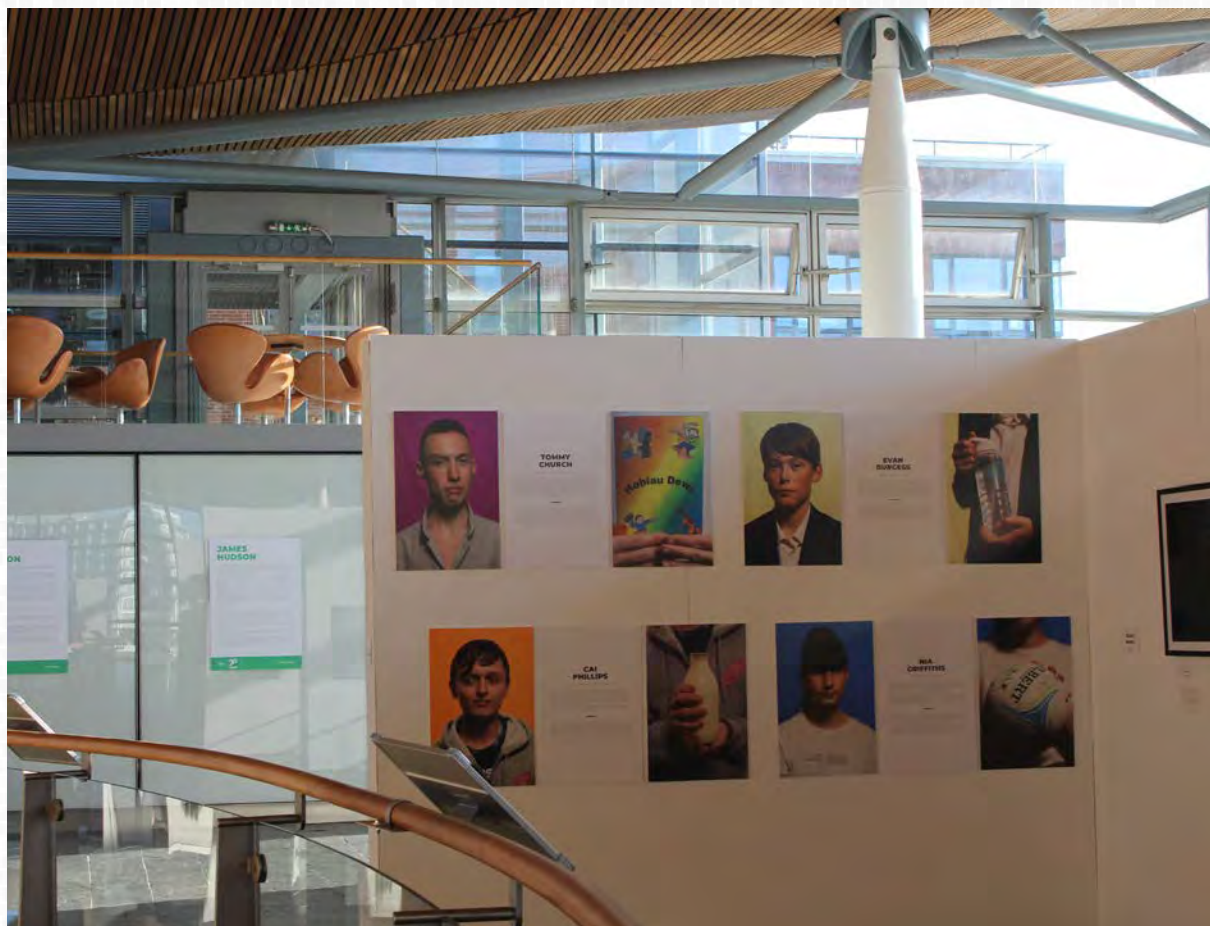
Aled Eirug attended 4 out of 4 Audit and Risk Assurance Committee meetings.

The Independent Advisers' primary role is to act as members of the Audit and Risk Assurance Committee or the Remuneration, Engagement and Workforce Advisory Committee and help to ensure that Commissioners and the Commission's senior management team are supported and constructively challenged in their roles. They are individuals with a wealth of boardroom, government and public sector experience, at the highest levels, to help the Commission meet its own high standards of good governance and efficient use of public money.

The Independent Advisers are involved in a number of the activities and service areas of the Commission, acting as critical friends on projects and sometimes participating in the meetings of the Commission.

### Remuneration

Independent Advisers receive non pensionable pay of £5,000 per annum, with £7,000 per annum for the Chairs.





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REVOLUTION

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# Commission Senior Leadership



**Manon Antoniazzi**  
**Chief Executive and Clerk**

In accordance with the Government of Wales Act 2006, the Assembly Commission delegates its functions, including responsibility for the management of staff, to the Chief Executive and Clerk, subject to a number of exceptions and conditions. The Chief Executive is also the Principal Accounting Officer for the Commission. To support her, the Chief Executive has a team of Directors who share the responsibility for strategic corporate management in addition to the specific responsibilities outlined below.



**Siwan Davies**  
**Director of Business**

Provision of specialist parliamentary, legal, constitutional and research services to the Assembly, ensuring the efficient and effective delivery of Assembly business including the passing of legislation through the Assembly and providing impartial expert advice to Assembly Members.



**David Tosh**  
**Director of Resources**

Provision of ICT, Estates and Facilities, Human Resources functions, Programme and Change Office, Security, Procurement and Corporate Governance and Assurance. The Director of Finance/Head of Financial Services, Nia Morgan, responsible for corporate financial strategy, planning, budget management, payments and pensions reports to David Tosh.



**Arwyn Jones**  
**Director of Communications and Engagement**

Provision of Commission and Members' support services, including support to the office of the Llywydd and the senior management team, secretariat services to the corporate Boards and Commission, as well as managing translation and reporting and official languages scheme. Ensures efficient and effective delivery of our corporate communications, visitor engagement and public information services.

Arwyn took over the Director role in September 2019; it was previously held by Craig Stephenson (see below).



**Craig Stephenson**  
**Director of Engagement**

Craig left the Commission as part of the voluntary exit scheme in September 2019.



**Elisabeth Jones**  
**Chief Legal Adviser**

Elisabeth left the Commission as part of the voluntary exit scheme in May 2019.

The post provides provision of advice, constructive challenge and assurance across the range of responsibilities of the Llywydd, Commissioners, Committees and to the Clerk and senior management, including matters considered to raise particularly novel or complex legal questions. The post is currently vacant and legal advice to the Commission is currently provided by Huw Williams on an interim consultancy basis.

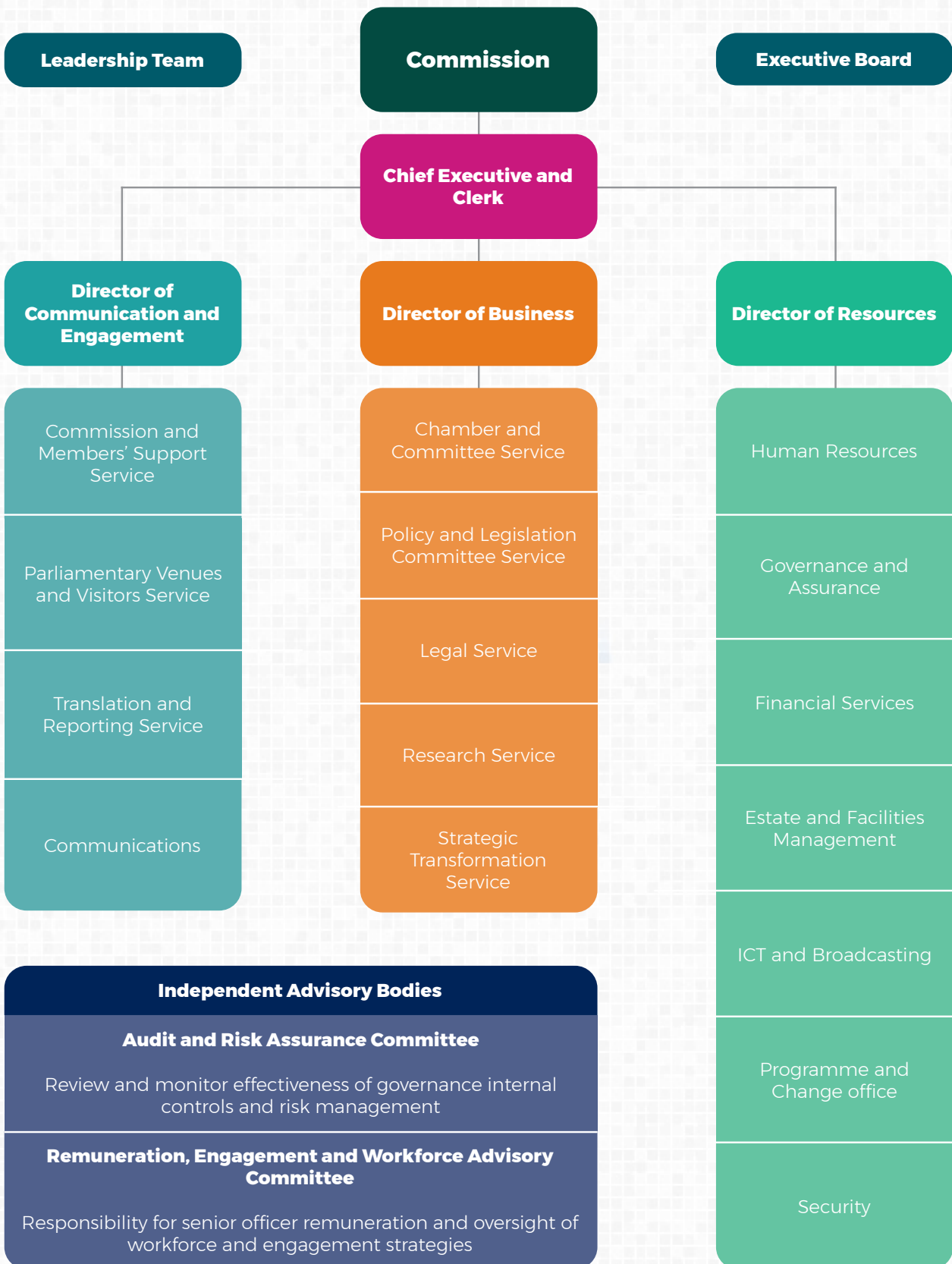
# Commission Management

The Executive Board is responsible for ensuring that the Commission’s financial and staffing resources are planned to meet known requirements. Specifically, it is responsible for planning and prioritising the Commission’s project fund which is focussed on the maintenance of the estate, the delivery of effective ICT services and the delivery of new projects to improve the performance and effectiveness of services.

A significant element of the Executive Board’s responsibility is to provide strategic oversight and leadership of the Commission’s change programme. The Executive Board is chaired by the Chief Executive and includes the Directors, Director of Finance/ Head of Financial Services, Head of Human Resources and Inclusion and Head of Legal Services. It is the strategic decision-making body for all matters delegated by the Commission. It is also an advisory body to the Commission, in setting the Commission’s Strategy, goals and priorities, the budget, and managing corporate risks.

The Leadership Team includes the members of the Executive Board and all Heads of Service. The Leadership Team’s primary responsibility is to ensure the effective delivery of operational plans and priorities.

# GOVERNANCE STRUCTURE



# Risk Management

The Commission operates a tiered risk management process by which risks are identified and managed at service or project level, regularly reviewed and risks that become significant are then escalated to corporate risks to be owned by the relevant Director.

The risk mitigation approach is assured by Executive Board's quarterly review and our Audit and Risk Assurance Committee also reviews corporate risks at its meetings, and selects a specific risk for a 'deep dive' assessment.

Through this period we have been actively managing corporate risks in the areas listed below (some of these risks have been managed throughout the whole year, some added in year while others have now been removed):

- the Commission's corporate capacity to deliver its priorities;
- accommodation capacity;
- dignity and respect;

- constitutional reform;
- Brexit;
- safeguarding;
- cyber security and compliance with the General Data Protection Regulations (GDPR);
- support contract arrangements for Legislative Workbench software; and
- the impact of Covid-19.

Further information on the identification, and management of risks, together with details of the risks added and removed can be found in the Governance Statement on page 112.



## Summary of activity

Commission Strategic Goal	Commission Priorities	Identified Corporate Risks	Areas identified for focus and development during 2019-20	Progress made during 2019-20	Looking forward to 2020-21
To provide outstanding parliamentary support	Members are able to excel in their parliamentary roles, supported by responsive and innovative services.	Support contract arrangements for Legislative Workbench software	Starting to plan for how our services can best support Members in the Sixth Senedd.	There are several reviews of areas of work being undertaken which will shape the services we provide Members in the Sixth Senedd, in particular a review of our communications services and the new Communications Strategy; the support provided to Members as employers by Members' Business Support, support for committee Members; and Committee recommendations including the review being undertaken by the Standards of Conduct Committee and the Committee on Senedd Electoral Reform.	Planning effectively for the start of the Sixth Senedd  Accelerating the review of support to Committees
	The Assembly has the necessary resources and expertise to represent Wales's interests, as the UK withdraws from the EU.	Brexit		Having carried out wide-ranging inquiries into the impact of Brexit on Wales and through engagement with a broad range of stakeholders, committees were prepared for the UK leaving the EU at the end of January 2020. To ensure Welsh interests are safeguarded during the withdrawal process, the External Affairs and Additional Legislation Committee continued its examination of the implications for Wales arising from Brexit and it raised Welsh interests with key UK and EU actors.	
	The Assembly is supported to deliver constitutional reform to create a parliament that works for Wales.	Constitutional reform	Planning effectively to ensure a smooth and orderly transition to the Assembly's name change, scheduled for May 2020.	Under the direction of the Senedd Reform Project Board, a Name Change Integrated Team was established to "bring together representatives from services across the Assembly to plan, co-ordinate and implement the Assembly's name change, both throughout the Assembly and with external partners". It has put in place simple but effective governance to guide the delivery of the name change project.	

Further information on the corporate risks and the progress made on the areas identified for focus and development during 2019-20 can be found in the Governance Statement on page 105.

Commission Strategic Goal	Commission Priorities	Identified Corporate Risks	Areas identified for focus and development during 2019-20	Progress made during 2019-20	Looking forward to 2020-21
<b>To engage with all the people of Wales and champion the Assembly</b>	An ambitious and engaging Youth Parliament that enhances the Assembly and inspires young people to participate in the democratic process.	Safeguarding	To review and take forward the work of the Youth Parliament, ensuring continuing good practice in relation to safeguarding and linking its work effectively with that of the Assembly.	<p>At a corporate level the organisation has worked to address and mitigate against the safeguarding risks identified and has appointed a dedicated Safeguarding Officer in Human Resources to lead on and address all safeguarding issues relating to the Welsh Youth Parliament and the wider organisation.</p> <p>The first joint session between Members of the Welsh Youth Parliament and Assembly Members was held and the Welsh Youth Parliament published its first major report, Life skills in the Curriculum.</p>	
	There is greater understanding of the role of the Assembly and how to get involved, evidenced by higher levels of engagement.		Ensuring effective political and external engagement with stakeholders to support the Llywydd and the development of the Assembly Reform programme, including the <i>Senedd and Elections (Wales) Bill</i> .	<p>The Senedd Reform Project Board, accountable to the Chief Executive, was established to oversee planning and delivery of the Assembly Commission's legislative strategy and programme of reform. It maintains strategic oversight of stakeholder engagement, informed by regular discussions with the Llywydd, to ensure effective delivery of the elements of the <i>Senedd and Elections (Wales) Act</i> for which the Commission has responsibility.</p> <p>A Citizens' Assembly was held which examined how people currently engage with decision-makers at the Assembly and discussed new ways to enable citizen participation.</p> <p>The Commission held detailed discussions about holding a week of Assembly Business in Mold. However, due to the outbreak of coronavirus, plans have been postponed.</p>	Refocusing of services around public engagement with clear outcomes
	The Assembly's work and reputation are enhanced by developing and improving our connections with parliaments across the world.			We continue to play an active role in promoting Welsh democracy to international audiences both in Wales and abroad, and, this period has seen the Assembly deliver a busy and ambitious work programme as part of the Framework for International Engagement.	

Commission Strategic Goal	Commission Priorities	Identified Corporate Risks	Areas identified for focus and development during 2019-20	Progress made during 2019-20	Looking forward to 2020-21
To use resources wisely	Commission staff are one team and everyone understands their contribution to achieving the Commission's goals.	The Commission's corporate capacity to deliver its priorities		The People Strategy: 2019 - 2023 provides a clear focus on our priorities. Our strategic ambitions centre on four interrelated aims, each supported by our commitments to diversity, inclusion and our organisational values.	Refreshing governance awareness across the organisation
	All Members, staff and visitors can work in a safe environment where dignity and diversity is respected.	Dignity and respect	Completing our response to the Standards of Conduct Committee recommendations and mainstream activities across the organisation to help embed a culture of dignity and respect.	All of the Committee's recommendations which were addressed to the Commission have been considered and a number of changes and improvements have been introduced. Future work will see a campaign to further increase awareness, alongside the continuing review of our policies and practices to ensure that a culture of dignity and respect remains embedded throughout.	Evaluating lessons learned and the long term impacts of the Covid-19 pandemic
		The impact of Covid-19		We established governance arrangements around our response to the Covid-19 pandemic. Our decision making processes have evolved as the severity of the situation has unfolded, and as the UK Government policy moved from containment to delay.	
		Cyber security and compliance with the General Data Protection Regulations (GDPR)		Cyber security is a corporate risk which has been reviewed regularly, including by the Audit and Risk Assurance Committee. This threat remains high and the Commission has responded by continuing to introduce a range of protective measures and awareness raising campaigns.	On-going work around cyber-security and reviewing physical security to keep pace with change  Re-energising our efforts around Data Protection / GDPR compliance
Financial, project and other controls enable the Commission to deliver, and we evidence value for money in everything we do.		Commission a review of corporate recruitment - examining the whole lifecycle of the existing process with the aim of making improvements to how we can be more agile in recruiting in the long term. This will run alongside (but in advance of) the introduction of a new online recruitment system.	The review was undertaken and made a number of recommendations, which we have taken forward in the year. A change to branding, focussing on our people has already seen an increase in the number and diversity of applications. A number of process changes have been made and new selection panel guidance has been produced. The new Online Recruitment and Tracking System, to be introduced in 2020, will enhance the process for applicants significantly.	Evaluating our approach to project and programme management, including the effectiveness of the Programme and Change Office	



# PERFORMANCE ANALYSIS

This Performance Analysis section provides details on how we have progressed work on the Commission’s priorities under our strategic goals.

## SUPPORTING PLENARY



**12 Individual  
Member debates**



**70 Plenary  
sessions**

## QUESTIONS ASKED IN PLENARY



**45 Topical Questions**



**1,225 Oral Questions**



**1,648 Written  
Questions**



**3 Emergency  
Questions**

# PROVIDE OUTSTANDING PARLIAMENTARY SUPPORT

In this section of the Annual Report we describe how we have delivered Assembly business.

## SUPPORTING LEGISLATION



**6** new Bills introduced



**6** Bills passed to become Acts\*

\*(including one committee Bill and one Commission Bill)

## SUPPORTING COMMITTEES



**377** Committee meetings



**97** Committee reports

## Brexit

As outlined in last year's Annual Report, the main impact of Brexit on the Assembly has related to its work as a legislature, with a substantial amount of Brexit related legislation being considered by the Assembly, including UK Brexit Bills requiring devolved consent.

Having carried out wide-ranging inquiries into the impact of Brexit on Wales and through engagement with a broad range of stakeholders, committees were prepared for the UK leaving the EU at the end of January 2020. Reports were prepared on topics as diverse as the impact of Brexit on Higher and Further Education in Wales, environmental principles and governance post-Brexit, and sustainable farming scheme proposals.

To ensure Welsh interests are safeguarded during the withdrawal process, the External Affairs and Additional Legislation Committee continued its examination of the implications for Wales arising from Brexit and it raised Welsh interests with key UK and EU actors. This included work to understand the impact on EU citizens living in Wales, scrutiny of the Welsh Government's preparations for Brexit, and publishing an assessment of the implications for Wales arising from the Withdrawal

Agreement and Political Declaration.

Consideration of an unprecedented volume of subordinate legislation has been undertaken by the Constitutional and Legislative Affairs Committee, as Welsh and UK Ministers sought to correct the statute book ahead of EU law ceasing to apply.

In supporting Members, Commission staff have responded rapidly to emerging situations and developments in the negotiations on Brexit, producing written and oral briefings on the agreements, declarations and legal developments often at short notice.

The Commission have continued to engage external expertise through the Brexit Academic Framework which enables the commissioning of short, focused pieces of work relating to Brexit, as well as providing some training for staff and Members on Brexit implications for devolved policy



areas such as health and social policy.

Assembly committees are now responding to the post-Brexit challenges they anticipated, including scrutiny of UK international agreements (with the EU and others), UK-wide common policy frameworks, the UK's changing constitution, and Wales' place in the world after Brexit. Regular liaison with the other UK parliaments through Member-led channels, and between officials at all levels on all aspects, including forthcoming business and future mechanisms for interparliamentary working, has been crucial. Work has been ongoing to support the co-ordination of the Assembly's engagement with EU institutions and Brussels-based representations, including coordinating discussions on the Assembly's future relationship with EU institutions and partners post-Brexit.





## Constitutional Reform

The Senedd and Elections (Wales) Act 2020 received Royal Assent on 15 January 2020.

Unlike most legislation considered by the Assembly, the Bill was not developed and introduced by the Welsh Government. Rather, it was introduced by the Llywydd, on behalf of the Commission.

The new law extends the franchise for elections to the legislature to include 16 and 17-year-olds and qualifying foreign citizens. This is the biggest change to the electoral franchise in Wales since the voting age was reduced from 21 to 18 in 1969.

The Commission and Welsh Government agreed a Memorandum of Understanding to work collaboratively in developing the legislative proposals relating to the franchise changes. This was considered best use of public resources, and ensured that, where possible, the Commission's changes to the franchise were consistent with the Welsh Government arrangements for local government, thereby providing a coherent administrative framework for devolved Welsh elections.

The Act also:

- Renames the National Assembly for Wales as Senedd Cymru or

Welsh Parliament. Assembly Members will be known as 'Aelodau o'r Senedd' or 'Members of the Senedd'. The name change will take legal effect in May 2020.

- Changes the rules on who can stand for election to the Senedd. Certain disqualifying offices now only have effect at the point that a Member returned in an election takes the oath or makes the affirmation of allegiance. This means a person in such an office can wait to see if they are elected before resigning from their job. Previously, they would have had to resign when standing for election.

The Act disqualifies Members of the House of Lords from being Members of the Senedd. From 2021, any Members of the House of Lords who are elected to the Senedd will be required to apply for leave for absence from the House of Lords before they are allowed to serve in the Senedd.

The Act also extends the deadline for the first meeting of the Senedd after an election; and clarifies the Commission's powers to charge for goods and services.

The Act's constitutional significance meant that it required the support of a supermajority of Members in order to be passed. On 27 November 2019, 41 of the 60 Members voted in favour of passing the Bill, including the Llywydd and the Deputy Presiding Officer.

The lowering of the voting age was a key recommendation of the report, A Parliament that works for Wales, which was published in December 2017 by the Expert Panel on Assembly Electoral Reform. The same report also recommended that the size of the Assembly should be increased by 20 to 30 additional Members, elected through a more proportional electoral system with accountability to electors and diversity at its heart.

On 10 June 2019, the Llywydd wrote to all Members to explain that while she was confident that the case in favour of increasing the number of Members had been made, there was not yet consensus on how Members should be elected. For this reason, the Commission decided it was not possible to legislate on Phase

2 of electoral reform in the Fifth Assembly.

However, the Commission would continue to explore issues relating to the size of the Assembly and how Members should be elected, thereby assisting the public debate and political parties as they consider their views on these matters.

On 10 July 2019, the Assembly agreed that an increase in the number of Members is needed and called for further cross-party work to take these matters forward.

A new Committee (the Committee on Assembly Electoral Reform) was therefore established on 18 September 2019, to look at the recommendations of the Expert Panel on Assembly Electoral Reform. The Committee is aiming to:

- consolidate and add to the existing evidence base;
- inform and engage the public; and
- outline a roadmap for reform to inform political parties' consideration of their policy positions and manifestos for the 2021 Senedd election.

The Committee had intended to hold a citizens' assembly over two weekends in July 2020 with

the findings forming part of the evidence base upon which the Committee would reach conclusions and make recommendations. However, due to the pandemic outbreak of Covid-19 these meetings had to be cancelled.

The Committee intends to publish its report early in the autumn 2020 term. The Committee will be dissolved following a Plenary debate on its final report.

The Commission will engage with and respond to the Committee's inquiries and recommendations, with the Llywydd and the Chief Executive and Clerk having provided oral and written evidence to the Committee in the course of its work. The Commission is also preparing for the Sixth Senedd on the basis of there being 60 Members with a view to mitigating its impact on the ability to scrutinise Ministers.



— PROGRESS OF SENEDD AND ELECTIONS BILL —

- **The Senedd and Elections (Wales) Bill introduced:** 12 February 2019
- **Stage 1:** Committee considerations of general principles – Start February 2019 - report published in June 2019
- **Stage 1:** Debate in Plenary on general principles – July 2019
- **Stage 2:** Committee consideration of amendments – Start July 2019
- **Stage 2:** Consideration took place in a Committee of the Whole Assembly October 2019
- **Stage 3:** Plenary consideration of amendments – November 2019
- **Stage 4:** Passing of the Bill in Plenary – November 2019
- **The Senedd and Elections (Wales) Act 2020 received Royal Assent:** January 2020

— NAME CHANGES —

<p style="text-align: center;"><b>National Assembly for Wales</b></p> <hr style="border-top: 1px dotted #ccc;"/> <p style="text-align: center;"><b>Assembly Commission</b></p> <hr style="border-top: 1px dotted #ccc;"/> <p style="text-align: center;"><b>Chief Executive and Clerk of the Assembly</b></p> <hr style="border-top: 1px dotted #ccc;"/> <p style="text-align: center;"><b>Assembly Member (AM)</b></p> <hr style="border-top: 1px dotted #ccc;"/> <p style="text-align: center;"><b>Fifth Assembly</b> (up to 5 May 2020)</p> <hr style="border-top: 1px dotted #ccc;"/> <p style="text-align: center;"><b>Assembly committee</b></p>	<p style="text-align: center;"><b>Welsh Parliament</b></p> <hr style="border-top: 1px dotted #ccc;"/> <p style="text-align: center;"><b>Senedd Commission</b></p> <hr style="border-top: 1px dotted #ccc;"/> <p style="text-align: center;"><b>Chief Executive and Clerk of the Senedd</b></p> <hr style="border-top: 1px dotted #ccc;"/> <p style="text-align: center;"><b>Member of the Senedd (MS)</b></p> <hr style="border-top: 1px dotted #ccc;"/> <p style="text-align: center;"><b>Fifth Senedd</b> (from 6 May 2020)</p> <hr style="border-top: 1px dotted #ccc;"/> <p style="text-align: center;"><b>Senedd committee</b></p>
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KEY CHANGES OF THE ACT



Lowers the voting age for Assembly elections to 16



**Senedd Cymru  
Welsh Parliament**

Changes the name of the Assembly



Makes other changes to the Assembly's electoral and internal arrangements



Changes the law relating to disqualification from being an Assembly Member



URAYEHUS BAINAN



CASEY-JANE BISHOP



CHARLEY DUKE-HOLLAND



ELLIE MURPHY





## Supporting Committees

The Assembly's committees draw together Members from across the political spectrum to undertake key work on behalf of the Assembly.

The work of committees focusses on three main areas:

- to oversee the process for making Assembly legislation;
- to scrutinise, or hold to account, the Welsh Government, public bodies and senior public office-holders; and
- to undertake their own studies of key areas of Welsh life through policy inquiries, publishing their findings and requiring the Welsh Government and others to respond.

Each committee is supported by an integrated team comprising clerking, research, legal, translation and communications staff.

Here are just a few examples of the broad range of work undertaken by Assembly Committees in 2019-20.

### **Legislation: Developing a new approach to large-scale consultation**

The Children, Young People and Education Committee scrutinised the Welsh Government's Children (Abolition of Defence of Reasonable Punishment) (Wales) Bill. The Bill's purpose was to abolish the common law defence of reasonable punishment so it is no longer available in Wales to parents as a defence to assault or battery against a child.

Recognising the likely interest in this Bill, the Committee created an online portal as part of its public consultation to make it easier for the general public and organisations to share their views with Members, and for those views to be analysed comprehensively.

In addition, the Committee commissioned the Data Science Campus at the Office of National Statistics to undertake independent data science analysis of the responses, to identify the main issues raised by respondents. This was used alongside the Committee's own analysis of the responses – 655 in total – to ensure that the range of views was reflected in the Committee's final report.

## Scrutiny: Autumn rail disruption

Quality of rail provision, and the delays and overcrowding suffered by passengers across the rail network, are consistently identified by the public as areas of concern.

In March 2019 the Economy, Infrastructure and Skills Committee published a report into autumn 2018's rail disruption, following which Members met with providers to discuss preparations being made for autumn 2019. Despite these preparations figures for cancellations and passenger time lost in autumn 2019 were worse than in 2018. Recognising the varied and complex reasons behind these problems, Members felt it was important to ensure every level involved in delivery of the rail service was scrutinised.

In 2020, the Committee held publicly broadcast sessions on performance and accountability with the Minister for Economy, Transport and North Wales, Ken Skates AM, Transport for Wales, KeolisAmey and Network Rail. In his session the Minister announced "something in the region of £2.3m in penalty notices have been issued to KeolisAmey".

Using the scrutiny process, the Committee worked on behalf of rail passengers to identify areas for improvement, help the public understand what is going wrong, and require organisations delivering our rail services space to explain what they are doing to put things right.

## Policy Inquiry: Caring for our future

In November 2019, the Health, Social Care and Sport Committee published the findings of its inquiry into the impact of the Social Services and Well-being (Wales) Act 2014 in relation to unpaid carers.

Unpaid carers are responsible for delivering the vast majority of care in Wales, estimated as being equivalent to £8.1 billion a year. The 2014 Act was intended to provide strengthened rights and better services for these carers. However, by 2018 evidence had emerged to suggest that it was not having the desired effect. It was in this context that the Committee undertook its inquiry.

As part of its evidence-gathering, the Committee was particularly keen to hear from people with lived experience of being an unpaid carer. It held a roundtable event with carers and support staff with a wide range of experiences, including caring for people with dementia, mental ill health, cancer and stroke. It also held a session with young carers, as part of

a workshop marking Young Carers Awareness Day.

Based on the evidence it heard, the Committee made 31 recommendations to the Welsh Government, all aimed at ensuring that the role and significant contribution of unpaid carers of all ages are properly recognised, valued and supported.

The Government has formally responded outlining actions underway or planned in response to the Committee's recommendations. The report and response will be the subject of a debate in the Assembly.

### **Policy Inquiry: Teaching Welsh history, culture and heritage**

In 2018 a poll by the Culture, Welsh Language and Communications Committee identified public concern about 'how Welsh history, culture and heritage is taught in our schools'. There was a sense of urgency to the inquiry because the Welsh Government was consulting on wide-ranging changes to the school curriculum.

The Committee heard from teachers, history societies, pupils and academics, who raised concerns that the changes could compromise pupils' understanding of what had shaped their nation and Wales' contribution to the world. Concerns were also expressed that the contribution of ethnic minority communities to Welsh history might not receive sufficient attention.

The Committee published its report, Teaching of Welsh History, in November 2019. The Welsh Government has already accepted a recommendation to revise initial teacher training and teaching materials to include a greater focus on diversity. In line with the recommendation, Estyn (the education and training inspectorate in Wales) will carry out a review of the current teaching in schools to assess the extent to which schools are currently meeting their requirements to teach Welsh content.

## Academic Engagement

We have continued to develop a series of initiatives to maximise the engagement of academics in the work of the Assembly, leading to improved knowledge exchange. Academic engagement with the Assembly’s work helps us to deliver on all three of our strategic goals.

A few examples:

- Seven academic fellows were selected to work alongside the Research Service during 2019. Each produced a number of published research outputs and provided verbal briefings to committees to help them with their scrutiny work. For example, Dr David Dallimore has produced three Research Briefings on the integration of early childhood education and care and briefed Members of the Children and Young People Committee which preceded their scrutiny session with the Deputy Minister.
- A major academic conference was held at the Senedd in November 2019. The Political Studies Association Parliaments Group annual conference was attended by nearly 70 delegates,
  - including people from as far afield as Canada, Bahrain and Oman.
  - A student from Cardiff University has started a three-year collaborative PhD with the Research Service on the “Continuing Significance of EU Law for the National Assembly for Wales during UK Withdrawal and Beyond”. She will spend on average 2 days a week at the Assembly to help support our Brexit work.
  - We hosted a further five UKRI-funded PhD interns for three-month placements with the Research Service during 2019. Six more will be joining us during 2020.



## Bilingual Services

Our work over the past year has focused mainly on the language skills survey, reviewing and updating service language schemes and capacity planning.

The main aim of the work was to understand more about the language skills of our staff and to ensure that teams across the organisation have the necessary language skills to deliver exemplary bilingual services. This work will mean that bilingual working is a natural part of everyday life at the Assembly and is particularly important if we are to realise our ambition to be a truly bilingual organisation leading the way in Wales and beyond. The results of this work can be seen across the organisation, with teams thinking differently about language skills, and sharing expertise.

During the year, the Chief Executive and Clerk, on behalf of the Commission, signed a Memorandum of Understanding with the Welsh Language Commissioner. In accordance with the National Assembly for Wales (Official Languages) Act 2012, the Commission is not subject to Welsh Language Standards or accountable to the Welsh Language Commissioner. However,

the official languages scheme states that our service standards compare favourably with the Welsh Language Standards, and states that the Commission would not wish to fall below the spirit of these Standards. The Memorandum establishes an informal relationship between the two organisations, which allows us to exchange ideas and share best practice. Officials from both organisations will meet periodically, and the first meeting was held in March 2020.

We have also made innovative use of technology this year to deliver bilingual services during the unprecedented Covid-19 pandemic. In order to ensure that Assembly Members were able to continue with the vital work of scrutinising legislation and holding the Welsh Government to account at a time when they were unable to be present on the estate, urgent action was needed. We investigated the technology available to hold online meetings for large numbers of people, bilingually and decided to use Zoom software.

This was due to its ability to allow simultaneous translation. On 1 April 2020, the first virtual meeting of the fully bilingual emergency Assembly was held. We have been praised nationally and internationally for this approach, and have subsequently advised several public bodies and local authorities on holding virtual meetings using simultaneous translation.

The language skills team has also used Microsoft Teams and

Skype software to provide remote language skills training. Learners have attended their normal lessons online, and tutors have adapted the provision to ensure that we maintain our bespoke and tailored approach to learning. The Language Skills Team will evaluate the provision in order to ascertain what works well so that we can use our experience to develop services and resources for delivering distance learning in the future.







## Response to the Covid-19 pandemic

The Commission, like every other parliamentary body in the UK and worldwide, has had to make unprecedented decisions to manage the impact of the Covid-19 pandemic whilst still maintaining essential parliamentary activity and ensuring the safety of Members, staff and the public.

Our decision making processes have evolved as the severity of the situation has unfolded and we continue to follow the guidance and information issued by the UK and Welsh Governments.

Paramount in all of our planning and decision making has been the necessity to ensure that the Assembly can continue to meet to undertake essential business, namely: business related to Covid-19, the legislative programme, statutory requirements and other time-critical business. A number of key actions taken by the Assembly included:

- During the week of 16 March, Business Committee met and decided to suspend all non-essential business. By the end of that week, all committees had ceased meeting.
- During the last regular Plenary meeting held on 18 March the Assembly agreed new emergency Standing Orders

to facilitate the continuity of essential business, including:

- the election of an Acting Chair for the purposes of chairing Plenary meetings, in case the Llywydd and Deputy Presiding Officer are unable to chair the meetings;
- the election of a Designated Presiding Officer to exercise the full range of functions, in case the Llywydd and Deputy are unable to act at all;
- exclusion of the public from meetings of the Assembly, on the grounds of public health.

On 23 March, the Business Committee agreed:

- To schedule one Plenary meeting a week for the foreseeable future (excluding a one week recess post Easter);
- To meet as an 'Emergency Senedd' - comprising up to

16 of the 60 Members - with reduced attendance from each political group (6 Government, 3 Conservatives, 2 Plaid Cymru, 1 Brexit, with all 4 independent Members entitled to attend);

- Committees should not meet until further notice.

On 24 March the first emergency Plenary meeting was held. The order of business was a Statement from the First Minister, a Statement from the Health Minister, and a Legislative Consent Motion seeking agreement that provisions in the Coronavirus Bill in so far as they fall within the legislative competence of the Assembly, should be considered by the UK Parliament. Further emergency Standing Orders included:

- Provision for the Llywydd to recall the Assembly, with the agreement of the Business Committee, to consider a matter of urgent public importance relating to public health;
- A reduced quorum of four (from ten) for the purposes of voting;
- Weighted voting, with a nominee from each political group voting on behalf of their group;

- Disapplying the requirement to have Oral Questions each Plenary sitting;
- A temporary process for handling subordinate legislation, which involves scrutiny being undertaken by the Assembly, rather than a committee.

On 27 March, Business Committee agreed that the next 'Emergency Senedd' to be held on 1 April take place virtually.

The first 'virtual' Plenary meeting, the first parliamentary session to be held by video-conferencing in the UK, was held on Wednesday 1 April. Attendance was decided using the 'Emergency Senedd' model, allowing for 16 Members, and the session was made available in full on Senedd.tv at the end of the meeting. The order of business was a Statement from the First Minister, a Statement from the Health Minister, and a Statement from the Minister for the Economy and Transport.

Building on the success of the 1 April meeting, Business Committee agreed that the 'Emergency Senedd' should continue to meet virtually.

The next virtual Plenary met on 8 April and was broadcast live. The number of Members participating

doubled. The order of business was a Statement from the First Minister, a Statement from the Health Minister, and a Statement from the Minister for the Environment, and Stage 1 of the Local Government and Elections (Wales) Bill. There was a weighted vote.

At time of writing, the 'Emergency Senedd' continues to meet virtually once a week.

After trialling the Zoom platform successfully for Plenary meetings, the same technology was extended to committees. Business Committee agreed a rolling four week timetable for Committee business, beginning in the week of 27 April, with virtual meetings, broadcast live.



### SHARING OUR WORK



**79,397**

followers on our main corporate social media accounts

### ENGAGING WITH PEOPLE



**18**

outward visits

**23**

inward visits



20th Anniversary digital campaign reached **3,557,563** people in May 2019

**9,300** people visited the Senedd as part of the Urdd Eisteddfod

**12** Welsh Youth Parliament Regional Meetings have been held

# ENGAGE WITH ALL THE PEOPLE OF WALES AND CHAMPION THE ASSEMBLY

This section of the Annual Report highlights the work we have done to raise awareness of the Assembly and its work and to make it more accessible to all the people of Wales.



## Anniversary - 20 years of devolution

To mark 20 years since its establishment in 1999, the Assembly held a number of events over the Summer of 2019. The programme of events debated and celebrated the achievements made over the past 20 years and focused on the future of Wales. The Assembly engaged with people, communities and organisations across the country.

To kick start the programme, on 6 May 2019, exactly 20 years since the people of Wales voted in the first ever Assembly election, the Assembly hosted a fun-filled jamboree, which included a colourful parade around Cardiff Bay and lots of interactive activities for people of all ages.

On 7 May, Assembly Members, former Assembly Members and key stakeholders from across Wales came together for a reception to celebrate 20 years of devolution.

Following speeches by Elin Jones AM, Llywydd of the National Assembly for Wales and Mark Drakeford AM, First Minister of Wales, radio and television presenter Huw Stephens presented the evening celebrating Wales' cultural talent.

National Poet of Wales, Ifor ap Glyn, read his specially commissioned poem, The Assembly at 20. Musicians Robin Huw Bowen and

Kizzy Crawford also performed.

In September, a long weekend of activities in the Senedd and Pierhead, as part of the GWLAD – Future Wales Festival, saw the Assembly working with a range of partners to showcase talks, comedy performances and even a rock concert.

Mini-festivals in Caernarfon, Carmarthen and Wrexham during November included family activities, shows and performances to entertain and inform people about the work of the Assembly.

A photographic exhibition, Many voices, One Nation, curated in partnership with Ffotogallery as part of the festival, aimed to capture the richness and diversity of the geography, culture and society of Wales. The exhibition toured around the country from October 2019.



Reflecting on the last 20 years of devolution, Elin Jones AM, the Llywydd stated:

“

*It's fair to say that the period since the first Assembly Members were elected in 1999 has not been without its challenges. Indeed, we were, to all intents and purposes, starting from scratch.*

*But that new dawn also provided us with the opportunity to plough our own furrow. From the beginning, this was a fully bilingual Parliament, and an inclusive one, with equality characterising us from the very first day.*

[...]

*Piece by piece, a Parliament has been constructed and a nation built, and today we stand on the solid foundations of the early architects of devolution.*

”





On looking forward, Mark Drakeford AM, First Minister of Wales, went on to state:

“

*I hope that, in the next 20 years, we will be able to say that progressive politics will have been preserved here in Wales, that it is still a place where collective solutions are crafted to collective problems, and where systems are changed to reach into the lives of those with the least, not just those with the most, and that we can demonstrate, as we are in this Assembly term, that that progressive trend in Welsh politics is by no means at an end.*

[...]

*I'm confident that Wales will continue to light the way towards a more prosperous, a more equal, and a greener society, and a society that is fair to all.*

”



## Urdd Eisteddfod

The Urdd Eisteddfod came to Cardiff Bay in May 2019, and the Assembly played a key role in hosting the festivities. For the first time ever, entry into the Urdd was free in order to bring in new audiences.

During the week, 9,300 people visited the Senedd to see the Art, Design and Technology exhibition, and engage with information and activities promoting both the Assembly and the Welsh Youth Parliament. The Pierhead was used as the Welsh Learners' Pavilion and welcomed almost 8,000 visitors.

Following on from its popularity during the National Eisteddfod in 2018, allowing the public to sit in the Llywydd's chair to have a photo taken, again proved to be a hit with many visitors.

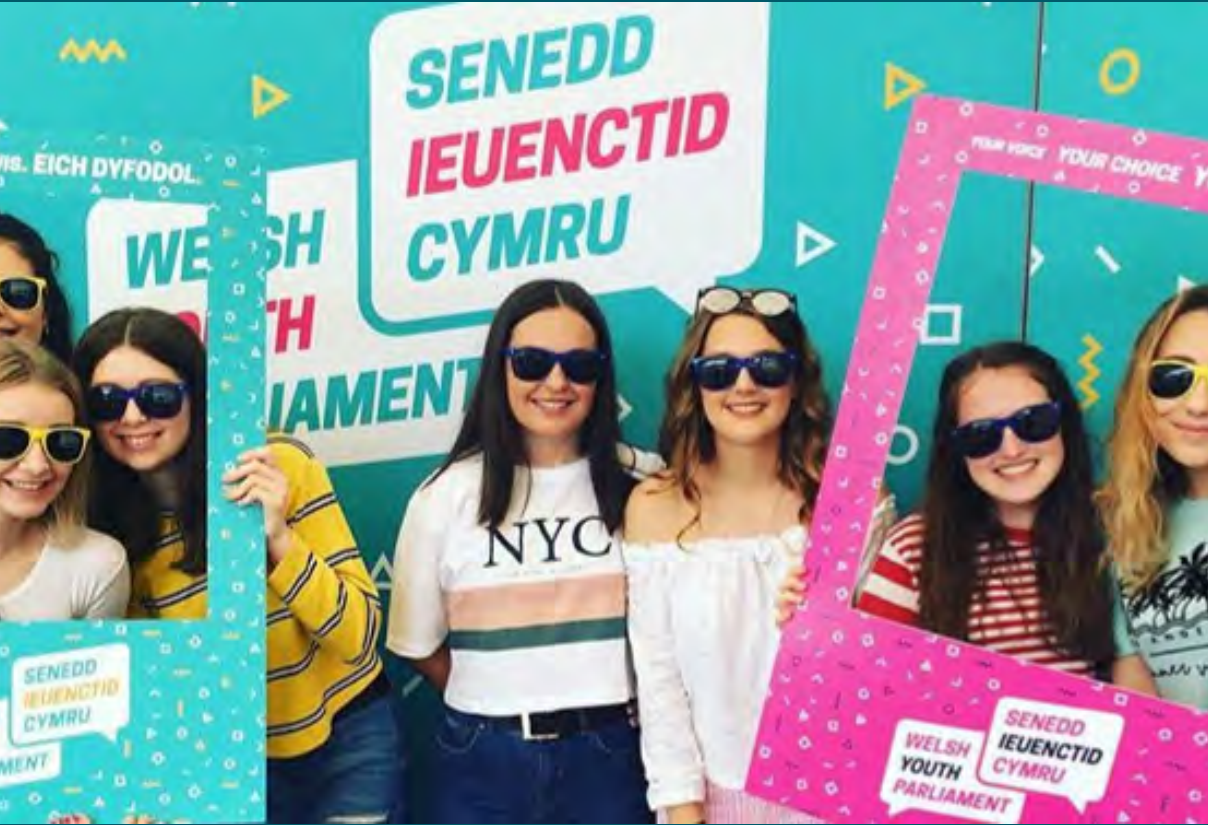
During the week staff promoted four key actions:

- Raise awareness of the Welsh Youth Parliament;
- Draw attention to the Assembly's 20 year anniversary;

- Promote the work of Assembly committees in areas specifically relating to the Welsh language, arts, culture & children / young people; and
- Encourage responses to relevant live consultations.

Feedback forms completed by some of the visitors show that 70% said their visit had increased their interest in the work of the Assembly, and over 50% said it had increased their understanding of the Assembly.

In addition to the Urdd Eisteddfod, the Assembly also used the Royal Welsh Show, the National Eisteddfod and Pride Cymru as summer opportunities to meet the people of Wales and invite them to engage with the work of the Assembly.



## WELSH YOUTH PARLIAMENT

*During the year the Welsh Youth Parliament notched up a number of notable firsts.*

- A historic joint first session in June 2019 between Members of the Welsh Youth Parliament and Assembly Members, with a joint declaration outlining the Assembly and Welsh Youth Parliament’s commitment to work together on behalf of the young people of Wales being unanimously agreed.
- The Welsh Youth Parliament ran its first consultation on Life Skills in the Curriculum and created its first report, which included a number of recommendations. The report was later debated in the Chamber with the Minister for Education, the Chair of the Children, Young People and Education Committee and the Children’s Commissioner for Wales.
- The Welsh Youth Parliament marked 30 years of the United Nations Convention on the Rights of the Child by attending a formal Children, Young People and Education Committee. They had an opportunity to show children’s rights in action by updating the Committee on the work and priorities of the Welsh Youth Parliament to date and informing the Committee’s inquiry on children’s rights in Wales.

Welsh Youth Parliament Members also got involved by taking part in events to mark 20 years of devolution, summer shows and the GWLAD festival.



# THE YEAR IN STATS:



**12 REGIONAL MEETINGS HAVE BEEN HELD**



**2X RESIDENTIAL MEETINGS OF ALL 60 WYPMS**



**NEARLY 7,000 PEOPLE ENGAGED WITH**



**186 REQUESTS FOR MEDIA INTERVIEWS**



**2X REGIONAL EVENTS IN NORTH AND SOUTH WALES**

## Citizens' Assembly

In July 2019, 60 people from across Wales gathered at Gregynog Hall in Newtown to form a Citizens' Assembly – a first for Wales. They tackled the issue of how people in Wales can shape their future through the work of the Assembly.

Participants were selected through a civic lottery process, which involved using a postcode database to send letters to 10,000 households in Wales and asking if an addressee, over the age of 16 years, would like to take part in the Citizens' Assembly. From those that expressed an interest, stratified random sampling was used to select 60 participants that accurately reflected the makeup of the Welsh public. This included age; educational level; ethnicity; gender; geographical spread; Welsh language skills and whether they were voters or non-voters in the 2016 Assembly Elections.

***“When a letter came through the door inviting me to participate in the Citizens' Assembly I was intrigued and didn't know what to expect - but after going through the process I came away buzzing, and feeling very positive. Often you can feel very detached from the political process - but it was nice to be included and listened to. The idea of taking ideas to a cross section of the population for discussion really***

***appealed to me - it made me feel that the system is interested in its citizens”***

- Mark Curry, Citizens' Assembly member.

At the meeting, the Citizens' Assembly debated, then voted on what they believed to be the key challenges facing Wales – these included health services, mental health services and education. They also voted on areas they felt are working well in Wales including maintenance and access to historic buildings; high quality local produce and food; and environmental protection with good progress on recycling.

A key aspect of the Citizens' Assembly was to look at how people currently engage with decision-makers at the Assembly and discuss new ways to enable citizen participation, for example, new ways that people could participate in Assembly committee inquiries and consultations; ways members of the public could be involved in questioning

government; enabling people to have a say in how the budget in Wales is approved; and in setting the wider political agenda.

Citizens' Assembly members were clear that the Assembly should continue to do more to engage people across the country and the use of innovative ways like citizens' assemblies and online platforms were welcomed.

On 29 September 2019, as part of the GWLAD festival, the Citizen's Assembly's report was presented to the Assembly for consideration and action.

Subsequently, the Assembly launched a new online platform and organised a Citizens'

Assembly. However, due to the pandemic outbreak of Covid-19 this Citizens' Assembly has been postponed for a future date.

***The Citizens' Assembly was a great idea. Some people only ever engage with the process when they go to vote but this is an effective way to reach people who wouldn't normally be involved in the political process. It is a great way to bridge the gap between people and politics.***

***It was a great experience and I hope everyone will have more of a say in future."***

- Poppy Jones, Citizens' Assembly Member and 6th form student from Cardiff



## International engagements

The Assembly continues to play an active role in promoting Welsh democracy to international audiences both in Wales and abroad, and, this period has seen the Assembly deliver a busy and ambitious work programme as part of the Framework for International Engagement.

Through our participation in international networks, our membership of the Conference of European Regional Legislative Assemblies, as well as in bespoke inward and outward visit programmes, we have positioned the Assembly as an innovative Parliament, ready to engage and share best democratic practice across the world.

Some notable highlights of the engagement programme this year have included two Members of the Welsh Youth Parliament attending the 10th Commonwealth Youth Parliament in India, the Llywydd visiting Brussels for a programme of meetings and St David's Day events and the Assembly hosting an official visit from the Catalan Parliament Speaker, Roger Torrent. In February 2020, a Llywydd led visit to Canada included programmes at the Federal Parliament in Ottawa, as well as to the National Assembly of Quebec, which covered a wide range of issues, including, official

languages, audit and risk and youth engagement.

The Assembly continues good working relations with international organisations such as the Commonwealth Parliamentary Association and the Westminster Foundation for Democracy to promote good governance within evolving and developing democracies. As part of the Commonwealth Parliamentary Association, Assembly Members have participated in numerous programmes and activities including, the annual conference in Kampala, Uganda where the Deputy Presiding Officer had prominent roles in chairing and addressing sessions on Parliamentarians with Disabilities and Women Parliamentarians. As part of the Westminster Foundation for Democracy, the Assembly has hosted visits from parliamentary delegations from Sri Lanka and the Maldives. There is already evidence of changes implemented in the Maldives parliament, based on the



Assembly committee model.

Assembly Members have also participated in Plenary meetings of the British-Irish Parliamentary Assembly where discussions focussed on climate change and Brexit. A British-Irish Parliamentary Assembly Committee enquiry visited Cardiff and took evidence on the issue of minority languages within its jurisdictions.

Commission officials have continued to play an important role in promoting Welsh democracy to our international audiences by sharing expertise of their roles within a variety of Commission service areas. This has included giving presentations to numerous visiting delegations to the

Assembly and Commission staff visiting developing legislatures, at the request of our international network partners, in order to share advice and expertise on developing Research Services and Members' Professional Development support in the parliaments of The Gambia and Malawi, respectively.

The Assembly has, in partnership with the Welsh Government, also hosted numerous visits to Cardiff Bay by senior diplomats. Meetings have been facilitated between the Llywydd and Deputy Presiding Officer with the Ambassadors of Germany, Finland, Austria, Serbia, Peru and Norway.



## APPRENTICESHIP SCHEME

**136% increase in applications from previous year**  
**43% increase in applications from BAME candidates from the previous year**



## FINANCIAL RESPONSIBILITY

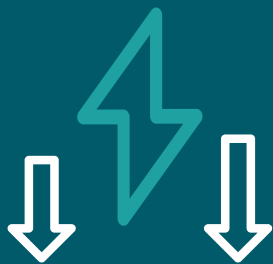


**39% of procurement expenditure with Welsh suppliers**

**Operational budget underspend 1.2% for the year**



## ENVIRONMENTAL RESPONSIBILITY



**49% decrease in total energy emissions compared to 2012-13 baseline**



**100% diversion of waste from landfill**

# USE RESOURCES WISELY

This section of the Annual Report highlights how we use our resources to support the business of the Assembly and how we ensure we use them efficiently and effectively.

## AWARDS AND ACCREDITATION





## Our People

As the Assembly continues to evolve, our ability to ensure that we have an agile workforce depends on our people having the right skills, knowledge and behaviours to both deliver our current goals and to prepare for future requirements and challenges.

During 2019 we published our new five-year People Strategy: 2019 - 2023 which provides a clear focus on the priorities over the life of the Fifth Assembly and beyond. For the first time, the Strategy deliberately straddles two Assembly terms, providing both a level of continuity, and an opportunity to review priorities in line with the strategic direction set by the Sixth Assembly.

Our strategic ambitions centre on four interrelated aims, each supported by our commitments to diversity, inclusion and our organisational values.

We want to **attract, retain and recognise** the widest range of talent:

- We have focussed on diversifying our workforce and have had another successful year of recruiting a diverse cohort of apprentices by working closely with schools and community partners, and used this opportunity to invest in developing our new generation of leaders as apprentice buddies.
- We have diversified our approach to difficult-to-recruit areas through targeted graduate schemes, an internal secondment programme, and advertised explicitly flexible roles appealing to a diverse market.
- We have developed an internal mentoring programme in partnership with our BAME staff network, continued with our academic engagement partnerships as an alternative approach to diversifying our workforce, and worked with a host of institutions and bodies to support individuals and groups who want to understand more about the Assembly by spending a short time with us.
- We have continued to showcase the Commission as an exemplar through external accolades, including awards for an Autism Friendly organisation and Estate, Top 10 Family Friendly places to work, Stonewalls Top Employer for Wales for LGBTQ+

an accolade for our LGBTQ+ staff equality network, and a reaccreditation of our Investors in People Gold standard.

We want to ensure that we have the flexibility to respond to changing priorities by investing in our people, **building a portfolio of experience, skills and expertise**; embedding a culture of innovation and creating a shared understanding with each other, and with Assembly Members:

- During the year we have exploited every opportunity afforded to us by the Voluntary Exit scheme, from making small but impactful changes through to service wide restructuring.
- We have worked with staff across areas to co-design alternative approaches for continuous improvement. This has included the development of new Performance and Development Review and skills gap processes. To better support this approach we have invested in interactive technology which supports our ethos of one team, reduces waste, and supports our diversity and business continuity commitments by ensuring that business can be supported remotely as necessary.

We have focussed on building our organisational capability through **values-led leadership**, engaging

with each other in such a way that we maximise our organisational performance as one team:

- We have embedded our organisational values through training and behaviours, promoting them alongside our aims and priorities for the Fifth Assembly. We have showcased our values in action through our new annual recognition awards.
- We have continued to support the Assembly's commitment to Dignity and Respect, and have focussed on a successful Call it Out campaign which has seen a large number of AMs, AM Support Staff and Commission staff sign up to the pledge.
- We have embedded a suite of training to support Dignity, Respect, and the confidence to challenge, entered a partnership with Survivors Trust to provide an independent sexual harassment support helpline, and launched an eLearning programme designed to support those who lead or manage others.
- We have built on the positive results of the staff survey, reviewing areas where there are opportunities to do more, including focussing differently on leadership and change through executive development.

Our commitment to creating an environment which is conducive

and beneficial to both employees and visitors means that we continuously strive to develop a work culture that promotes the **health and wellbeing** of our people:

- We have reviewed and audited our practices, supported staff through training on existing areas including mental wellbeing, Health and Safety, and musculoskeletal support, and new diverse areas of interest including safeguarding and menopause.
- We have continued to work on removing any perceived stigma around health conditions and increase knowledge and understanding through regular events, promotion campaigns, and working with our Workplace equality networks to share experiences and provide peer support.



## Diversity and Inclusion

The Diversity and Inclusion Annual Report 2019-2020 includes detailed information of our work in this area, as well as accompanying workforce and recruitment diversity monitoring data, and our equal pay and gender pay gap reporting data. This report is available via our website.

Some of the highlights of the year include:

- Our response to Covid-19 Business Continuity has focussed on diversity and inclusion. We have ensured that we have understood business needs and balanced these with the individual needs and support required by our Assembly Members and colleagues, to keep them well informed and safe.
- We marked 20 years of Devolution with an all staff event, celebrated our staff through a new recognition scheme, and launched a special Slate in-house magazine 20th edition to mark the occasion.
- We launched a successful ‘Call it Out’ campaign which built on the progress we have made with our Dignity and Respect commitment, empowering everyone to do something if they witness inappropriate behaviour in our workplace.
- Through our commitment to widening inclusion through
  - recruitment, we included candidates, both successful and unsuccessful, in our review of recruitment practices. This has resulted in new, more inclusive branding, and clearer processes to enhance the candidate experience to good effect, and we are working on improving this further in the coming months.
  - Our commitment to developing our apprentices was further underlined as Mahima Khan, our first BAME apprentice, won QSA Apprentice of the Year Awards. This year’s apprenticeship scheme has attracted more applications than ever before.
  - We were awarded the number 1 workplace in Wales for LGBTQ+ employees by Stonewall UK and we also retained our spot in the UK Top 10 for the 6th year running. This year we were also awarded Highly Commended Network Group.
  - We launched our menopause guidance to support women who are going through this difficult transition in the



workplace. We also held awareness sessions for line managers and colleagues on how they can support their co-workers.

- We have been working with external providers to deliver face to face and online diversity and inclusion training to all Assembly Member staff. Highlights include Let's talk about race, Cultural Awareness, our new Skill Boosters catalogue and mindful webinars.
  - We have marked many successful diversity and inclusion events throughout the year, these include our Diversity and Inclusion week, Pride, Men's Mental Health breakfast, Wales Ability launch and our LGBT Panel discussion.
- We also signed up to the Race at Work Charter. This Charter helps businesses improve racial equality in the workplace and is composed of five principle calls to action for leaders and organisations across all sectors.
  - We worked in partnership with Business in the Community as a combined core partnership covering gender, race and wellbeing.
  - Work has started in preparation for the next Assembly term on the Remuneration Board's Determination, which is focused on removing potential barriers to standing for election as a means of helping to attract a diverse range of candidates.

Mahima Khan  
QSA Apprentice of the Year



## Financial management of our budget

The Commission must provide the Assembly with the staff, property and services required to fulfil its role as a strong, accessible and forward-looking democratic legislature that delivers effectively for the people of Wales.

The Commission's budget is used to meet the running costs of the Assembly as well as the costs of Assembly Members' salaries and allowances, as determined by the independent Remuneration Board.

The Commission has continued to refine the way it presents its budget based upon the scrutiny and feedback it has received from both the Public Accounts and Finance Committees.

The budget approach adopted for 2020-21 is consistent with that laid out in the 2019-20 budget document for non-pay and project fund budgets.

The direct link to movements in the Welsh Block has now been removed as per the guidelines provided in the Finance Committee's Statement

of Principles. The Commission's budget aims to be transparent, prudent and is set in the context of the long term financial funding situation in Wales.

It considers the budgetary requirement of the Commission for the upcoming three financial years and how the Commission prioritises its resources to ensure services are not compromised.

Assembly Members unanimously approved the 2020-21 budget on 13 November 2019.

A photograph showing a wooden ceiling with a herringbone pattern. A light blue structural beam runs diagonally across the frame. A glass railing with a wooden handrail is in the foreground. A sign on the glass railing reads "Croeso i'r Senedd" and "Welcome to the Senedd".

Croeso  
i'r Senedd  
—  
Welcome  
to the  
Senedd



## Environmental impacts

During this past year, we have implemented several environmental initiatives around our buildings and wider estate, both to reduce our consumption of utilities and provide a more hospitable habitat for flora and fauna.

Building on the introduction of our beehives last year, we have worked with RSPB and Bug Life to improve pollinator habitat around our Cardiff Bay estate as part of their Urban Buzz initiative, including a wildflower strip, more diverse garden area and small pond.

We installed a significant number of energy-saving measures throughout the year, including more LED lights, with passive infrared sensors to minimise their use, as well as significant improvements to the way our primary office accommodation is heated.

These efforts, coupled with a further greening of the UK's electricity grid, have helped reduce our energy footprint to half the level of our 2012-2013 baseline year. We have therefore substantially surpassed the target for this metric already, and as we move into the final year of our current carbon strategy our focus now is a new strategy that will take us from 2021 right through until 2030.

Our environmental work continues under the banner of a formally-certified management system which includes an annual audit by a UKAS-accredited body against



the requirements of ISO14001. A summary of our performance is provided, alongside the required statistical data, but further information can be found in our Sustainability Annual Report, available via our website.

### Energy

We have seen a reduction in energy use this year, particularly electricity. Gas use has also reduced, despite a longer heating period than last year. Some of these savings are attributable to the energy efficiency measures installed throughout the past year, including more efficient lighting and controls, efficiency improvements with the heating and cooling systems, as well as more time-control mechanisms on heat sources and water boilers.

The installation of new more efficient gas boilers for our primary accommodation building, Ty Hywel, has also helped to off-set the winter heating period.

Lower gas and electricity consumption has been off-set by increases in utilities costs, with electricity prices rising by approximately 16% this year, and gas by 20%. Given the nature of our operations, electricity is by far the largest component of our utilities demand and, as such, we have seen costs rise despite our efforts to minimise use. We continue to purchase energy through the Welsh Government's National Procurement Service, in-line with most of the rest of the Welsh public sector.



## Waste and resources

During 2019, in response to a change in operational requirements, we switched contractors for our waste management provision and in doing so were able to significantly lower the cost of the service. We believe a similar amount of waste was produced to last year, albeit with more going to the energy recovery facility, and we are working with the new contractor to ensure effective reporting. None of our waste is sent to landfill.

Our rainwater harvesting system normally efficiently supports our water demand, but due to the rainwater tanks needing to be emptied, cleaned and re-filled for maintenance work, we have experienced an increase in the amount of water used on the estate this year.

Our use of paper has reduced again this year, aided in part by the provision of follow-me centralised printing, helping to reduce unnecessary paper use.

## Travel

Business travel has been similar to last year, with slightly more miles covered by road and rail, and fewer air miles than for the same period in 2018-19. However, the carbon efficiency of our travel has been improving, with more staff opting to use low or ultra-low emission vehicles (including our electric pool car), as well as even the occasional zero-carbon trip on one of our pool bikes.

We continue to promote sustainable and healthy travel options with staff, both for business trips and commuting.

Greenhouse Gas Emissions <sup>1, 2, 3</sup>		2012-13 (baseline)	2016-17	2017-18	2018-19	2019-20
Non-financial indicators (tCO2e)	Total gross emissions scope <sup>4</sup>	329	308	297	239	236
	Total gross emissions scope <sup>5</sup>	1,470	1,133	955	732	643
	Total gross emissions scope <sup>6</sup>	432	396	390	316	261 <sup>7</sup>
	Total outside of scope emissions	298	4.1	5.3	7.4	6.0
	Total gross emissions	2,588	1,846	1,659	1,304	1,156
	Total net emissions	2,290	1,841	1,654	1,296	1,150
Expenditure on accredited offsets (e.g. Government Offsetting Fund)		£0	£0	£0	£0	£0
Financial Indicators (£)	CRC Gross Expenditure	N/A	N/A	N/A	N/A	N/A

<sup>1</sup> All energy data now contains current and retrospective transmission and distribution emissions and well-to-tank emissions where applicable.

<sup>2</sup> All travel data now contains current and retrospective well-to-tank emissions for fuel use.

<sup>3</sup> Excludes Assembly Member and AMSS travel January to March 2020 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

<sup>4</sup> Includes costs for electricity and air conditioning in offsite server farm from 2010 until its discontinuation in June 2018.

<sup>5</sup> All energy data now contains current and retrospective transmission and distribution emissions and well-to-tank emissions where applicable.

<sup>6</sup> All travel data now contains current and retrospective well-to-tank emissions for fuel use.

<sup>7</sup> Excludes Assembly Member and AMSS travel January to March 2020 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.



Energy Consumption <sup>8,9</sup>		2012-13 (baseline)	2016-17	2017-18	2018-19	2019-20
Non-financial indicators (kwh)	Electricity (renewable tariff from 2018)	3,194,890	2,623,244	2,602,054	2,647,115	2,596,810
	Gas	1,741,299	1,481,681	1,452,075	1,314,772	1,289,334
	Biomass (renewable)	840,438	308,850	409,770	492,420	404,690
Non-financial indicators (tCO2e)	Total energy emissions	1,880	1,563	1,363	1,066	962
Financial Indicators (£)	Total energy expenditure	458,168	377,993	431,187	467,404	521,093

Waste consumption		2015-16	2016-17	2017-18	2018-19	2019-20
Non-financial indicators (tonnes)	Total waste arising	123	140	142	128	103
	Recycled/ Recovery	118	136	138	124	104
	Energy Recovery	-	-	4.04	4.07	43.0
	Landfill	3.7	5	0	0	0
	Waste composted	12.5	15.9	17.0	17.0	17.5
	Hazardous waste	0.4	0.15	0.4	0.3	0.2
	Paper purchased (A4 million sheets equivalent)	2.48	1.99	2.92	2.73	2.33
Financial indicators (£)	Expenditure on all waste disposal	33,266	36,455	33,008	31,649	27,025

<sup>8</sup> Includes costs for electricity and air conditioning in offsite server farm from 2010 until its discontinuation in June 2018.

<sup>9</sup> All energy data now contains current and retrospective transmission and distribution emissions and well-to-tank emissions where applicable.

Water consumption		2014-15 (baseline)	2016-17	2017-18	2018-19	2019-20
Non-financial indicators (m <sup>3</sup> )	Supplied (direct)	6,117	5,347	4,158	6,064	6,281
	Collected (indirect)	1,554	853	578	542	515
	Abstracted (indirect)	0	0	0	0	0
Financial indicators (£)	Expenditure on supply and sewerage	22,245	19,376	15,424	12,189	18,065

Official Travel <sup>10, 11</sup>		2013-14 (baseline)	2016-17	2017-18	2018-19	2019-20
Non-financial indicators (miles)	Business travel	884,176	820,851	724,400	732,235	625,557 <sup>12</sup>
	Owned and leased vehicles	31,949	15,803	16,512	16,705	13,003
Financial Indicators (£)	Expenditure on official business travel	349,775	328,532	337,805	301,200	246,101 <sup>13</sup>

<sup>10</sup> All travel data now contains current and retrospective well-to-tank emissions for fuel use.

<sup>11</sup> Excludes Assembly Member and AMSS travel January to March 2020 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

<sup>12</sup> Excludes Assembly Member and AMSS travel January to March 2020 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

<sup>13</sup> Excludes Assembly Member and AMSS travel January to March 2020 due to delayed reporting requirements. Previous years have been adjusted as final claims for those years have been processed.

The information provided has been developed for our Annual Report and Accounts in accordance with HM Treasury’s Sustainability Reporting Guidance for the 2019-20 financial year. We also use the DEFRA conversion factors for 2019 for carbon dioxide equivalent (CO<sub>2</sub>e) figures. CO<sub>2</sub>e is a universal unit of measurement that allows the global warming potential of different GHGs to be compared. Emissions are reported based on a financial control approach for the core administrative estate only.

A full summary of our environmental performance can be found in the Sustainability Annual Report, available on our website.



# Corporate Key Performance Indicator Report

Our Corporate Key Performance Indicator Report looks at how the Assembly Commission performed against its strategic goals for the period April 2019 to March 2020.

Following comments from the Public Accounts Committee and the Audit and Risk Assurance Committee, at the beginning of 2019 we undertook a review of our Key Performance Indicators (KPIs) to focus them more closely around the Commission's goals and priorities and to make them more challenging. This new set of KPIs are being reported.

Some of these measures are static, and will continue for the remainder of the Fifth Assembly, while we have also included a set of measures that provide 'stretch' to improve performance in a number of identified areas, and these will be reviewed annually.

## To provide outstanding parliamentary support

### Progress during the year:

All KPI targets for providing outstanding parliamentary support were achieved.

A consistently high performance on the Record of Proceedings (RoP) with the publication targets being met 100% throughout the year.

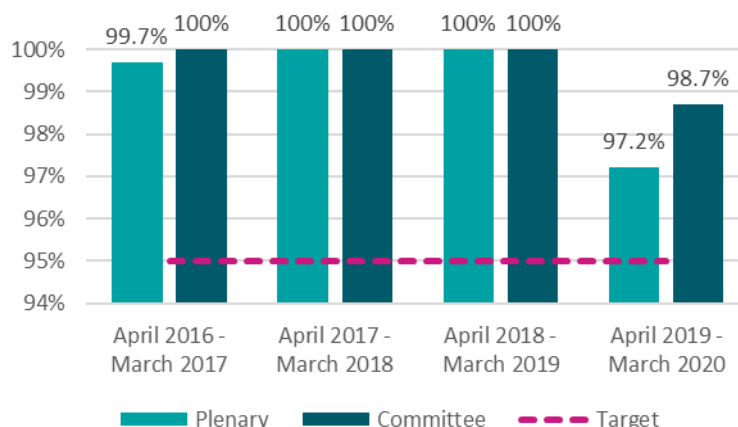
Although there was a slight decrease in Plenary and Committee meetings taking place within statutory requirements compared to previous years, these were still completed well within target.

We have seen an increase in the average score from the Assembly Member (AM) and Assembly Member Support Staff (AMSS) satisfaction survey for providing outstanding parliamentary support.

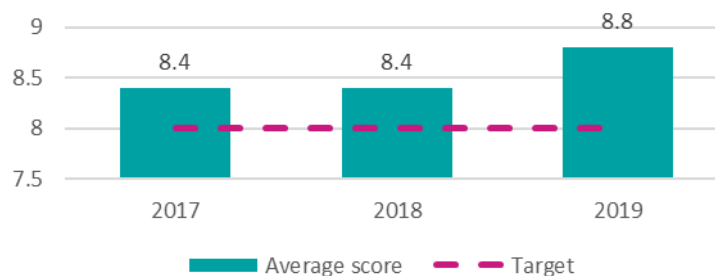
### RoP published to deadline April 2019 - March 2020



### Plenary and Committee meetings taken place within statutory requirements



### The AM/AMSS satisfaction survey for providing outstanding parliamentary support

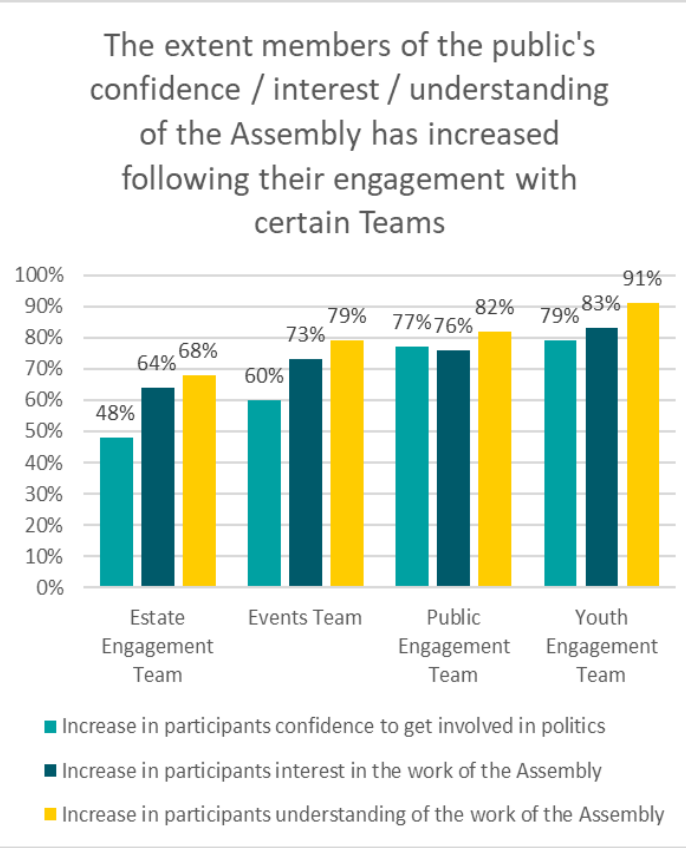
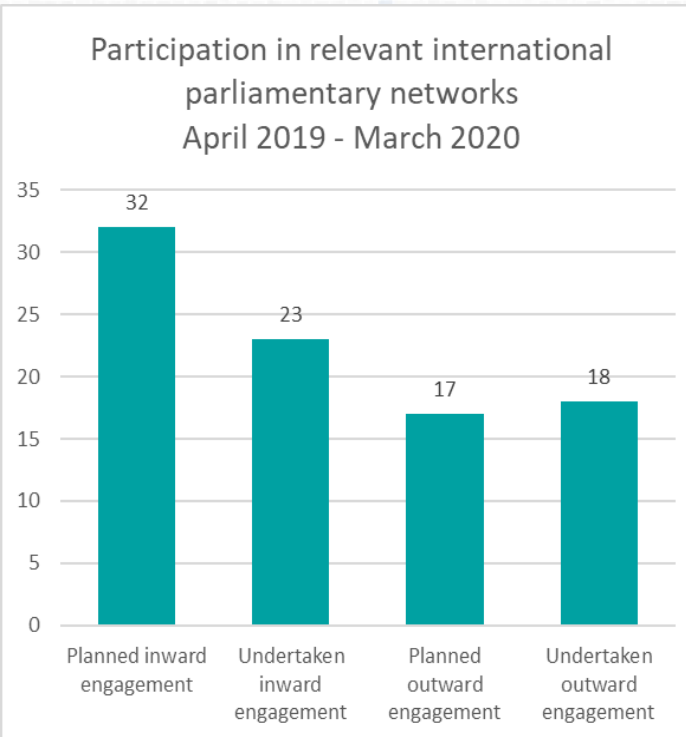


## To engage with all the people of Wales and champion the Assembly

### Progress during the year:

Over the past year we have participated in relevant international parliamentary networks to enhance the profile of the Assembly and showcase our work to international audiences. As expected when planning such engagements, some external factors resulted in a number of planned inward engagements being cancelled, but we saw a minor increase in undertaken outward engagements.

During this year, 485 AM Sponsored events and 495 tours were held on the estate. We have delivered a number of new public engagement initiatives including a Citizens Assembly and GWLAD Festival, and been engaging people in committee consultations. We continue to engage with young people by delivering outreach sessions in schools, colleges, and youth groups, as well as welcoming groups to our education centre. These engagement activities have seen an increase in the public's confidence, interest and understanding of the Assembly's work.



## To engage with all the people of Wales and champion the Assembly

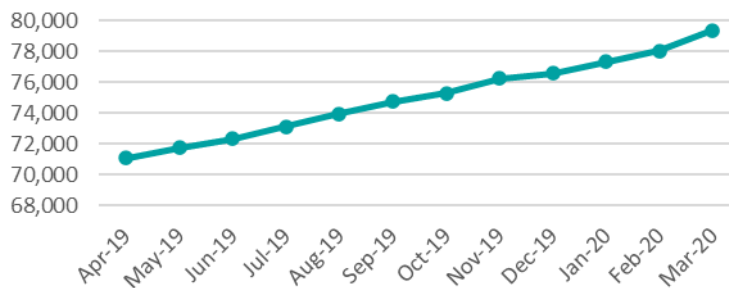
### Progress during the year:

This financial year sees a 11.7% increase in followers across the main Assembly social media accounts (main Assembly Wales / Cynulliad Cymru Facebook pages, Twitter channels, LinkedIn, Instagram and YouTube). The growth rate was sustained well throughout the year with increases associated with key events, such as around the digital promotions and activities on the Assembly's 20th anniversary and the final stages of the *Senedd and Elections (Wales) Bill*.

There has been a concerted effort to actively engage the media around the work of the committees and this has seen some success with peaks and troughs over the year, usually following the Assembly term/year cycle. October 2019 was the busiest and most successful month with many communication campaigns around committee work coinciding at the same time.

Due to the outbreak of Covid-19 all committee work was suspended in March 2020.

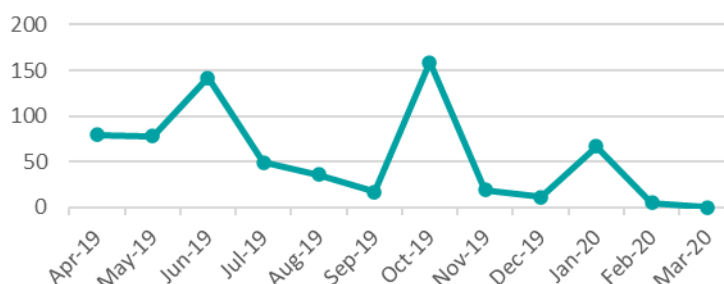
Increase in the number of followers on our main corporate social media channels



Reach as a result of promotion of committee inquiry and report launches



Media distribution platforms engaged with as a result of promotion of committee inquiry and report launches





## To use resources wisely

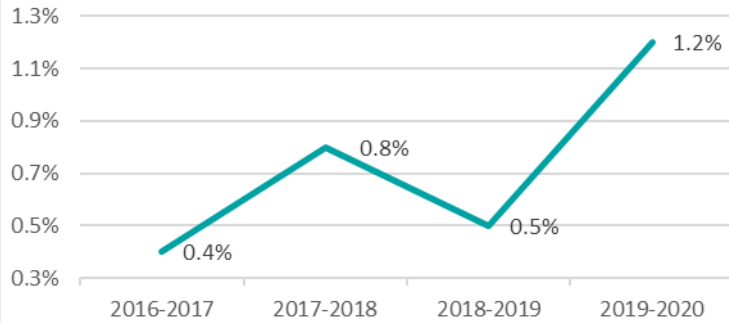
### Progress during the year:

The end of year operational outturn is within target of the approved Commission's operational budget for the financial year. Our unqualified accounts, certified by the Auditor General for Wales, are accompanied by an ISA260 report which confirms no significant issues have been raised.

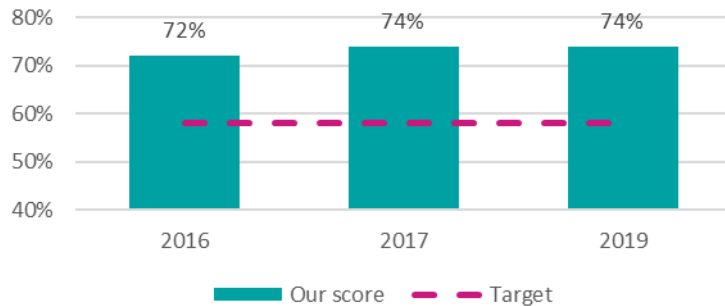
We continue to gain a high engagement score to the staff survey and perform higher than the Civil Service People Survey median score of 58%. Our next staff survey will be conducted in partnership with our Investors in People accreditation due in March/April 2020.

There has been a year on year increase in the average number of Welsh language learners enrolled across all levels. The introduction of Courtesy Level Welsh training and language skill levels has seen take-up of learning and refreshing at all levels increase.

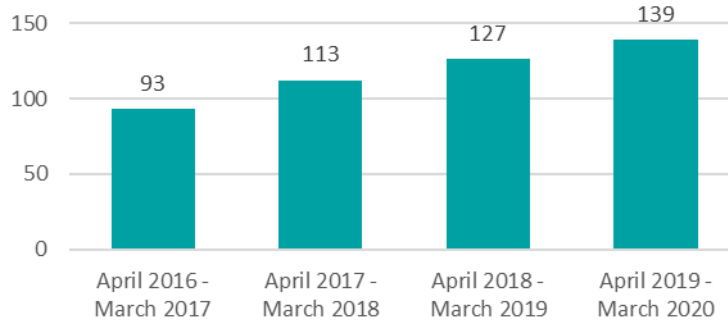
End of year operational outturn is within the range 0% to 1.5% of the approved operational budget



The overall engagement index score from the staff survey is at, or above, the Civil Service Median score



Average number of Welsh language learners enrolled across all levels is maintained or increased



## 'Stretch' Indicators

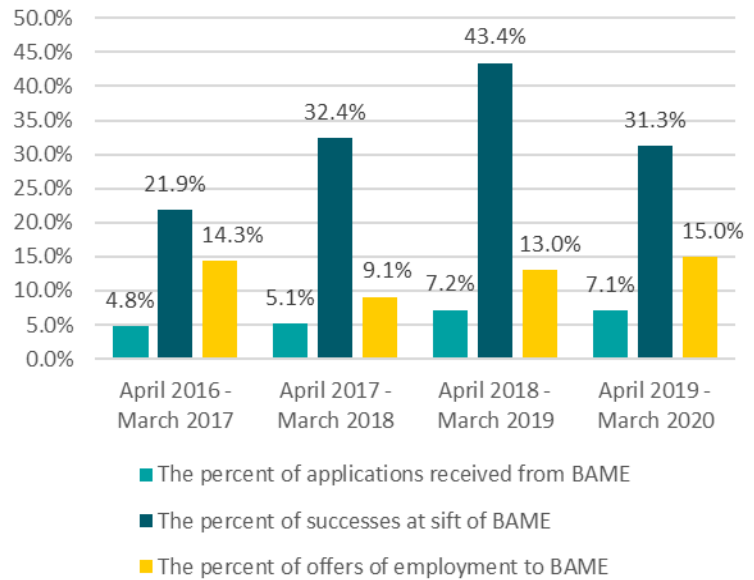
### Progress during the year:

We have a target to increase the number of applications for externally advertised jobs from individuals identifying as black, Asian and minority ethnic (BAME) year on year for the next 3 years.

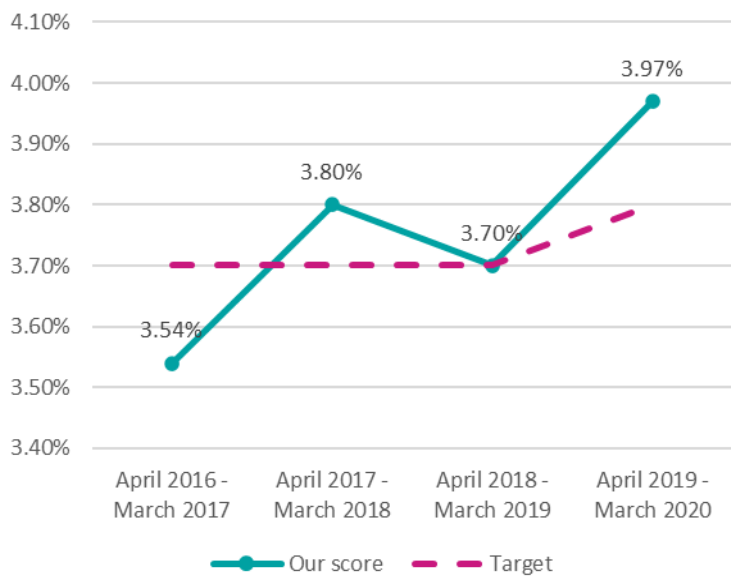
Over the last two years we have seen an increase in the number of applications received from BAME compared to 2016-2017. However, this is still a small percentage of the overall received applications and we are undertaking work to raise awareness of the Assembly as an employer within BAME communities.

Absence rates for the rolling 12 month average at the end of March 2020 have increased from last year. Monthly incidences of absence had consistently stayed below the CIPD benchmark (3.8%) since April 2019, unfortunately a large spike in January 2020 has resulted in a rolling 12 month average which exceeds the benchmark. Absence continues to be a focus.

### Increase applications for externally advertised jobs from individuals identifying as BAME



### Staff rolling 12 month average sickness absence rate is at, or below, the public sector average as reported by the CIPD



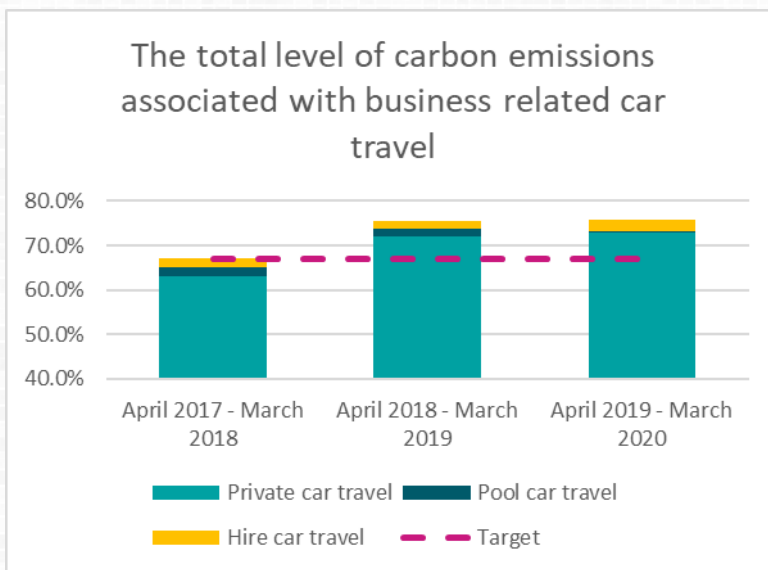
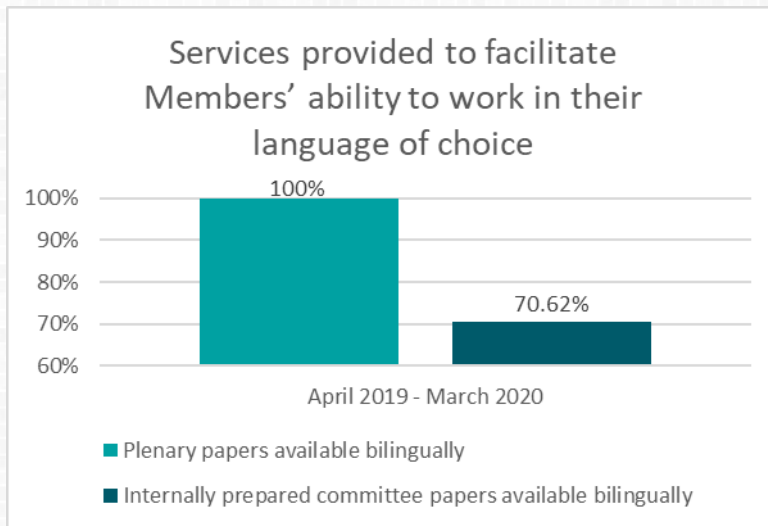
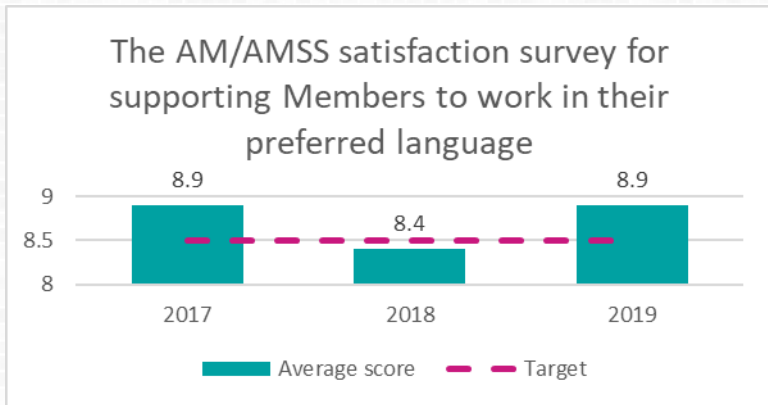
## ‘Stretch’ Indicators

### Progress during the year:

In 2019, we saw an increase in the average satisfaction score from the AM/AMSS satisfaction survey for supporting Members to work in their preferred language, compared to 2018. The next satisfaction survey will be completed in September 2020.

In order to facilitate Members’ ability to work in their language of choice in Plenary and Committees we aim to deliver 100% of papers bilingually by agreed timescales. Although we are delivering a high percentage of papers to agreed timescales, we have some way to go before reaching our target for committee papers.

Our target is to reduce our total level of carbon emissions associated with business car travel to below the 2017-2018 baseline of 67%. The switch to an electric pool car during 2018-2019 resulted in a decrease in the pool car carbon footprint (0.1% in 2019-2020). However, the last two years have seen a decrease in air travel mileage which, while positive, has increased the relative percentage of car use.



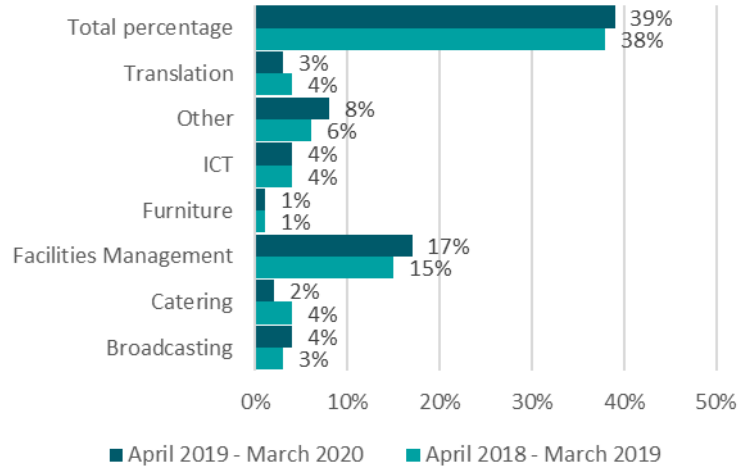
## ‘Stretch’ Indicators

### Progress during the year:

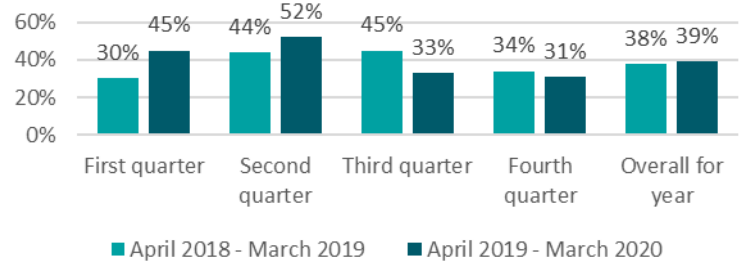
During the year we have seen some increases and decreases in the percentage of Commission spend with Welsh suppliers for a number of different sectors. Overall, we have seen a slight increase with 39% of spend for 2019-2020 being with Welsh suppliers. We are undertaking work to encourage tenders from more Welsh suppliers where possible and hope to see this percentage increase over the next year.

Digital promotions and activities saw the social media analytics reach of certain campaigns increase at key milestones throughout the year. The 20th anniversary celebrations began in May 2019 with a digital campaign, including the launch of a dedicated website, that reached the single highest monthly number of people. While in October - November 2019 social media reach on Assembly reform peaked as the *Senedd and Elections (Wales) Bill* passed through the Assembly legislative process, before being agreed in November 2019.

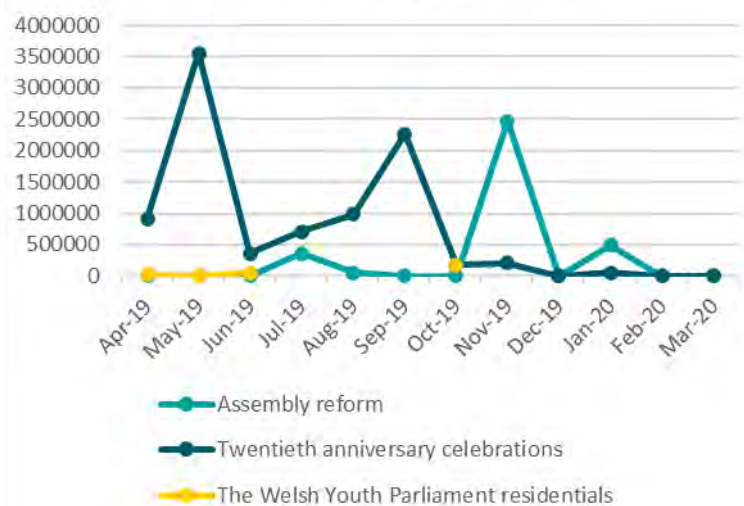
### Increase the percentage of Commission spend with Welsh suppliers to 43% by the end of the Fifth Assembly



### Percent spend with Welsh suppliers



### Social media analytics reach



**Manon Antoniazzi**

Chief Executive and Clerk of the Senedd

Date: 15 June 2020





# ACCOUNTABILITY

Overview

Performance Analysis

Accountability

Financial Statements

# Corporate Governance

This report, which has been signed by the Chief Executive and Clerk as Principal Accounting Officer in line with Treasury rules, provides information about senior remuneration and audit.

## Directors' report

### **Commissioners and other office holders**

Information on the Llywydd (Presiding Officer) and Commissioners is included on pages 14 - 15.

### **Independent Advisers**

Information on the Independent Advisers and Independent Committee members is included on pages 16 - 17.

### **Senior management**

Information on the Chief Executive and Clerk, and senior management having responsibility for directing the major activities of the Commission during the year is included on pages 20 - 21.

### **Significant interests held by Members**

A Register of Financial and Other Interests of Members is available at [www.senedd.wales](http://www.senedd.wales) and [www.senedd.cymru](http://www.senedd.cymru).



## Personal data related incidents

There was one incident of personal data loss requiring reporting to the Information Commissioner's Office between 1 April 2019 and 31 March 2020. There were five incidents of personal data breach reported internally, which were investigated and managed internally. Given that the likelihood of damage or distress to the data subject in each case was considered to be low, no further escalation was required.

## Diversity, Inclusion and Staff engagement

Information on the Commission's policies and activities relating to diversity, inclusion and staff engagement can be found within the Remuneration Report (pages 121-135).

## Auditor

The Accounts of the Senedd Commission are audited by the Auditor General for Wales. The Audit Report can be found at page 141. The estimated external audit cost for the audit of these financial statements is £57,958 (2018-19, £55,900). No additional non-statutory audit work was incurred during 2019-20 (2018-19, nil).

## Disclosure of information to the Auditor General for Wales

So far as I am aware:

- there is no relevant audit information of which our auditor is unaware; and
- I have taken all the steps that I ought to have taken in order to make myself aware of any relevant audit information, and to establish that our auditor is aware of that information.

## Accounts Direction

The accounts set out in pages 136-151 have been prepared in accordance with the Treasury Direction issued under Section 137 of the *Government of Wales Act 2006*. The financial statements comply with the requirements specified in HM Treasury's Financial Reporting Manual and are supported by explanatory notes. These accounts set out the financial impact of decisions made by the Commission both within the financial year and arising from previous financial years.

Information about the Senedd and Commission is also available on the Senedd website at [www.senedd.wales](http://www.senedd.wales) and [www.senedd.cymru](http://www.senedd.cymru).

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**Manon Antoniazzi**

Chief Executive and Clerk of the Senedd

Date: 15 June 2020

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## Statement of Commission and Principal Accounting Officer responsibilities

The Chief Executive and Clerk of the Senedd is, by virtue of Section 138 of the *Government of Wales Act 2006*, the Principal Accounting Officer for the Commission.

The Chief Executive and Clerk of the Senedd has prepared the statement of accounts in accordance with the Direction issued by HM Treasury and with the accounting principles and disclosure requirements set out in the Government Financial Reporting Manual. The Resource Accounts are prepared on an accruals accounting basis and give a true and fair view of the Commission's state of affairs at the year-end and of its net resource outturn; resources applied to objectives; statement of comprehensive net expenditure statement of financial position; cash flows, and statement of changes in taxpayers' equity for the financial year.

In preparing the accounts the Chief Executive and Clerk of the Senedd has:

- complied with the accounts direction issued by HM Treasury;
- complied with the relevant accounting and disclosure requirements and applied suitable accounting policies on a consistent basis;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepared the accounts on a going concern basis.

The relevant responsibilities of the Principal Accounting Officer, including the responsibility for the propriety and regularity of the finances of the Commission and for the keeping of proper records, are set out in a Memorandum issued by HM Treasury.

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**Manon Antoniazzi**

Chief Executive and Clerk of the Senedd

Date: 15 June 2020

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# Governance Statement

This Statement, which is signed by the Chief Executive and Clerk as Principal Accounting Officer, sets out the way in which the Commission is governed and managed and how it is accountable for what it does. It outlines assurances on the effectiveness of the Commission's governance framework in delivering its strategic goals for the year ending 31 March 2020.

## Governance framework

Under the terms of the *Government of Wales Act 2006*, the Commission delegates its functions, including responsibility for the management of staff, to the Chief Executive and Clerk (the Chief Executive) subject to a few exceptions and conditions. This includes the governance arrangements to facilitate the effective operation of the Commission to deliver against its strategic goals.

The governance framework comprises the structures, systems, processes, and the culture and values, by which the Commission is directed and controlled. It defines accountability, relationships and responsibilities among those who work with and in the organisation, determines the rules and procedures through which the Commission's goals and objectives are set, and provides the means of attaining these and monitoring performance. The framework addresses: strategic and operational planning; management of risk and performance; information governance; procurement; and financial management. Corporate policies and codes of conduct ensure everyone working at, or with, the Commission is aware of the need to operate to the highest governance standards. There are also policies on fraud, corruption and bribery, and whistleblowing.

## Compliance with governance principles

The Commission has adopted and complies with a set of governance principles and supporting provisions<sup>14</sup> which are consistent with HM Treasury and Financial Reporting Council codes of practice and the International Framework: Good Governance in the Public Sector. The Assurance section of this statement (page 113) describes how evidence of this compliance has been gathered through the Commission's Assurance Framework which includes assurance statements from senior management.

## Governance structure

### The Commission

The Commission is the corporate body which is responsible for ensuring that property, staff and services are provided for the Senedd to operate effectively. It comprises the Llywydd (Presiding Officer) who is its Chair, and four Commissioners. Further information on the Commission is included within the Overview section of the Annual Report.

The Commission's Principal Accounting Officer is the Chief Executive and Clerk who is accountable to the Commissioners for the delivery of their strategic goals and priorities and personally accountable to the Senedd for the organisation and quality of management in the Commission, including its use of public money and the stewardship of its assets. Senedd staff are employees of the Commission.

### Commission Committees

As part of the governance framework, the Commission has an Audit and Risk Assurance Committee and a Remuneration, Engagement and Workforce Advisory Committee, membership details of which can be found within the Overview section of the Annual Report. These are independent advisory bodies with no executive powers and produce and publish their own Annual Reports.<sup>15</sup>

The Audit and Risk Assurance Committee's role is to review the comprehensiveness, reliability and integrity of assurances and whether they

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<sup>14</sup> [https://senedd.wales/en/abthome/about\\_us-commission\\_assembly\\_administration/comm-corporate-framework/Pages/governance\\_principles\\_supporting\\_provisions.aspx](https://senedd.wales/en/abthome/about_us-commission_assembly_administration/comm-corporate-framework/Pages/governance_principles_supporting_provisions.aspx)

<sup>15</sup> <https://business.senedd.wales/mgIssueHistoryHome.aspx?lId=13291>

meet the Commission and the Accounting Officer's needs. It has a focus on internal and external audit reports including the implementation of recommendations; the Commission's Annual Report and Accounts; reports on risk management; major projects, and governance and internal control arrangements.

The Remuneration, Engagement and Workforce Advisory Committee makes recommendations on matters regarding the remuneration and terms of service of the Chief Executive and other senior posts and matters associated with the Commission's strategic approach to engagement and workforce development. This assists the Commission in ensuring that remuneration arrangements meet the highest standards of probity and accountability for the use of public funds.

## Other

Outside the Commission's governance framework, there is also an independent Remuneration Board with statutory functions to determine the salaries and other financial support available to Members. This Board produces and publishes its own Annual Report.

## Decision taking and business management

The Commission meets on a regular basis to provide direction and to oversee delivery of the Commission's strategic goals and objectives. The Commission delegates its day-to-day management functions to the Chief Executive. The formal delegation<sup>16</sup> outlines exceptions and areas on which the Chief Executive must consult with the Commission. There is also an established system of delegated authorities to control resource management which covers finance, staffing and other resource responsibilities, such as procurement. The Commission administration is divided into three Directorates: Business; Resources; and Engagement and Communication, reporting to the Chief Executive. The Director of Finance is a member of the Resources Directorate. The Directorates are further sub-divided into service areas, led by Heads of Service.

The Commission's decision-making structure consists of an Executive Board and a Leadership Team. Further details on the Executive Board and

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<sup>16</sup> [https://senedd.wales/en/abthome/about\\_us-commission\\_assembly\\_administration/comm-corporate-framework/Pages/delegation\\_of\\_assembly\\_commission\\_functions.aspx](https://senedd.wales/en/abthome/about_us-commission_assembly_administration/comm-corporate-framework/Pages/delegation_of_assembly_commission_functions.aspx)

Leadership Team can be found on page 22 in the Overview section of the Annual Report.

## Planning and performance measurement

The Commission's strategy for the Fifth Assembly, 2016-21<sup>17</sup>, which was agreed in June 2016, has provided direction and informed planning at a corporate and service level. A review of this strategy during 2018-19, alongside a thorough review of capacity, resulted in a revised set of corporate priorities up until the next election in May 2021, as outlined in a 'Senedd on a page'<sup>18</sup> document.

At the end of 2019 and beginning of 2020, the Executive Board dedicated time to reflecting on progress against the strategy and learning to be drawn from experience. It considered future factors which could drive and shape organisational direction, in order to review the goals and priorities for the Sixth Senedd. The Executive Board will need to revisit organisational priorities in light of the evolving needs and scenarios arising from the Coronavirus pandemic.

The Leadership Team carries out regular reviews and scrutiny of service and capacity plans which helps ensure effective deployment of our resources for current and future demands across the Commission. The organisation of resources within and across directorates and service areas is also now done continuously which enables the quick re-assignment of staff in response to emerging priorities and pressures.

The Commission's Corporate Performance Report includes Key Performance Indicators which demonstrate the Commission's performance across services. A review of performance measures resulted in the introduction of more relevant, challenging and outcome-focused measures.

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<sup>17</sup>[https://senedd.wales/NAfW%20Documents/About%20the%20Assembly%20section%20documents/Commissionstrategy-Englishbranded1\(final\).pdf](https://senedd.wales/NAfW%20Documents/About%20the%20Assembly%20section%20documents/Commissionstrategy-Englishbranded1(final).pdf)

<sup>18</sup><https://senedd.wales/NAfW%20Documents/About%20the%20Assembly%20section%20documents/Commission-on-a-Page-en.pdf>



## Progress and performance

In last year's Governance Statement, a number of areas for focus and development were identified; progress is outlined below:

### **Ensuring effective political and external engagement with stakeholders to support the Llywydd and the development of the reform programme, including the *Senedd and Elections (Wales) Bill***

In July 2018 the Commission agreed to pursue a two phase strategy, reflecting where there was sufficient consensus to proceed and where there was still further work to be done.

The first phase of reform was to be delivered in time for the 2021 elections, through the *Senedd and Elections (Wales) Act* which came into force after receiving Royal Assent on 15 January 2020. Further information on this can be found at page 35 in the Annual Report.

The second phase focuses on the capacity of the Senedd and electoral system. In June 2019, the Commission concluded that it would not be possible to legislate within this Senedd. Consideration of the Expert Panel's report is being undertaken by the Committee on Senedd Electoral Reform which was established in September 2019. The Committee is taking forward stakeholder and public engagement in respect of the "phase 2" recommendations by the Expert Panel. Further information on this can be found at page 35 in the Annual Report.

The Senedd Reform Project Board, accountable to the Chief Executive, was established to oversee planning and delivery of the Commission's legislative strategy and programme of reform. Its remit excluded oversight of the delivery of scrutiny of the Bill. It maintains strategic oversight of stakeholder engagement, informed by regular discussions with the Llywydd, to ensure effective delivery of the elements of the *Senedd and Elections (Wales) Act* for which the Commission has responsibility.

The Senedd Reform Project Board is responsible for overseeing support for the Llywydd and the Commission in their interactions with Committee on Senedd Electoral Reform.

A Memorandum of Understanding was put in place in 2018 with the Welsh Government to govern the preparation of the votes at 16 elements of the Act. This proved effective in ensuring a robust electoral framework for votes at 16

for Senedd elections in Wales, anticipating the introduction of a correspondingly enlarged franchise for local government elections as well, as proposed in the Welsh Government's Local Government Bill. The Memorandum of Understanding ensured that the Llywydd and Commission had expert policy, legal and drafting advice during the passage of the Bill in relation to voter registration.

Commission officials attend the Wales Electoral Co-ordination Board, and the Wales Electoral Practitioners' Working Group. The Wales Electoral Co-ordination Board plays a key role in co-ordinating the planning of all-Wales electoral events, activity and electoral modernisation and reform. It facilitates greater collaboration between Returning Officers, Electoral Registration Officers and key partners in Wales. The discussions have helped inform the Commission's policy and implementation planning. The Llywydd also attended the Wales Electoral Co-ordination Board during the passage of the Bill.

The Commission is contributing positively to awareness raising for younger people. This includes engaging directly with younger people, including Youth Parliament Members, and education professionals to ensure that any resources are effective, as well as enabling younger people to co-produce the resources which are being created for them. The resources will be available in May 2020 on the Hwb platform.

The Commission is also a member of the Welsh Government's Democratic Renewal Steering Group and participates in the votes at 16 sub-group. This group is facilitating the exchange of information between key partners and engagement with stakeholders representing young people, education and local government.

Senedd reform is an important driver for the refreshed Communications strategy in the run up to the 2021 election. This was agreed by the Commission in January 2020.

### **Planning effectively to ensure a smooth and orderly transition to the Assembly's name change, scheduled for May 2020 should the Bill pass**

Under the direction of the Senedd Reform Project Board, a Name Change Integrated Team was established to "bring together representatives from services across the Commission to plan, co-ordinate and implement the name change, both throughout the organisation and with external partners".

It has been responsible for producing guidance to staff, Members and the public. It has put in place simple but effective governance to guide the delivery of the name change project with a view to enabling post-legislative scrutiny, as the Commission agreed to do so during the scrutiny of the Bill.

The integrated team has been effective in escalating risks and issues to the project board, and subsequently the Executive Board and Commission for decision. It also produced a revised plan as a result of the impact of the Covid-19 pandemic, two months before the name change was due to happen.

The name change takes place on 6 May 2020. An evaluation of the project and lessons learnt will be taken during the course of 2020.

### **Starting to plan for how our services can best support Members in the Sixth Senedd**

As mentioned, the Executive Board has already given consideration to its future priorities for the Sixth Senedd, informed by key drivers for change such as Brexit, public appetite for political engagement and potential scenarios arising from Constitutional Change and Senedd Reform.

There are several reviews of areas of work which are either underway or in early planning stages, which will shape the services provided to Members in the Sixth Senedd, in particular a review of our communications services; the support provided to Members as employers by Members' Business Support, support for committee Members; and committee recommendations including the review being undertaken by the Standards of Conduct Committee and the Committee on Senedd Electoral Reform. These changes will be facilitated by components of the People Strategy, such as the new recruitment system and review of the competency framework for staff (see page 63) which will enable us to have the right skills in the right place.

The Leadership Team planning exercise for 2021-22 was scheduled for March 2020 but postponed to April 2020 due to the Covid-19 pandemic. This has helped us to re-set expectations and incorporate new insights. The ability of the organisation to adapt quickly to new ways of working is proving to be an excellent learning opportunity which will also inform the future strategy.

## **Completing our response to the Standards of Conduct Committee recommendations and mainstream activities across the organisation to help embed a culture of dignity and respect**

The Commission has considered all of the Committee's recommendations which were addressed to the Commission and a number of changes and improvements have been introduced:

- The Commission has delivered awareness training across the organisation and embedded it into our induction and professional development programmes.
- We ran a successful Call it Out campaign and got around 100 people, including from Members, their staff and Commission staff, to sign up to the pledge.
- Through conducting anonymous checks, the organisation has the assurance that the Dignity and Respect website pages are user friendly and accessible.
- Our Contact Officers are providing an important, trusted service, providing user-focused advice, guidance and emotional support where required.
- Specialist external support is available for any complainants regarding sexual harassment or sexually inappropriate behaviour.
- An Annual Dignity and Respect Survey is undertaken which includes a series of questions around experiences and awareness of the complaints procedures and processes. This is issued to Members, their staff and Commission staff.
- The confidential Investors in People survey has also provided a positive opportunity for more independent feedback.

Future work will see a campaign to further increase awareness, alongside the continuing review of our policies and practices to ensure that a culture of dignity and respect remains embedded throughout the organisation. Work includes launching a management eLearning programme for all Members, Members' support staff and Commission staff.

As the report recommendations were being implemented, the Standards of Conduct Committee identified the need for a more far reaching examination

of the Standards regime to ensure that the process was fair and equitable to all – which is one of the primary aims in the Committee’s report. The Committee has commenced a root and branch examination of the Code of Conduct and associated procedures. The Chief Executive, as Accounting Officer, gave evidence to the Committee at the outset of the inquiry outlining areas of concerns with the Standards process.

### **To review and take forward the work of the Youth Parliament, ensuring continuing good practice in relation to safeguarding and linking its work effectively with that of the Senedd**

New and temporary safeguarding risks arose and were identified in the course of preparing for the Welsh Youth Parliament residential weekend. Careful project management, planning and cross-service discussions meant that controls were put in place to mitigate these risks.

The Welsh Youth Parliament team has undertaken in-depth training and dealt with real world examples. Their work has been praised by external experts. At a corporate level the organisation has worked to address and mitigate against all the safeguarding risks identified and has appointed a dedicated Safeguarding Officer in Human Resources to lead on and address all safeguarding issues relating to the Welsh Youth Parliament and the wider organisation.

During June 2019, the Welsh Youth Parliament also held a joint session with Members of the Senedd. Further details on this and other work of the Welsh Youth Parliament can be found on page 60 of this Annual Report.

### **Commission a review of corporate recruitment – examining the whole lifecycle of the existing process with the aim of making improvements to how we can be more agile in recruiting in the long term. This will run alongside (but in advance of) the introduction of a new online recruitment system**

The review was undertaken and made a number of recommendations, which have been taken forward in the year. A change to branding, focussing on our people, has already seen an increase in the number and diversity of applications. A number of process changes have been made and new selection panel guidance has been produced.

The new Online Recruitment and Tracking System to be introduced in 2020 will enhance the process for applicants significantly. As well as releasing the

Recruitment Team from administratively intensive tasks so that they can provide more proactive support and guidance, other benefits from this new system in terms of governance will include: ensuring compliance with data protection legislation (including GDPR); and improving statistics and reporting. This will provide more robust outputs and allow us to better monitor spending, measure return on investment and use our recruitment budget more efficiently.

## Financial management and performance

Our financial management and performance reflects the Commission's continuous improvement ethos. We have continued to make improvements in financial control, reporting and forecasting to ensure we make best use of available resources.

Early in the year, a series of exercises was undertaken to prioritise investment proposals. This gave Executive Board clarity over the forward work programme and the project fund. Each quarter, service and project budgets are tested in order to ensure any change in the level of funds required is identified promptly and, where appropriate, funds re-allocated.

An internal audit on fixed assets took place in the autumn and there was a positive outcome, where the fixed assets arrangements were assessed as providing 'Substantial' assurance. This is the highest level of assurance where the framework of governance, risk management and control is adequate and effective.

During the year a number of initiatives have been taken forward. A new budget management / forecasting template has been developed; this provides budget holders with greater visibility of actual and forecast spend which in turn enables better control and closer scrutiny. An exercise was undertaken in the autumn of 2019, across all service areas, to review all open purchase orders to strengthen management and control in this area. Further, a series of focused training sessions has been run for services to improve understanding, cooperation and compliance.

The effectiveness of financial management was reflected in:

- a clean audit of the 2018-19 accounts: positive feedback from the Audit and Risk Assurance Committee Chair and no areas for improvement raised by the Wales Audit Office;

- a reduction in the Audit Fee for 2018-19 for the fourth year running, reflecting the improvement in working practices and papers, allied to a refreshed audit approach resulting in an efficient, smooth audit process; and
- a positive outcome from the internal audit.

The Chief Executive and the Commission's Executive Board welcome scrutiny and oversight of all aspects of its financial management. We have continued to receive challenge from the Commission and Finance Committee around the level and use of Commission resources. In May 2019, the Finance Committee issued a Statement of Principles<sup>19</sup> to bodies directly funded from the Welsh Consolidated Fund (directly funded bodies) to consider when formulating budget requests.

Finance and HR have led on producing and assuring the accuracy of information on establishment, headcount and budgets. This approach has had organisation-wide benefits in developing ownership of this information across all services, which will serve us well for the future.

The Finance team has been instrumental in developing options for future budget strategy and presentation, resulting in the Commission and Finance Committee welcoming this process for its transparency.

An extract from the scrutiny report on the draft budget for 2020-21 by the Finance Committee in October 2019 reads:

The Commission no longer utilises any underspend from the budget for the Remuneration Board's Determination in order to fund projects. The Committee welcomes the separation of the Remuneration Board and Commission budgets, as recommended by the Committee. The Committee welcomes the transparency this provides for the Assembly when asked to approve the funding for the Commission.

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<sup>19</sup> <https://business.senedd.wales/documents/s88393/Statement%20of%20Principles%20-%20May%202019.pdf>

## Risk identification and management

The system of internal control is based on a continuous process designed to identify, prioritise and effectively manage the risks to the achievement of the Commission's strategic goals and priorities, and compliance with policies and procedures.

The Commission's Executive Board carries out reviews of its corporate risks throughout the year. The Executive Board also carries out regular horizon scanning of emerging risks and closely monitors and reports on the risks identified to ensure the controls are adequate and that progress is being made on further actions to improve the controls.

At the start of the 2019-20 year, the corporate risk register contained some significant risks which have remained on the register because of their ongoing severity, particularly due to their potential impact, despite a sharp focus on mitigation actions.

These risks relate to the following:

- dignity and respect (both for Commission and Members);
- constitutional reform;
- Brexit;
- cyber-security;
- compliance with General Data Protection Regulation (GDPR); and
- safeguarding.

A new risk has been raised during the year around the support contract for the Legislative Workbench, a suite of legislative management applications which allows the Senedd and Welsh Government to manage legislation through its entire life cycle. Towards the end of the financial year a further risk was added around the Coronavirus (Covid-19) outbreak.

Cyber security is a corporate risk which has been reviewed regularly, including by the Audit and Risk Assurance Committee. This threat remains high and the Commission has responded by continuing to introduce a range of protective measures and awareness raising campaigns. Cyber security will continue to be kept in sharp focus going forward and will remain on the



annual internal audit plan, with regular updates to the Audit and Risk Assurance Committee.

Risks that have been removed in year included: risks around the Commission's capacity to deliver against the Commission's strategic goals; and accommodation capacity due to the controls in place which mitigate the risks as much as possible, however, both risks will continue to be monitored at a service level.

Other changes to the risk profile include:

- replacing the risk around safeguarding specifically on the Youth Parliament which is now managed at a service level, with a wider risk around safeguarding across all Commission services where there is activity involving engagement with young people;
- separating the risks around dignity and respect for the Commission and standards of conduct for Members due to the different management of mitigation; and
- assessing the wider constitutional risk which will include Brexit.

As well as considering individual corporate risks in detail and their cumulative impact, the Audit and Risk Assurance Committee has maintained an overview of the effectiveness of risk management arrangements. The Committee welcomed the continual assessment and visibility of risks and the focus on change and uncertainty and the new system which facilitates the capture, analysis and reporting of risk.

## Assurance

### Assurance Framework

The Commission's Assurance Framework has continued to provide an effective means of gathering evidence on levels of assurance to inform service-level assurance statements, which have in turn informed Directorate-level assurance statements. Scrutiny and challenge of the process for gathering evidence of assurance and the assurance statements by the independent Chair of the Commission's Audit and Risk Assurance Committee adds a further layer of assurance.

This provides confidence that the principles of good governance are well understood and being applied across the Commission and that any areas of relative weakness are being addressed.

### **Internal Audit**

In his role as Head of Internal Audit, the Commission's Head of Governance and Assurance provides assurance across a range of service areas and attends each meeting of the Audit and Risk Assurance Committee.

Internal audit work has maintained the balance of audits across service areas, including fixed assets, absence management and cyber security. The Covid-19 outbreak towards the end of the financial year has impacted on audits scheduled for the final quarter. Details of this have been reported to the Audit and Risk Assurance Committee and reflected on in the year end Head of Internal Audit Annual Report.

Internal audit reports have identified a number of areas where the Commission demonstrates good practice in terms of the systems and controls in place. However, where weaknesses or issues are identified, management continues to take positive action to address audit recommendations. For example, the Leadership Team have discussed in detail the findings from the absence management report and agreed that further training of line managers needs to take place.

Internal Audit and Audit Wales (as the Commission's external auditors) continue to have an effective working relationship in line with the joint working protocol. Audit Wales has taken account of the internal audit work on fixed assets and procurement.

The 2019-20 Head of Internal Audit's Annual Opinion and Report concludes that, "... the Accounting Officer can take moderate assurance that arrangements to secure governance, risk management and internal control, are suitably designed and applied effectively". The Audit and Risk Assurance Committee considered the report to be a good assessment of work undertaken during the year.

### **Other Governance Areas**

The Head of Governance and Assurance produced an Annual Report on Fraud and presented this to the Audit and Risk Assurance Committee,

alongside his Annual Report and Opinion for 2019-20. No incidents of fraud or whistleblowing have been reported during 2019-20.

The Senior Information Risk Owner reported that there was one incident of personal data loss that required reporting to the Information Commissioner's Office between 1 April 2019 and 31 March 2020. The Commission continues to use external frameworks and internationally recognised frameworks and standards to guide our governance and assurances around cyber-security. These help us to continue to develop and strengthen our cyber-security controls and to ensure that risks associated with information and data security are dealt with appropriately.

The Commission carries out formal compliance monitoring against legal and regulatory obligations, reports on which are published on the Commission's website. Examples of this are the Annual Equalities Report, the Official Languages Scheme Annual Compliance Report, the Annual Environmental Report, and the Annual Report of the Senior Information Risk Owner. The Governance Team have developed a specific governance module of the Commission Management Development programme and are liaising with Heads of Service to target and tailor this for specific teams.

Meetings between the Governance Team and Heads of Service take place through the year and, alongside the assurance statement exercise, help to identify any areas which need further focus or training. This is then addressed through further briefing or training sessions delivered by the Governance Team.

### **Independent Assurance**

The Commission's non-executive, Independent Advisers provide support and constructive challenge to the Commission and its work. This year has seen arrangements for the new Independent Advisers continuing to establish themselves as adding value to the Commission. Aside from their important roles on the Audit and Risk Assurance Committee and the Remuneration, Engagement and Workforce Advisory Committee they have helped in the inaugural staff recognition awards, challenged senior managers as part of the Assurance Statement process and continued to offer support during the difficult period of the Covid-19 outbreak.

The results of independent external recognition activities are also important to the Commission and reflect the inclusive culture and environment

in which Commission staff work. Further information on this is included within the Using Resources Wisely section of the Annual Report.

## Review of effectiveness of internal control and governance arrangements

Core to the review of the effectiveness of the governance arrangements was a self-review and challenge process completed by the Executive Board in February 2020.

This review considered the assurance statements from Directors which had been produced by taking account of detailed assurance statements from each Head of Service. The Chair of the Audit and Risk Assurance Committee attended the meeting to provide independent challenge.

The review covered assurances on:

- progress against key achievements;
- awareness of and compliance with governance principles, rules and procedures and the effectiveness of the governance arrangements;
- management of risks;
- progress against areas identified for improvement; and
- areas for focus or strengthening.

## The Impact of Covid-19

The Commission swiftly established governance arrangements around the organisation's response to the Covid-19 pandemic. The decision making processes have evolved as the severity of the situation unfolded.

At the end of February, a subgroup of Leadership Team, chaired by the Head of Governance and Assurance, was created to focus specifically on business continuity arrangements. This group developed an extensive matrix of trigger points, as the phases of the virus outbreak progressed, and the proposed actions to take as a result. For example, triggers included the first confirmed virus case in Wales, first confirmed case in Cardiff, first confirmed case at the Commission. Actions included limiting visitors, stopping engagement events, closing the estate completely and introducing working from home arrangements.

The triggers and actions were agreed with Commissioners at their meeting on 16 March. Among the decisions reached was to postpone all our planned public engagement activities, including Senedd Clwyd which had been scheduled for June 2020. The Commission also agreed the proposal that Executive Board (supplemented by the Chief Legal Advisor and the Llywydd's senior support officials) should take operational responsibility, with the Llywydd being the escalation point for political decisions. Executive Board in this guise initially met weekly but this quickly became daily in response to the pace of change. This decision-making process has proved to be effective.

Paramount in all of our planning and decision making has been the necessity to ensure that Members can continue to meet to undertake essential business, namely: business related to Covid-19, the legislative programme, and other time-critical business. Running in tandem with the corporate decision making have been the decisions taken by the Business Committee, including recommending a number of temporary Standing Orders, which were agreed the Senedd. This has ensured that parliamentary business could continue and by 1 April 2020 culminated in the first virtual plenary session taking place.

The decision making processes of the Business Committee, together with the effective planning and our deployment of specialised resources to support this initiative resulted in the Senedd being the first UK parliament (and one of the first in the world) to conduct a plenary session virtually. As the new financial year begun, weekly virtual plenary sessions continue and Committees have also begun to meet again, also virtually.

Since lockdown became effective from 23 March, Executive Board has continued to take a strategic lead on the Commission's response and the sub-group meeting has been replaced by the full Leadership Team. Both forums (Executive Board and Leadership Team) meet virtually. The Commission has quickly adapted to operating in this virtual way and decision making has not been impaired. All decisions taken to address risks and issues associated with our response to Covid-19 have been captured and are accessible to all of Leadership Team via Microsoft Teams. This decision log is already proving its worth as a record and will be more valuable in the future as an aide-memoire when we look back and draw lessons and conclusions.

As a precaution, arrangements have been put in place which would allow the Director of Resources to be appointed as Temporary Acting Accounting

Officer to provide some contingency, in the event that the present Accounting Officer becomes temporarily unable to perform her role.

Covid-19 remains a live issue which the Commission is actively managing daily. We continue to follow the latest government advice and we have also established a significant network with UK and other parliaments across the world.

## Areas of focus and development for 2020-21

The scale of future change facing the organisation remains significant. The Commission's plans for electoral reform, the implications of Brexit and other aspects of constitutional change and the operation of a small legislature with the high and growing workload, mean that the Commission will continue to face significant resource pressures next year.

The main strategic concern for the coming year remains our ability to continue to deliver the Commission's goals and priorities at the same time as facing a number of unprecedented challenges: including the implications of the UK's exit from the European Union as the end of the transition period approaches and the uncertainty brought about by the ongoing impacts of the Covid-19 pandemic.

Specific areas of focus and development for 2020-21 will include:

- evaluating lessons learned and the long term impacts of the Covid-19 pandemic;
- planning effectively for the start of the Sixth Senedd;
- on-going work around cyber-security and reviewing physical security to keep pace with change;
- evaluating our approach to project and programme management, including the effectiveness of the Programme and Change Office;
- accelerating the review of support to Committees;
- re-energising our efforts around Data Protection / GDPR compliance;
- refreshing governance awareness across the organisation; and

- the refocusing of services around public engagement with clear outcomes.

## Concluding statement

In summary, I am confident that the organisation has a very high standard of governance. The strength of this position is particularly important as the Commission continue to face significant challenges. I am satisfied that the weaknesses identified through our assurance processes have been addressed or are in the process of being addressed. I am also satisfied that, over the course of the year, the systems and processes within our governance framework were operated and developed effectively.

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**Manon Antoniazzi**

Chief Executive and Clerk of the Senedd

Date: 15 June 2020

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# Remuneration and Staff

This section of the report sets out financial information and commentary about Commission office-holders, staff and others paid by the Commission.

## Remuneration Policy

The independent Remuneration Board (the Board) established by the National Assembly for Wales (Remuneration) Measure 2010 has responsibility for setting Members' Pay and Allowances. The Board became operational in September 2010. The Board has been chaired by Dame Dawn Primarolo since September 2015.

The Chair receives a day rate of £333. The four other members of the Board (Ronnie Alexander, Dame Jane Roberts, Trevor Reaney and Michael Redhouse) receive a day rate of £267. As an independent Board, it publishes its own Annual Report. The Determination on Members' Pay and Allowances, published in April 2019, set Members' base salary for the 2019–20 financial year at £67,649 (2018-19, £66,847). The following positions were entitled to additional salaries as follows:

Position	From 1 April 2019	From 1 April 2018
Llywydd (Presiding Officer)	£43,338	£42,824
Deputy Presiding Officer	£22,197	£21,934
Senedd Commissioners	£13,741	£13,578
Committee Chairs (higher) <sup>20</sup>	£13,741	£13,578
Committee Chairs (lower) <sup>21</sup>	£9,154	£9,045
Business Committee Member	£9,154	£9,045

This table is subject to audit

From 1 April 2019 a leader of a political group without an executive role received an additional office holder's allowance calculated using a base level of £13,741 (2018-19, £13,578) plus an additional £1,057 (2018-19, £1,044) for every member of the group to a maximum additional salary of £38,052 (2018-19, £37,601).

The Commission does not provide any benefits-in-kind. Members of the Senedd are members of the Members of the Senedd Pension Scheme for which separate annual accounts are published via the Senedd website<sup>22</sup>.

The Commission pays the salaries and related costs of Welsh Ministers and the Counsel General and they are charged to the Commission's resource accounts for administrative efficiency. The Welsh Government Consolidated Resource Accounts contain the disclosure information.

## Commission office holders

The Commission was established in May 2007 under Section 27 of the *Government of Wales Act 2006* (the 2006 Act). The Commission is made up of five Commissioners: the Llywydd, who chairs the Commission, and four

<sup>20</sup> Committees were Children, Young People and Education; Climate Change, Environment and Rural Affairs; Constitutional and Legislative Affairs; Culture, Welsh Language and Communications; Economy, Infrastructure and Skills; Equality, Local Government and Communities; External Affairs and Additional Legislation; Finance; Health, Social Care and Sport and Public Accounts. A new committee, the Committee on Senedd Electoral Reform, was established on 18 September 2019.

<sup>21</sup> Committees were Petitions and Standards of Conduct. From 1 March 2020, the Chair of the Standards of Conduct Committee was paid at the higher Committee Chair rate.

<sup>22</sup> [www.senedd.wales](http://www.senedd.wales)

other Members of the Senedd appointed by the Senedd. The Commissioners who served during 2019–20 are listed on pages 14-15.

Their pension details are not included in the details below because only part of their remuneration related to their roles as Commissioners. Their accrued pension and Cash Equivalent Transfer Values (CETV) as Commissioners cannot be disaggregated from the total amounts accrued.

The salary costs for the Llywydd and the Deputy Presiding Officer<sup>23</sup> are a direct charge on the Welsh Consolidated Fund and are not charged to the Commission's resource accounts.

**Table 1: Single total figure of remuneration**

Name and title	Salary		Pension Benefits <sup>24 25</sup>		Total	
	2019-20 £'000	2018-19 £'000	2019-20 £'000	2018-19 £'000	2019-20 £'000	2018-19 £'000
Elin Jones MS – Llywydd	110-115	105-110	31	33	140-145	140-145
Ann Jones MS - Deputy Presiding Officer	85-90	85-90	33	35	120-125	120-125

This table is subject to audit.

<sup>23</sup> [https://senedd.wales/en/abthome/about\\_us-commission\\_assembly\\_administration/abt-presiding-officer/Pages/abt\\_us-deputy-presiding-officer.aspx](https://senedd.wales/en/abthome/about_us-commission_assembly_administration/abt-presiding-officer/Pages/abt_us-deputy-presiding-officer.aspx)

<sup>24</sup> The value of pension benefits accrued during the year is calculated as (the real increase in pension multiplied by 20) less (the contributions made by the individual). The real increase excludes increases due to inflation or any increase or decrease due to a transfer of pension rights. (Pension benefits are shown to the nearest £1,000).

<sup>25</sup> Some members may incur Annual Allowance tax charges as a result of pension accrual during the accounting period.

**Table 2: Llywydd and Deputy Presiding Officer – pension benefits**

Name and title	Real increase in pension £'000	Total accrued pension £'000	CETV at 31 March 2020 £'000	CETV at 31 March 2019 £'000	Real increase in CETV £'000
Elin Jones MS – Llywydd	0-2.5	40-45	774	717	17
Ann Jones MS – Deputy Presiding Officer	0-2.5	35-40	747	715	31

This table is subject to audit.

The Clerk of the Senedd (appointed under Section 26 of the 2006 Act) is the Chief Executive of the Commission and its Principal Accounting Officer. In practice the Commission has delegated its operational responsibilities to the Chief Executive and Clerk, with some exceptions. Its staff are appointed under paragraph 3 of Schedule 2 to the 2006 Act. The Commission is independent of Ministers of the Welsh Government.

The Commission has a duty to ensure that the Senedd is provided with the property, staff and services it requires to undertake its statutory obligations. This ensures the Senedd and its committees can convene, encourage public awareness of and engagement with the democratic process and support the aspiration to make the Senedd an accessible and effective parliamentary body that inspires the confidence of the people of Wales.

## Independent Advisers and Committee members

The Senedd Commission appoints Independent Advisers to ensure that Commissioners and the Senedd's senior management team are supported and constructively challenged in their roles. The Independent Advisers who served during 2019-20 are listed on pages 16-17.

## Commission senior staff

Appointments of Commission staff, on terms and conditions set by the Commission, are made on merit on the basis of fair and open competition. This approach is in line with civil service arrangements. Staff are not members of the Civil Service but are entitled to benefits under the Civil Service pension arrangements.

The Commission's senior staff are shown in the table below. These director-level posts were agreed in accordance with the Commission's Instrument of Delegation. Directors have declared that they hold no significant third party interests that may conflict with their duties.

The senior managers covered by this report hold appointments which are open-ended. Early termination, other than for misconduct or resignation, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme.

Name	Title and attendance at meetings
Manon Antoniazzi	Chief Executive and Clerk of the Senedd Manon Antoniazzi attended seven out of seven Commission meetings, four out of four Audit and Risk Assurance Committee meetings and four out of four Remuneration, Engagement and Workforce Advisory Committee meetings.
Siwan Davies	Director of Senedd Business Siwan Davies attended seven out of seven Commission meetings and two out of four Audit and Risk Assurance Committee meetings.
Dave Tosh	Director of Senedd Resources Dave Tosh attended five out of seven Commission meetings, four out of four Audit and Risk Assurance Committee meetings and four out of four Remuneration, Engagement and Workforce Advisory Committee meetings.
Craig Stephenson - to 13 September 2019	Director of Engagement Craig Stephenson attended three out of three Commission meetings.
Arwyn Jones - from 9 September 2019	Director of Communications and Engagement Arwyn Jones attended four out of four Commission meetings, two out of two Audit and Risk Assurance Committee meetings and two out of two Remuneration, Engagement and Workforce Advisory Committee meetings.
Elisabeth Jones - to 31 May 2019	Chief Legal Adviser

Aside from the Chief Executive and Clerk of the Senedd, the directors do not attend all Commission and Committee meetings. The directors attend relevant meetings that correspond to their individual responsibilities.

Table 3: Single total figure of remuneration

Name	Salary (£'000)		Pension benefits (to the nearest £1,000) <sup>26</sup>		Total (£'000)	
	2019-20	2018-19	2019-20	2018-19	2019-20	2018-19
<b>Manon Antoniazzi</b>	135-140	130-135	54	51	190-195	180-185
<b>Siwan Davies</b> from 4 February 2019	90-95	10-15	35	6	125-130	15-20
<b>Adrian Crompton</b> to 20 July 2018	-	35-40	-	8	-	45-50
<b>Dave Tosh</b>	110-115	110-115	47	38	155-160	145-150
<b>Craig Stephenson</b> to 13 September 2019	45-50	100-105	22	92	65-70	190-195
<b>Arwyn Jones</b> from 9 September 2019	45-50	-	19	-	65-70	-
<b>Elisabeth Jones</b> to 31 May 2019	10-15	80-85	22	16	35-40	95-100

This table is subject to audit.

“Salary” includes gross salary, overtime, recruitment and retention allowances. The Chief Executive and Clerk of the Senedd and the directors do not receive any bonus payments or benefits-in-kind.

The 2019-20 full year equivalent salary for Elisabeth Jones was £101,346, for Craig Stephenson was £101,346 and for Arwyn Jones was £86,228. The 2018-19 full year equivalent salary for Adrian Crompton was £124,953 and for Siwan Davies was £89,817.

Elisabeth Jones left the Senedd Commission on 31 May 2019 under agreed terms and the cost of £115-120,000 was provided for within the 2018-19 accounts and paid in 2019-20. Craig Stephenson left the Senedd Commission on 13 September 2019 under agreed terms and the cost of £125-130,000 was provided for within the 2018-19 accounts and paid in 2019-20. These

<sup>26</sup> The value of pension benefits accrued during the year is calculated as (the real increase in pension multiplied by 20) less (the contributions made by the individual). The real increase exclude increases due to inflation or any increase or decreases due to a transfer of pension rights.

payments were part of a wider Voluntary Exit Scheme detailed within note 2D of these accounts.

The post of Chief Legal Adviser, previously held by Elisabeth Jones, has remained vacant since 31 May 2019. Legal advice to the Commission is currently provided by Huw Williams on an interim consultancy basis. During June and July 2019 this service was provided to the Commission on a secondment basis by Huw Williams via Geldards LLP at a cost of £19,000. Between 1 August 2019 and 31 March 2020, this service has been provided to the Commission by Huw Williams on a consultancy basis at a cost of £80,000.

## Commission staff salaries

The relationship between the mid-point of the banded remuneration of the highest-paid director during the year ended 31 March 2020 and the median remuneration of the Commission staff is disclosed in the following table. Salaries are the annualised, full time equivalent remuneration of all staff (including agency and temporary staff) as at 31 March 2020. They do not include Employer's National Insurance or Superannuation contributions. There were no benefits-in-kind or performance related bonuses payable in 2019-20 or in 2018-19.

Measure	2019-20 Salary £	2018-19 Salary £
Band of highest paid director	135,000 – 140,000	130,000 – 135,000
Median total remuneration	37,647	34,315
Ratio	3.65	3.86

This table is subject to audit.

The main factor contributing to the increase of approximately ten percent in the median salary is the mid-point salary moving from one pay point to another. The ratio itself has decreased by around five per cent, as the salary of the highest paid director has also moved up one band.

In 2019-20 and 2018-19 there was no remuneration paid in excess of the highest-paid director. Remuneration ranged from £18,000, which ensured that employees received a Living Wage, to £138,000 (2018-19, £18,000 to £132,000).

Total remuneration includes salary. It does not include severance payments, employer pension contributions and the cash equivalent transfer value of pensions.

## Pensions

Table 4: Senior management - pension benefits

Real increase in pension <sup>27</sup> £'000	Total accrued pension <sup>28</sup> £'000	CETV at 31 March 2020 <sup>29</sup> £'000	CETV at 31 March 2019 £'000	Real increase in CETV £'000
<b>Chief Executive and Clerk of the Senedd: Manon Antoniazzi</b>				
2.5-5.0	15-20	257	206	31
<b>Director of Senedd Business: Adrian Crompton - to 20 July 2018</b>				
n/a	n/a	n/a	891	n/a
<b>Director of Senedd Business: Siwan Davies</b>				
0-2.5	0-5	28	4	18
<b>Director of Senedd Resources: Dave Tosh</b>				
2.5-5.0	45-50	701	633	32
<b>Director of Commission Services: Craig Stephenson - to 13 September 2019</b>				
0-2.5 plus a lump sum of 0-2.5	45-50 plus a lump sum of 140-145	1,059	1,033	14
<b>Director of Communications and Engagement: Arwyn Jones - from 9 September 2019</b>				
0-2.5	0-5	10	-	6
<b>Chief Legal Adviser: Elisabeth Jones</b>				
0-2.5	40-45	884	856	23

This table is subject to audit.

<sup>27</sup> Real increase in pension and related lump sum at pension age.

<sup>28</sup> Total accrued pension at pension age and related lump sum at 31 March 2020 for current post holders and at date they ceased to hold office for previous post holders.

<sup>29</sup> The value of pension benefits accrued during the year is calculated as (the real increase in pension multiplied by 20) plus (the real increase in any lump sum) less (the contributions made by the individual). The real increases exclude increases due to inflation or any increase or decreases due to a transfer of pension rights.



## Civil Service pensions

Pension benefits for Senedd staff are provided through the Civil Service pension arrangements. From 1 April 2015 a new pension scheme for civil servants was introduced – the Civil Servants and Others Pension Scheme or alpha, which provides benefits on a career average basis with a normal pension age equal to the member’s State Pension Age (or 65 if higher). From that date all newly appointed civil servants and the majority of those already in service joined alpha. Prior to that date, civil servants participated in the Principal Civil Service Pension Scheme (PCSPS). The PCSPS has four sections: three providing benefits on a final salary basis (classic, premium or classic plus) with a normal pension age of 60; and one providing benefits on a whole career basis (nuvos) with a normal pension age of 65.

These statutory arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under classic, premium, classic plus, nuvos and alpha are increased annually in line with Pensions Increase legislation. Existing members of the PCSPS who were within 10 years of their normal pension age on 1 April 2012 remained in the PCSPS after 1 April 2015. Those who were between 10 years and 13 years and 5 months from their normal pension age on 1 April 2012 will switch into alpha sometime between 1 June 2015 and 1 February 2022. All members who switch to alpha have their PCSPS benefits “banked”, with those with earlier benefits in one of the final salary sections of the PCSPS having those benefits based on their final salary when they leave alpha. (The pension figures quoted for officials show pension earned in PCSPS or alpha – as appropriate. Where the official has benefits in both the PCSPS and alpha, the figure quoted is the combined value of their benefits in the two schemes.)

Members joining from October 2002 may opt for either the appropriate defined benefit arrangement or a “money purchase” stakeholder pension with an employer contribution (partnership pension account).

Employee contributions are salary-related and range between 4.6 per cent and 8.05 per cent of pensionable earnings for members of classic, premium, classic plus, nuvos and alpha. Benefits in classic accrue at the rate of 1/80th of final pensionable earnings for each year of service. In addition, a lump sum equivalent to three years’ initial pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum. Classic plus is essentially a hybrid with benefits for service before 1 October

2002 calculated broadly as per classic and benefits for service from October 2002 worked out as in premium. In nuvos a member builds up a pension based on their pensionable earnings during their period of scheme membership. At the end of the scheme year (31 March) the member's earned pension account is credited with 2.3 per cent of their pensionable earnings in that scheme year and the accrued pension is updated in line with Pensions Increase legislation. Benefits in alpha build up in a similar way to nuvos, except that the accrual rate is 2.32 per cent. In all cases members may opt to give up (commute) pension for a lump sum up to the limits set by the *Finance Act 2004*.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 8 per cent and 14.75 per cent (depending on the age of the member) into a stakeholder pension product chosen by the employee from the appointed provider – Legal & General. The employee does not have to contribute, but where they do make contributions, the employer will match these up to a limit of 3 per cent of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.5 per cent of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are already at or over pension age. Pension age is 60 for members of classic, premium and classic plus, 65 for members of nuvos, and the higher of 65 or State Pension Age for members of alpha. (The pension figures quoted for senior staff show pension earned in PCSPS or alpha – as appropriate. Where the official has benefits in both the PCSPS and alpha the figure quoted is the combined value of their benefits in the two schemes, but note that part of that pension may be payable from different ages).

Further details about the Civil Service pension arrangements can be found at the website [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)

## The Cash Equivalent Transfer Value (CETV)

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies.

The figures include the value of any pension benefit in another scheme or arrangement which the member has transferred in to the Civil Service pension arrangements. They also include any additional pension benefit accrued to the member as a result of their buying additional pension benefits at their own cost. CETVs are worked out in accordance with *The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2008* and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

### Real increase in CETV

This reflects the increase in CETV that is funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

### Pension liabilities

The treatment of pension liabilities and details of the relevant pension schemes are set out in the Statement of Accounting Policies within these accounts.

## Voluntary Exit Scheme

Details of obligations arising as a result of the 2018-19 Voluntary Exit Scheme can be found in Note 2 D (on page 169).

### Staff numbers

Staff numbers by category

All senior managers and staff are employees of the Commission. The average number of full time equivalent persons employed by the Commission across the year (including senior management) was as follows:

**Table 5: Average full time equivalent staff**

Category	2019-20	2018-19
Employed staff	434.72	432.49
Seconded staff	4.65	2.29
Temporary/casual staff	14.02	8.01
<b>Total</b>	<b>453.39</b>	<b>442.79</b>

This table is subject to audit.

At the end of the financial year, the Commission employed 459 full time equivalent staff (31 March 2019: 454).

**Table 6: Staff composition by gender and band\***

Category	31 March 2020				
	Female	Male	Non-binary	Other Gender Identity	Total
Directors	2	2	0	0	4
Staff	245	234	0	0	479
<b>Total</b>	<b>247</b>	<b>236</b>	<b>0</b>	<b>0</b>	<b>483</b>

Category	31 March 2019				
	Female	Male	Non-binary	Other Gender Identity	Total
Directors	3	2	0	0	5
Staff	241	232	0	0	473
<b>Total</b>	<b>244</b>	<b>234</b>	<b>0</b>	<b>0</b>	<b>478</b>

\*In the tables above staff employed are reported as full time equivalent numbers. However, the gender breakdown is reported as actual numbers.

Independent advisers are not included in the FTE figures or gender breakdown above.

## Sickness absence data

The overall sickness absence rate for the year was 4.00 per cent (2018-19, 3.66 per cent), or 8.80 (2018-19, 7.75) average working days per person. The Commission maintains a strategic focus on absence management and actively supports absences through line management, Human Resources and Occupational Health support. Absence related to mental health and wellbeing now accounts for 29% (down from 35% in 2018-19) of total absence. We continue to focus on how we can support staff to improve their wellbeing.

We have continued our work on initiatives to support and improve health and wellbeing. This year we have provided a range of awareness sessions on cancer, dementia and menopause along with a continued focus on mental health, providing training sessions on managing emotions, stress and understanding mental health and wellbeing for managers.

There has also been a focus on men's wellbeing, where we celebrated International Men's Health Day with a breakfast with a panel discussion covering men's mental health and prostate and bowel cancer and was supported by a number of activities thorough the month of November, such as a men's health MOT with the Occupational Health Adviser.

We also conducted a wellbeing survey, the aim of which was to understand the areas staff felt are important for wellbeing so we can focus on those activities as part of a refreshed wellbeing strategy. We believe that this work will support and improve employees' wellbeing and result in ongoing reduction in absence levels.

## Disability

We have measures in place to support employees who identify as having a disability. Our Vacancy Filling Policy references our guaranteed interview position for applicants who meet the minimum role requirements, which also applies internally for employees seeking promotion.

Reasonable adjustments are made, wherever possible, following discussions between employees and managers for employees in post or returning to work following injury or development of an illness that may have an impact on their ability to do their work.

## Trade union relationships

The Senedd Partnership Forum is a body consisting of management and TUS representatives. A recent review of the Partnership Agreement resulted in the creation of a strategic partnership meeting and an operational partnership meeting to ensure there is opportunity to discuss the breadth of issues across the Commission and both meet quarterly. Subjects for discussion may be raised by either side and are generally those that have an impact across the Senedd Commission. Each of the three official Unions (PCS, FDA and Prospect) have their own representatives but all three regularly work together to represent all Union members.

## Diversity and Inclusion

One of the Commission's priorities for this Senedd term is that 'All Members, staff and visitors can work in a safe environment where dignity and diversity is respected.' As such it is important the Senedd continues to be accessible to the people of Wales and beyond: making it relevant, easy and meaningful for people to interact with and contribute to its work. It is also important that we are an inclusive employer, enabling all of our staff to realise their full potential.

Further information can be found in our Diversity and Inclusion Annual Report.

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**Manon Antoniazzi**

Chief Executive and Clerk of the Senedd

Date: 15 June 2020

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# Accountability and Audit

## Statement of Senedd supply and supporting notes

### a) Summary of Resource Outturn 2019-20

		Budget	Outturn	2019-20	2018-19
		Total £'000	Total £'000	Net total outturn compared with budget: under spend / (excess) £'000	Outturn £'000
Resources for use by the Senedd Commission	Note SOS 01	40,291	39,818	473	38,216
Resources in respect of Remuneration Board decisions	Note SOS 01	15,697	14,956	741	14,731
Annually Managed Expenditure	Note SOS 01	1,650	1,562	88	1,418
		<b>57,638</b>	<b>56,336</b>	<b>1,302</b>	<b>54,365</b>

This table is subject to audit.

Explanations of variations between budget and outturn are given in SOS 01 and in the Performance Report.

The notes on pages 152 to 178 form part of these accounts



**b) Net cash requirement 2019-20**

		<b>Budget</b>	<b>Outturn</b>	<b>2019-20</b>	<b>2018-19</b>
		<b>£'000</b>	<b>£'000</b>	<b>Net total outturn compared with budget: under spend /(excess)</b>	<b>Outturn</b>
				<b>£'000</b>	<b>£'000</b>
Net cash requirement	Note SOS 03	54,088	53,482	606	50,156

This table is subject to audit.

SOS 03 can be found in the Annex – regularity reporting, page 179.

## Notes to the Resource Accounts

**(Statement of Senedd supply)****SOS 01. Analysis of net resource outturn 2019-20**

	<b>Outturn</b>	<b>Analysis of approved budget</b>	<b>Outturn compared with approved budget</b>	<b>Analysis of revised budget</b>	<b>Outturn compared with revised budget</b>	<b>Outturn 2018-19</b>
<b>Revenue expenditure</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Staff salaries and related costs	23,596	23,784	188	24,749	1,153	23,507
Non staff costs	15,795	15,262	(533)	15,262	(533)	14,712
<b>Gross revenue expenditure</b>	<b>39,391</b>	<b>39,046</b>	<b>(345)</b>	<b>40,011</b>	<b>620</b>	<b>38,219</b>
Gross revenue income applied	(220)	(220)	0	(220)	0	(181)
<b>Net revenue expenditure</b>	<b>39,171</b>	<b>38,826</b>	<b>(345)</b>	<b>39,791</b>	<b>620</b>	<b>38,038</b>
Capital expenditure	647	500	(147)	500	(147)	178
<b>Net resource outturn (Commission expenditure)</b>	<b>39,818</b>	<b>39,326</b>	<b>(492)</b>	<b>40,291</b>	<b>473</b>	<b>38,216</b>
Members' salaries allowances and related costs	14,956	16,197	1,241	15,697	741	14,731
<b>Resource outturn</b>	<b>54,774</b>	<b>55,523</b>	<b>749</b>	<b>55,988</b>	<b>1,214</b>	<b>52,947</b>
Members' Pension finance costs	1,562	1,500	(62)	1,650	88	1,418
<b>Total net resource outturn</b>	<b>56,336</b>	<b>57,023</b>	<b>687</b>	<b>57,638</b>	<b>1,302</b>	<b>54,365</b>

This table is subject to audit

The notes on pages 152 to 178 form part of these accounts

## Analysis of net resource outturn – Management commentary

The resource outturn, before pension finance costs, for 2019-20 was £54.8 million against a budget of £56.0 million resulting in an overall underspend of £1.2 million (2.1 per cent).

In previous years the Senedd Commission has redeployed un-used resources from the Members' Salaries and Allowances budget in order to fund priority requirements rather than having to request a Supplementary Budget.

From 2019-20 the Commission has established a Project fund so that the Commission and Remuneration Board budgets are kept separate. There was an underspend against Remuneration Board resources of approximately five per cent due largely to a high level of churn among Members of the Senedd support staff.

The operational underspend on resources for use by the Commission was £0.5 million or 1.2 per cent. This falls within the Commission's targets but is higher than would have been the case without the disruption arising from the Covid-19 pandemic in the final quarter of the year. During 2019-20 a number of areas of investment were taken forward. These included events to mark the 20th Anniversary of devolution, development of a new website, infrastructure works in Tŷ Hywel, rolling replacement of ICT equipment, especially audio visual and broadcasting systems, and technology solutions to support Plenary, Committees and research. Staff salaries and related costs were underspent against budget by approximately five per cent as a result of a high level of staff churn. This underspend was utilised to supplement the project fund.

The Commission's AME budget is for the non-cash accounting adjustment in respect of the future financial liability of the Senedd Members' Pension Scheme. The budget for 2019-20 was laid in November 2018 and the estimate required for AME spend of £1.5 million was made based on data available at the time.

In June 2019 the Commission received updated estimates from professional advisors. The new calculations reflected known changes to the variables which impact on the estimated liabilities of the scheme and resulted in a revised estimate for 2019-20 of approximately £1.65 million.

The Commission submitted a supplementary AME budget of £1.65 million to allow for some contingency to manage any variation from the estimate in the final year-end figures. The confirmed end of year figure was £1.56 million which meant there was an underspend of £0.1 million. The supplementary budget also returned £0.5 million of projected underspend within the Members' Salaries and Allowances budget.

**SOS 02. Reconciliation of outturn to net operating expenditure**

	Note	2019-20 £000	2018-19 £'000
Net resource outturn	SOS 01	56,336	54,365
Capital expenditure	4	(647)	(178)
Direct charges on the Welsh Consolidated Fund		761	728
Income payable to the Welsh Consolidated Fund	SOS 05	-	-
<b>Net operating expenditure</b>		<b>56,450</b>	<b>54,915</b>

This table is subject to audit

The direct charges on the Welsh Consolidated Fund £761,220 (2018-19, £728,112) are in respect of the salary costs of the Llywydd, Deputy Presiding Officer, Auditor General for Wales and the Public Services Ombudsman for Wales; and the salary costs and expenses of the Standards Commissioner, Acting Standards Commissioner and the Chair of the Wales Audit Office. These salaries and expenses are paid by the Commission but, as a direct charge on the Fund, are excluded from the net resource outturn.

## The Certificate and independent auditor's report of the Auditor General for Wales to the Senedd

### Report on the audit of the financial statements

#### Opinion

I certify that I have audited the financial statements of the Senedd Commission (known as the National Assembly for Wales Commission until 5 May 2020) for the year ended 31 March 2020 under the *Government of Wales Act 2006*. These comprise the Statement of Supply, Statement of Comprehensive Net Expenditure, Statement of the Financial Position, Statement of Cash Flows, Statement of Changes in Taxpayers' Equity and related notes, including a summary of significant accounting policies. These financial statements have been prepared under the accounting policies set out within them. The financial reporting framework that has been applied in their preparation is applicable law and HM Treasury's Financial Reporting Manual based on International Financial Reporting Standards (IFRSs) as adopted by the European Union.

In my opinion the financial statements:

- give a true and fair view of the state of the Senedd Commission's affairs as at 31 March 2020 and of its net cash requirement, net resource outturn and net operating cost for the year then ended; and
- have been properly prepared in accordance with HM Treasury directions issued under the *Government of Wales Act 2006*.

#### Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the body in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the

audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### **Emphasis of Matter**

We draw attention to Note 04 of the financial statements, which describes material valuation uncertainties regarding the valuations of the Senedd and Pierhead buildings arising from the current Covid-19 pandemic. Our opinion is not modified in respect of this matter.

### **Conclusions relating to going concern**

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Principal Accounting Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

Legislation and directions issued to the Senedd Commission do not specify the content and form of the other information to be presented with the financial statements. The Principal Accounting Officer is responsible for the other information in the annual report and financial statements. The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become

aware of any apparent material misstatements or inconsistencies, I consider the implications for my report.

## Opinion on regularity

In my opinion, in all material respects, the expenditure and income in the financial statements have been applied to the purposes intended by the Senedd and the financial transactions recorded in the financial statements conform to the authorities which govern them.

## Report on other requirements

### Opinion on other matters

As legislation and directions issued to the Senedd Commission do not specify the content and form of the other information to be presented with the financial statements, I am not able to confirm that other information within the Annual Report (outside of the financial statements) has been properly prepared.

In my opinion, based on the work undertaken in the course of my audit, the information given in the Annual Report is consistent with the financial statements.

Although there are no legislative requirements for a Remuneration Report, the Senedd Commission has prepared such a report, and in my opinion that part ordinarily required to be audited has been prepared in accordance with HM Treasury guidance.

### Matters on which I report by exception

In the light of the knowledge and understanding of the body and its environment obtained in the course of the audit, I have not identified material misstatements in the Annual Report or the Governance Statement.

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- proper accounting records have not been kept;
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records and returns;

- information specified by HM Treasury regarding the remuneration and other transactions is not disclosed; or
- I have not received all of the information and explanations I require for my audit.

## Report

I have no observations to make on these financial statements.

## Responsibilities

### Responsibilities of the Principal Accounting Officer for the financial statements

As explained more fully in the Statement of Principal Accounting Officer's Responsibilities, the Principal Accounting Officer is responsible for preparing the financial statements in accordance with the *Government of Wales Act 2006* and HM Treasury directions made there under, for being satisfied that they give a true and fair view and for such internal control as the Principal Accounting Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Principal Accounting Officer is responsible for assessing the body's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

### Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website



[www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my auditor's report.

## Responsibilities for regularity

The Principal Accounting Officer is responsible for ensuring the regularity of financial transactions.

I am required to obtain sufficient evidence to give reasonable assurance that the expenditure and income have been applied to the purposes intended by the Senedd and the financial transactions conform to the authorities which govern them.

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**Anthony J Barrett**  
Assistant Auditor General for Wales  
17 June 2020

24 Cathedral Road  
Cardiff  
CF11 9LJ

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The maintenance and integrity of the Welsh Parliament website is the responsibility of the Accounting Officer; the work carried out by auditors does not involve consideration of these matters and accordingly auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.



# FINANCIAL STATEMENTS

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## Statement of Comprehensive Net Expenditure

For the year ended 31 March 2020

Income from operations	Note	2019-20 £'000	2018-19 £'000
Income from sale of goods and services	SOS 05	220	181
<b>Total operating income</b>		<b>220</b>	<b>181</b>
<b>Operating expenditure</b>			
Members, office holders and staff salary costs	2a	30,604	28,432
Members' other costs	2b	8,709	8,592
Members' Pension finance cost	2a and 9	1,562	1,418
Depreciation and impairment charges	3	2,213	2,319
Other administration costs	3	13,582	14,335
<b>Total operating expenditure</b>		<b>56,670</b>	<b>55,096</b>
<b>Net operating expenditure</b>		<b>56,450</b>	<b>54,915</b>
<b>Net expenditure for the year ended 31 March</b>		<b>56,450</b>	<b>54,915</b>
<b>Other comprehensive net expenditure</b>			
Items which will not be reclassified to net operating costs:			
Net gain on revaluation of property, plant and equipment	4	(4,639)	-
Actuarial (gain)/loss on pension scheme liabilities	2a and 9	(159)	1,631
<b>Comprehensive net expenditure for the year</b>		<b>51,652</b>	<b>56,546</b>

All activities are continuing.

There are no significant gains or losses other than those included within the Statement of Comprehensive Net Expenditure.

## Statement of Financial Position

As at 31 March 2020

Non-current assets:	Note	31 March 2020 £'000	31 March 2019 £'000
Property, plant and equipment	4	63,059	59,986
Intangible assets	5	-	-
<b>Total non-current assets</b>		<b>63,059</b>	<b>59,986</b>
Current assets:			
Inventories		10	13
Trade and other receivables	6	1,878	1,724
Cash and cash equivalents	7	60	292
<b>Total current assets</b>		<b>1,948</b>	<b>2,029</b>
<b>Total assets</b>		<b>65,007</b>	<b>62,015</b>
Current liabilities:			
Trade and other payables	8	(3,876)	(4,929)
<b>Total current liabilities</b>		<b>(3,876)</b>	<b>(4,929)</b>
<b>Total assets less current liabilities</b>		<b>61,131</b>	<b>57,086</b>
Non-current liabilities:			
Provisions	9	(19,602)	(18,148)
<b>Total non-current liabilities</b>		<b>(19,602)</b>	<b>(18,148)</b>
<b>Total less total liabilities</b>		<b>41,529</b>	<b>38,938</b>
Taxpayers' equity and other reserves:			
General Fund		40,699	41,344
Pension Fund Reserve	9	(19,431)	(18,028)
Revaluation Reserve		20,261	15,622
<b>Total equity</b>		<b>41,529</b>	<b>38,938</b>

**Manon Antoniazzi**

Chief Executive and Clerk of the Senedd

Date: 15 June 2020

The notes on pages 152 to 178 form part of these accounts

## Statement of Cash Flows

For the year ended 31 March 2020

	Note	2019-20 £'000	2018-19 £'000
Cash flows from operating activities			
Net operating expenditure	SOS 02	(56,450)	(54,915)
Adjustments for non-cash transactions:			
Depreciation, amortisation and impairment	4 and 5	2,213	2,319
Decrease in inventories		3	6
(Increase)/decrease in trade and other receivables	6	(154)	21
(Decrease)/increase in trade and other payables	8	(1,053)	664
Increase/(decrease) in payables relating to items not passing through the Statement of Comprehensive Net Expenditure		232	(219)
(Use)/creation of provisions		51	-
Pension finance costs	9	1,562	1,418
<b>Net cash outflow from operating activities</b>		<b>(53,596)</b>	<b>(50,706)</b>
Cash flows from investing activities			
Purchase of property, plant and equipment	4	(647)	(178)
<b>Net cash outflow from investing activities</b>		<b>(647)</b>	<b>(178)</b>
Cash flows from financing activities			
From the Welsh Consolidated Fund (supply)		53,542	50,448
From the Welsh Consolidated Fund (direct charges)		761	728
Payments to the Welsh Consolidated Fund		(292)	(73)
<b>Net cash inflow from financing activities</b>		<b>54,011</b>	<b>51,103</b>
Net (decrease)/increase in cash and cash equivalents	SOS 03	(232)	219
Cash and cash equivalents at beginning of year	7	292	73
<b>Cash and cash equivalents at end of year</b>	<b>7</b>	<b>60</b>	<b>292</b>

The notes on pages 152 to 178 form part of these accounts

## Statement of Changes in Taxpayers' Equity

For the year ended 31 March 2020

	Note	General Fund £'000	Revaluation Reserve £'000	Pension Reserve £'000	Taxpayers' equity £'000
<b>Balance at 31 March 2018</b>		<b>43,957</b>	<b>15,622</b>	<b>(14,979)</b>	<b>44,600</b>
Comprehensive net expenditure for the year		(54,915)	-	(1,631)	(56,546)
Transfer between reserves		1,418	-	(1,418)	-
Welsh Consolidated fund					
▪ Supply (authorised)		51,538	-	-	51,538
▪ Supply (not drawn)		(1,090)	-	-	(1,090)
▪ Direct charges		728	-	-	728
Amount payable to the Welsh Consolidated Fund					
▪ Supply		(292)	-	-	(292)
<b>Balance at 31 March 2019</b>		<b>41,344</b>	<b>15,622</b>	<b>(18,028)</b>	<b>38,938</b>
Comprehensive net expenditure for the year		(56,450)	4,639	159	(51,652)
Transfer between reserves	9	1,562		(1,562)	-
Welsh Consolidated Fund					
▪ Supply (authorised)	SOS 03	54,088	-	-	54,088
▪ Supply (not drawn)	SOS 03	(546)	-	-	(546)
▪ Direct charges		761	-	-	761
Amount payable to the Welsh Consolidated Fund					
▪ Supply		(60)	-	-	(60)
<b>Balance at 31 March 2020</b>		<b>40,699</b>	<b>20,261</b>	<b>(19,431)</b>	<b>41,529</b>

The notes on pages 152 to 178 form part of these accounts

# Notes to the Accounts

## 01. Statement of accounting policies

These financial statements have been prepared on an accruals basis in accordance with the 2019-20 Financial Reporting Manual (FReM) suitably adapted for the constitution of the Senedd and the Commission as specified by the *Government of Wales Act 2006*. The accounting policies contained in the FReM follow International Financial Reporting Standards (IFRS) to the extent that it is meaningful and appropriate to the public sector.

Where the FReM permits a choice of accounting policy, the accounting policy which has been judged to be most appropriate to the particular circumstances of the Commission for the purpose of giving a true and fair view has been selected. The Commission's accounting policies have been applied consistently in dealing with items considered material in relation to the accounts. In addition to the primary statements prepared under IFRS, the FReM also requires the Commission to prepare two additional statements of supply.

### Review of new standards

A review of all new standards and interpretations issued and effective in 2019–20 by the International Accounting Standards Board (IASB) and the International Financial Reporting Interpretations Committee (IFRIC) during the year has been completed.

The following standards and interpretations/amendments, which have not been applied in these financial statements, were in issue but not yet effective:

- IFRS 16 Leases;
- Amendments to IAS 1 – Classification of liabilities as current or non-current;
- Amendments to IAS 3 – Definition of a business;
- Amendments to IAS 1 and IAS 8 – Disclosure initiative – Definition of material; and
- IFRS 17 Insurance Contracts.



The Commission does not expect that the adoption of the standards and interpretations would have a material impact on the financial statements in future periods, except for IFRS 16.

### **IFRS 16 - Leases**

IFRS 16 'Leases' provides a single lessee accounting model, requiring lessees to recognise leased assets and the liabilities representing the right to use the leased items and the respective future lease payments.

The rental expense on operating leases previously recognised within the income statement is replaced by a depreciation charge and a finance charge. This will apply to all relevant leases unless the term is less than 12 months or the underlying asset has a low value. The Commission has adopted a de minimis level of £5,000.

IFRS 16 gives a narrower definition of a lease than IAS 17 and IFRIC 4 and requires that assets and liabilities will be recognised initially at the discounted value of the minimum lease payments, and that the assets, to be described as right of use assets, will be presented under property, plant and equipment. Therefore, implementation of IFRS 16 will increase the value of property, plant and equipment assets and the value of lease liabilities. The Commission has chosen not to apply IFRS 16 to intangible assets.

### **Impact on 20-21 accounts**

For leases signed as at 31 March 2021 (the date of initial application), that are currently reported under Note 10, the impact of adopting the new standard would increase the property, plant and equipment asset by around £112 million and the value of lease liabilities will also increase by around £112 million.

Depreciation and Finance Costs, which replace rental payments, will be charged to the Statement of Comprehensive Net Expenditure (SoCNE). Rental payments will be charged to the lease liability in future.

The adoption of IFRS 16 will result in a decrease of approximately £2.8 million in net cash outflow from operating activities, offset by a corresponding increase in net cash outflow from financing activities. There will, however, be no overall cash flow impact from the adoption of the new standard.

## Accounting convention

These accounts have been prepared under the historical cost convention, modified to account for the revaluation of fixed assets in accordance with International Financial Reporting Standards (IFRS).

## Property, plant and equipment

The minimum level for capitalisation of a tangible asset is £5,000 inclusive of irrecoverable VAT.

Professional valuations are obtained for land and buildings every three years as a minimum. Other tangible assets are not revalued but held at fair value as, in the opinion of the Commission, the amounts involved would not be material.

## Asset impairment

Property, plant and equipment are reviewed annually to ensure that assets are not carried above their recoverable amounts. Where these values are less than the carrying amount of the assets, an impairment loss is charged to the Statement of Net Expenditure.

## Assets under construction

Assets under construction are carried at historic cost as this is considered to be a satisfactory proxy for fair value. Once brought into use, the asset is transferred to the appropriate asset category and included in subsequent revaluations and impairment reviews.

## Intangible assets

Software licences are capitalised as intangible fixed assets and amortised on a straight line basis over the expected life of the asset.

## Donated assets

Donated assets are capitalised at current value on receipt and are normally revalued in the same way as purchased assets. The value of donated assets is credited with the value of the original donation and subsequent revaluations. The value of donated assets is included within the General Reserve in accordance with HM Treasury's guidance under the Clear Line of Sight Programme.

## Depreciation

Assets under construction are not depreciated. Depreciation is provided at a rate calculated to write off the value of buildings and other tangible assets by equal instalments over their estimated useful lives. Assets are analysed into relevant component parts to reflect the differing economic lives. Assets are not depreciated in the year of acquisition.

Asset lives are normally as follows:

Asset	Asset life
Land and Buildings:	50 years or an alternative period provided by a qualified (RICS) valuer
Fixed plant:	10 years, or an alternative period provided by the supplier at the time of purchase or valuation
Fixtures and fittings:	Five to ten years
ICT, audio visual and broadcasting equipment:	Four to six years
ICT infrastructure:	10 years
Intangible assets (software):	Five years
Motor vehicles:	Four years
Donated assets:	Assessed on receipt of asset

### Realised element of depreciation from revaluation reserve

Depreciation is charged on the revalued amount of assets. An element of the depreciation, therefore, may arise due to an increase in valuation and would be in excess of the depreciation that would be charged on the historical cost of assets. The amount relating to such an excess would be a realised gain on valuation and is to be transferred from the Revaluation Reserve to the General Fund, on disposal of the asset.

### Asset components

Property assets are reviewed through the triennial professional valuations to confirm whether any part of the asset has a significantly different useful life. Where this is the case the asset will be split into components and the different parts will be depreciated over their respective useful lives. Assets purchased in the interim period are reviewed by the Finance team and Asset Managers.

ICT assets are “grouped” into ICT; audio visual and broadcasting equipment; ICT infrastructure, and intangible assets. The different parts will be depreciated over their respective useful lives.

## Statement of comprehensive expenditure

Operating income and costs relate directly to the operating activities of the Commission. Income includes charges for goods and services provided on a full cost basis to external customers. Income and costs are shown net of Value Added Tax where it is recoverable.

The Commission reimburses Members in respect of expenses or costs incurred in each financial year in accordance with the Determination on Members' Pay and Allowances, subject to the various limits on expenses or costs set out in the Determination.

### Inventories

Inventories, including goods held for resale in the Commission's shop, are stated at the lower of cost and net realisable value.

### Foreign exchange

Transactions which are denominated in a foreign currency are translated into sterling at the exchange rate ruling on the date of each transaction.

### Cash and cash equivalents

Cash and cash equivalents comprise cash in hand and current balances with the Government Banking Service and with commercial banks which are readily convertible to a known amount of cash and which are subject to insignificant risk to changes in value.

### Leases

**Leased assets:** Leases of land and property that transfer substantially all of the risks and rewards of ownership are classified as finance leases. The leased assets are measured initially at an amount equal to the lower of their fair value and the present value of the minimum lease payments. Subsequent to initial recognition, the assets are revalued, in accordance with the accounting policy for land and buildings.

Assets held under other leases are classified as operating leases and are not recognised in statement of financial position.

**Lease payments:** Rentals payable under operating leases are charged to the statement of comprehensive expenditure in the period to which they relate.

## Segmental reporting

Management is satisfied that under the requirements of IFRS 8 the organisation has no additional disclosure to make.

## Employee benefits

Salaries, wages and the cost of all employment related benefits, including the liability associated with untaken annual leave, are recognised in the period in which the service is received from employees.

## Pensions

### Civil Service and Others Pension Scheme

Staff employed directly by the Commission and staff seconded to the Commission are eligible for membership of the Scheme. It is an unfunded multi-employer defined benefit scheme and the Commission is unable to identify its share of the underlying assets and liabilities. The valuation of the Scheme was completed as at March 2016 on 26 February 2019. Amounts payable to the Scheme are charged to the Statement of Comprehensive Net Expenditure when due.

Details can be found in the resource accounts of the Cabinet Office: Civil Superannuation Accounts

(<https://www.civilservicepensionscheme.org.uk/about-us/resource-accounts/>).

### The Members of the Senedd Pension Scheme (MSPS)

A pension scheme for the Members of the Senedd was originally established under the *Government of Wales Act 1998* and continues in force under the *Government of Wales Act 2006*. The scheme is a defined benefit scheme, and applies to the salary of Members and to any office holder salary. The cost of pensions provided for the Members is met by payment of charges calculated on an accruing basis, with liability for payment of future benefits charged to the accounts of the MSPS. Any liabilities of the fund arising from a deficit on assets would currently be met through increased funding by the Commission. In reporting on the assets and liabilities of the Scheme, the Commission has followed International Accounting Standard 19. In accordance with IAS 19, the Scheme Trustees are required to undertake a sensitivity analysis for each significant actuarial assumption as of the end of

the reporting period, showing how the defined benefit obligation would have been affected by changes in the relevant actuarial assumption at that date.

The MSPS prepares its own annual accounts, separate from the Commission's accounts, and these are available on the Senedd website<sup>30</sup>.

### Value Added Tax

The Commission is treated as a Crown Body for the purposes of the *Value Added Tax Act 1994* and accordingly for the purposes of Section 41 of that Act (application to the Crown) it is treated as a government department, and VAT on goods and services supplied to the Senedd may be recoverable. The Commission is standard rated for VAT on its trading activities, such as the Senedd shop.

### Provisions

The preparation of the financial statements requires various estimates and assumptions to be made that affect the application of accounting policies and reported amounts. The Commission recognises a provision in full in the year that the obligating event occurred. All such estimates and judgments are reviewed on an ongoing basis and any revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future period affected. The most significant areas of estimation and critical judgments are:

- **Members of the Senedd Pension Scheme.** Details of the actuarial assumptions can be found in Note 02.A and the Annual Report and Accounts for the Pension Scheme.
- **Dilapidations.** Generally, the Commission considers that, with the minimal backlog of maintenance and the annual review and agreement to the 10-year forward work programme, there is no current need to make a provision for general dilapidations. Advice regarding specific issues is sought and a provision made where deemed appropriate.

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<sup>30</sup> <https://senedd.wales/en/memhome/pay-expenses-financial-interests-standards/Pages/mem-pay.aspx>

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## 02. A – Member and staff related costs

Information on Members and staff numbers (and other relevant disclosures) can be found in the Accountability Section – Remuneration and Staff Report.

### Member and staff related costs

**Table 7: Staff costs comprise**

Category	Staff £'000	Members and office holders £'000	Total 2019-20 £'000	Total 2018-19 £'000
<b>Salaries</b>				
Permanent Staff, Members and office holders	16,997	5,289	22,286	21,512
Temporary and Agency Staff	-	-	-	9
Seconded staff	227	-	227	85
<b>Social security costs</b>				
Permanent Staff, Members and office holders	1,839	667	2,506	2,427
Temporary and Agency Staff	-	-	-	1
Seconded staff	15	-	15	10
<b>Other pension costs</b>				
Permanent Staff, Members and office holders	4,590	1,052	5,642	4,478
Temporary and Agency Staff	-	-	-	1
Seconded staff	26	-	26	16
Subtotal Members, office holders and staff salary costs	23,694	7,008	30,702	28,539
Less recoveries in respect of outward secondments	(98)	-	(98)	(107)
<b>Total Members, office holders and staff salary costs</b>	<b>23,596</b>	<b>7,008</b>	<b>30,604</b>	<b>28,432</b>

The Commission pays the salary and related costs of the Welsh Ministers, as explained in the Remuneration Report within these accounts. Amounts paid to the Welsh Ministers are disclosed within the Welsh Government's consolidated resource accounts. As at 31 March 2020 there were 60 serving Members of the Senedd. At the year-end there were 42 office holder posts of which 14 formed the Cabinet: one First Minister, one Minister who is also

Counsel General, seven Ministers, one Deputy Minister and Chief Whip and four Deputy Ministers.

### **Civil Service Pension arrangements**

For 2019-20 employer's contributions of £4.567million (2018-19, £3.443million) were payable at one of four rates in the range 26.6 per cent to 30.3 per cent of pensionable pay, based on salary bands. The scheme's actuary reviews employer contributions every four years following a full scheme valuation. The contribution rates reflect benefits as they are accrued, not when the costs are actually incurred, and reflect past experience of the scheme.

New employees since 1 April 2015 are eligible to join either alpha or partnership. Alpha is a career average defined benefit pension scheme; partnership is a defined contribution pension scheme.

The partnership pension account is a stakeholder pension arrangement. Contributions due to the partnership pension providers at the Statement of Financial Position date were £23,455 (2018-19, £16,318). There were no contributions prepaid at that date.

Further details about the Civil Service pension arrangements can be found at the website [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk).

### **Members of the Senedd Pension Scheme**

The Senedd provides a defined benefit scheme, governed by section 18 of the *Government of Wales Act 1998*. Section 20 (4) of and Schedule 11 to the *Government of Wales Act 2006* provides continuity for the Scheme. The *Government of Wales Act 2006* has not affected the legal status of the Scheme.

The Scheme provides benefits for Members of the Senedd and Office Holders. All Members of the Senedd are members of the Scheme from the date they enter the Senedd unless they specifically opt not to be.

The Remuneration Board as part of its Determination for the Fifth Senedd introduced a new career average pension scheme for Members. The Scheme was approved by HM Treasury in accordance with the *Public Service Pensions Act 2013* and introduced with effect from 6 May 2016. Members aged 55 or over on 1 April 2012 are subject to 'Transitional Protection' and



continue to have their benefits calculated on a final salary basis for an additional five years until 5 May 2021.

The Scheme has an accrual rate of 1/50th and pension age is linked to State Pension Age. The member contribution rate is 10.5 per cent for new members and for those who moved to the CARE scheme on 6 May 2016. Members aged 55 or over on 1 April 2012 are subject to 'Transitional Protection' and continue to have their benefits calculated on a final salary basis for an additional five years until 5 May 2021. These members will continue to contribute at their current rate of either 10 per cent or 6 per cent for 40th or 50th accrual respectively. The employer contribution rate is currently 19.9 per cent and is subject to a cap. The next actuarial valuation of the Scheme will take place as at 31 March 2020.

Normal Retirement Age is linked to State Pension Age (or 65, whichever is higher). Any Final Salary pension accrued before 6 May 2021 will continue to be payable at a Normal Retirement Age of 65.

The assets of the Scheme are held, separately from those of the Senedd Commission, by Mobius Life Limited, and are managed by four investment managers. The Trustees invest in a Diversified Growth fund ("DGF"), a Sustainable Real Return fund, an Absolute Return fund, a Private Markets fund, an ethical Equity Index fund, a Property fund and an Index Linked Gilts fund. During the year, the Trustees made a decision to move the funds that were previously invested in the Invesco Perpetual Global Targeted Returns fund to the BNY Mellon Sustainable Real Returns fund.

The Remuneration Board of the Senedd is the independent body responsible for setting the pay, allowances and pensions for Members of the Senedd and their staff. Details of pay and allowances are contained in the Board's Determination published in April 2019.

The principal funding objective is to maintain a fund of assets which is expected to be sufficient to provide the benefits promised to members and their beneficiaries. This objective is as advised by the Trustees of the Scheme, taking into account advice from the Actuary. The aim is to ensure that accruing benefits are paid for during members' participation in the Scheme and that the charges borne by the Senedd for accruing benefits are reasonably stable over time. These objectives are addressed by determining a contribution rate expressed as a level percentage of pensionable salary called the Standard Contribution Rate. This standard rate is such that it would be

just sufficient to finance the benefits under the Scheme, provided that experience is in accordance with the actuarial assumptions made. Depending on the size of the accumulated fund and the actual experience of the Scheme as disclosed at each three-yearly actuarial valuation, larger or smaller contributions may have to be paid for a period to allow, in particular, for amortising surpluses and deficits.

The Pension Scheme was set up in 1999 and is immature, with contribution income still exceeding regular outgoings on benefits. The weighted average duration of the scheme's liabilities is around 20 years.

**Table 8: The amounts recognised in the Statement of Financial Position are as follows**

	Note	31 March 2020 £'000	31 March 2019 £'000
Present value of scheme liabilities		(54,679)	(55,178)
Fair value of scheme assets		35,248	37,150
<b>Net liability</b>		<b>(19,431)</b>	<b>(18,028)</b>
Amount in the Statement of Financial Position			
Liabilities		(19,431)	(18,028)
Assets		-	-
<b>Net liability</b>	<b>9</b>	<b>(19,431)</b>	<b>(18,028)</b>

**Table 9: Analysis of amounts charged to the Statement of Comprehensive Net Expenditure**

	2019-20 £'000	2018-19 £'000
Current service cost	2,090	1,974
Interest on pension liability	1,347	1,304
Interest on scheme assets	(915)	(909)
	<b>2,522</b>	<b>2,369</b>
Allocated in the account as:		
Other pension costs	960	951
Pension finance costs	1,562	1,418
	<b>2,522</b>	<b>2,369</b>

**Table 10: Analysis of amounts recognised in the Statement of Change in Taxpayer's Equity (SCITE)**

	2019-20 £'000	2018-19 £'000
Actual return less interest on scheme assets	(3,220)	388
Experience gains and losses arising on pension liabilities	(635)	(370)
Changes in assumptions	4,014	(1,649)
<b>Net actuarial gains/(losses) recognised in SCITE</b>	<b>159</b>	<b>(1,631)</b>

**Table 11: Movement in liabilities during the year**

	31 March 2020 £'000	31 March 2019 £'000
Liabilities at 1 April	55,178	50,385
Current service cost (net of member contributions)	2,090	1,974
Member contributions (including net transfers-in)	502	497
Benefits paid during the year	(1,059)	(1,001)
Interest on pension liability	1,347	1,304
Actuarial (gains)/losses	(3,379)	2,019
<b>Liabilities at 31 March</b>	<b>54,679</b>	<b>55,178</b>

**Table 12: Movement in assets during the year**

	31 March 2020 £'000	31 March 2019 £'000
Assets at 1 April	37,150	35,406
Interest on scheme assets	915	909
Actual return less interest on scheme assets	(3,220)	388
Employer contributions	960	951
Contributions by Members (including net transfers-in)	502	497
Benefits paid and expenses	(1,059)	(1,001)
<b>Closing fair value of scheme assets at 31 March</b>	<b>35,248</b>	<b>37,150</b>

The Commission expects to contribute £996,470 to the Members of the Senedd Pension Scheme in 2020-21.

The major categories of scheme assets as a percentage of total scheme assets are as follows:

**Table 13: major categories of scheme assets as a percentage of total scheme assets**

	2019–20	2018–19
Equities	38%	45%
Alternative investments	20%	5%
Property	9%	9%
Fixed interest and cash	33%	41%
	<b>100%</b>	<b>100%</b>

The Pension Board carried out a review of the Scheme’s investment strategy in 2019. As a result of the review the assets of the Scheme invested in a diverse spread of funds as follows:

- Baillie Gifford Diversified Growth
- BNY Mellon Sustainable Real Return
- Legal & General Investment Management (“LGIM”) Managed Property
- Partners Group Generations
- LGIM Ethical Global Equity Index
- LGIM Over 5 Year Index-Linked Gilt

This strategy is forecast to deliver a similar expected level of return to the Scheme’s previous investment strategy.

Despite the diversification and volatility management measures that the Board has introduced in recent years, the Scheme’s investment portfolio generated a return of approximately -12% over the year to 31 March 2020. The actual return on scheme assets in 2019-20 was a loss of £2.2 million (2018-19, £1.420 million gain). This negative return was generated over the last quarter of the year as a result of the impact of Covid-19 on the financial markets. However, the investment strategy performed relatively well versus the equity markets over the same period, which were down approximately -20%.

## Principal actuarial assumptions at the Statement of Financial Position date:

**Table 14: Principal actuarial assumptions at the Statement of Financial Position date**

Assumption	31 March 2020	31 March 2019
Discount rate	2.25%	2.45%
Future earnings increases – in excess of discount rate	-1.75%	-1.90%
Future pension increases (CPI) – in excess of discount rate	0.25%	0.10%
Expectation of life at age 65 (years):		
Male	23.7	24.5
Female	25.1	25.9
Widows	23.9	24.6

### Sensitivity to main assumptions

If the real rate of return in excess of earnings changes by 0.5 per cent a year, the total actuarial liability would change by around 2.5 per cent and the change in total liabilities by circa £1.4 million.

If the real rate of return in excess of pension changes by 0.5 per cent a year the total actuarial liability would change by about 9 per cent and the change in total liabilities by circa £4.9 million.

If longevity at retirement were assumed to be 2 years greater, this would increase the total actuarial liability by about 6 per cent and would increase total liability by circa £3.3 million.

Amounts for the current and previous four periods are as follows:

**Table 15: Amounts for the current and previous four periods**

	31 March 2020 £'000	31 March 2019 £'000	31 March 2018 £'000	31 March 2017 £'000	31 March 2016 £'000
Defined benefit obligation	54,679	55,178	50,385	49,456	38,352
Scheme assets	35,248	37,150	35,406	33,713	29,669
Net liability	(19,431)	(18,028)	(14,979)	(15,743)	(8,683)
Experience gains and losses arising on pension liabilities	(635)	(370)	297	160	338
Actual return less interest on scheme assets	(3,220)	388	669	3,615	(1,041)

Further information on the Members of the Senedd Pension Scheme<sup>31</sup> can be found in the Annual Report and Accounts for the scheme for the year ending 31 March 2020.

<sup>31</sup> <https://senedd.wales/en/memhome/pay-expenses-financial-interests-standards/Pages/mem-pay.aspx>

## 02. B – Members’ other costs

Members’ other costs of £8.709 million (2018-19, £8.592 million) in the Statement of Comprehensive Net Expenditure consist of:

Category	2019–20 £'000	2018–19 £'000
Office Costs	889	982
Additional Costs	244	272
Members’ Staff Costs	7,370	7,119
Travel costs	206	219
<b>Total Members’ other costs</b>	<b>8,709</b>	<b>8,592</b>

Members’ staff costs include seven severance payments, totalling £35,907, made in 2019-20, (2018-19, one payment totalling £2,859).

The Senedd has a group stakeholder (defined contribution) scheme with AVIVA to which the Commission makes a monthly contribution of 10 per cent of gross salary for Members of the Senedd support staff. In addition, there is an option for the employee to make a regular monthly contribution. The Scheme was compliant with automatic enrolment legislation and the Scheme’s re-enrolment staging date was 1 January 2020. The employer pension contributions paid in 2019-20 were £700,461 (2018-19, £681,557).

During the year, a review of Aviva, as the Scheme’s provider, was carried out by the internal Scheme Governance Group (“the Group”) and the Group agreed that Aviva continues to be fit for purpose as the Scheme’s provider.

## 02. C – Commissioner for Standards

Under the terms of the National Assembly for Wales (Commissioner for Standards) Measure 2009, the Commission pays the salary of, and any related costs incurred by, the Commissioner. The Commission is responsible for ensuring that the salary and allowances agreed in the terms and conditions of the appointment of the Commissioner, and any reasonable liabilities incurred in the course of his duties, are charged to the Welsh Consolidated Fund.

The Commissioner for Standards was Sir Roderick Evans from 1 December 2016 to November 2019. In November 2019 Sir Roderick resigned from the post and Douglas Bain was appointed Acting Commissioner on a temporary basis. More information about Douglas Bain and his work as the Acting Commissioner is available from <http://standardscommissionerwales.org/>

### Staffing support

Since November 2018 the office has been supported by two members of Commission staff who are seconded on a whole time basis to assist with the increased amount of casework under consideration, to provide customer service and to ensure that the office runs effectively. The 2019-20 support staff costs are for a full year of the secondment arrangement compared with part-time support and part year secondment support in the prior year.

### Staffing hours and costs

Nature of cost	2019-20		2018-19	
	Hours	Costs	Hours	Costs
Commissioner Hours	220	-	336	-
Commissioner Costs	-	£17,900	-	£26,105
Acting Commissioner Hours	171	-	81	-
Acting Commissioner Costs	-	£12,898	-	£5,481
Support Staff Hours	2,995	-	1,333	-
Support Staff Costs	-	£123,630	-	£44,798
<b>Total Hours / Costs</b>	<b>3,386</b>	<b>£154,428</b>	<b>1,750</b>	<b>£76,384</b>



## 02. D – Voluntary Exit Scheme (VES)

The Senedd Commission launched a Voluntary Exit Scheme (VES) across all service areas on 22 November 2018. The closing date for applications was 18 January 2019. In total 24 people were given approval to leave.

At 31 March 2019 none of the staff who were granted approval had left and there was an obligation on the Commission to make payments to 24 members of staff during 2019-20. The total cost of this obligation at 31 March 2019 was £1,104,000. All 24 members of staff left the Commission and received their payments during 2019-20. There is no remaining obligation at 31 March 2020.

Exit package cost band	Total number of exit packages by cost band 2018-19
£0 - £20,000	5
£20,001 - £40,000	5
£40,001 - £60,000	8
£60,001 - £80,000	3
£80,001 - £100,000	1
£100,000 - £150,000	2
Total number of exit packages	24
<b>Total resource cost (£000s)</b>	<b>1,104</b>

There were no severance payments made to Commission staff in 2019-20, (2018-19, nil) in addition to the Voluntary Exit Scheme.

Two Directors are included within the number of exit packages shown above and details are therefore disclosed within the Remuneration and Staff report.

### 03. Other administration costs

Other administration costs of £15.8 million (2018-19, £16.7 million) in the Statement of Comprehensive Expenditure consist of:

	2019–20 £'000	2018–19 £'000
Leases – buildings	2,794	2,800
Leases – other	75	102
Accommodation and facilities costs	5,669	5,342
ICT costs	2,705	2,786
Administrative expenses	1,737	1,629
Staff related costs	602	1,676
<b>Other administration costs</b>	<b>13,582</b>	<b>14,335</b>
Depreciation, amortisation and impairment charges	2,213	2,319
<b>Total Other administration costs</b>	<b>15,795</b>	<b>16,654</b>

The estimated external audit cost for the audit of these financial statements is £57,958 (2018-19, £55,900). No additional non-statutory audit work was incurred in 2019-20 (2018-19, nil).

## 04. Property, plant and equipment

	Land and buildings	ICT	Furniture and fittings <sup>32</sup>	Assets under construction	2019-20 Total
	£'000	£'000	£'000	£'000	£'000
<b>Cost or valuation</b>					
<b>At 1 April 2019</b>	<b>61,641</b>	<b>6,817</b>	<b>1,376</b>	<b>12</b>	<b>69,846</b>
Additions	-	349	131	167	647
Reclassification	-	-	12	(12)	-
Revaluation	(510)	-	-	-	(510)
<b>At 31 March 2020</b>	<b>61,131</b>	<b>7,166</b>	<b>1,519</b>	<b>167</b>	<b>69,983</b>
<b>Depreciation</b>					
<b>At 1 April 2019</b>	<b>(3,432)</b>	<b>(5,628)</b>	<b>(800)</b>	<b>-</b>	<b>(9,860)</b>
Charged in year	(1,717)	(413)	(83)	-	(2,213)
Revaluation	5,149	-	-	-	5,149
<b>At 31 March 2020</b>	<b>-</b>	<b>(6,041)</b>	<b>(883)</b>	<b>-</b>	<b>(6,924)</b>
<b>Carrying amount at 31 March 2020</b>	<b>61,131</b>	<b>1,125</b>	<b>636</b>	<b>167</b>	<b>63,059</b>
<b>Carrying amount at 31 March 2019</b>	<b>58,209</b>	<b>1,189</b>	<b>576</b>	<b>12</b>	<b>59,986</b>

The carrying amount of Land and buildings held under lease arrangements as at 31 March 2020 is £4.250 million (31 March 2019 £3.803 million).

The latest revaluation of land and buildings was undertaken by DS Gibbon FRICS of Avison Young (UK) Limited, as at 31 March 2020, in accordance with the Royal Institution of Chartered Surveyors Valuation Standards. The Senedd and the Pierhead were re-valued at depreciated replacement cost (DRC) as a proxy for current value. The valuer's approach included calculating the cost of constructing modern equivalent buildings and depreciating the cost to account for the age and future economic life of the buildings.

The valuer has disclosed the following in response to potential uncertainties relating to the COVID-19 pandemic:

*The outbreak of the Novel Coronavirus (COVID-19), declared by the World Health Organisation as a "Global Pandemic" on the 11th March 2020, has*

<sup>32</sup> Furniture and fittings includes 'donated assets', consisting of the Mace donated by the Parliament of New South Wales for the opening of the Senedd.

*impacted global financial markets. Travel restrictions have been implemented by many countries.*

*Market activity is being impacted in many sectors. As at the valuation date, we consider that we can attach less weight to previous market evidence for comparison purposes to inform opinions of value. Indeed, the current response to COVID-19 means that we are faced with an unprecedented set of circumstances on which to base a judgement.*

*Our valuations are therefore reported on the basis of 'material valuation uncertainty' as per VPS 3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty – and a higher degree of caution – should be attached to our valuation than would normally be the case.*

Impairment reviews did not identify any indications of impairment at 31 March 2020 and hence no impairments have been recognised.

	Land and buildings	ICT	Furniture and fittings <sup>33</sup>	Vehicles	Assets under construction	2018-19 Total
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Cost or valuation</b>						
<b>At 1 April 2018</b>	<b>61,641</b>	<b>15,147</b>	<b>1,701</b>	<b>80</b>	<b>-</b>	<b>78,569</b>
Additions	-	-	166	-	12	178
Disposals	-	(8,330)	(491)	(80)	-	(8,901)
<b>At 31 March 2019</b>	<b>61,641</b>	<b>6,817</b>	<b>1,376</b>	<b>-</b>	<b>12</b>	<b>69,846</b>
<b>Depreciation</b>						
<b>At 1 April 2018</b>	<b>(1,716)</b>	<b>(13,448)</b>	<b>(1,211)</b>	<b>(80)</b>	<b>-</b>	<b>(16,455)</b>
Charged in year	(1,716)	(510)	(80)	-	-	(2,306)
Released on disposal	-	8,330	491	80	-	8,901
<b>At 31 March 2019</b>	<b>(3,432)</b>	<b>(5,628)</b>	<b>(800)</b>	<b>-</b>	<b>-</b>	<b>(9,860)</b>
<b>Carrying amount at 31 March 2019</b>	<b>58,209</b>	<b>1,189</b>	<b>576</b>	<b>-</b>	<b>12</b>	<b>59,986</b>
<b>Carrying amount at 31 March 2018</b>	<b>59,925</b>	<b>1,699</b>	<b>490</b>	<b>-</b>	<b>-</b>	<b>62,114</b>

<sup>33</sup> Furniture and fittings includes 'donated assets', consisting of the Mace donated by the Parliament of New South Wales for the opening of the Senedd.

## 05. Intangible assets

Intangible assets comprise software and software licences for major systems used by the Commission:

	Software £'000	2020 Total £'000
<b>Cost or valuation</b>		
<b>At 1 April 2019 and at 31 March 2020</b>	<b>884</b>	<b>884</b>
<b>Amortisation</b>		
<b>At 1 April 2019 and at 31 March 2020</b>	<b>(884)</b>	<b>(884)</b>
<b>Carrying amount at 31 March 2019 and 2020</b>	<b>-</b>	<b>-</b>

	Software £'000	2019 Total £'000
<b>Cost or valuation</b>		
<b>At 1 April 2018</b>	<b>2,317</b>	<b>2,317</b>
Disposals	(1,433)	(1,433)
<b>At 31 March 2019</b>	<b>884</b>	<b>884</b>
<b>Amortisation</b>		
<b>At 1 April 2018</b>	<b>(2,304)</b>	<b>(2,304)</b>
Charged in year	(13)	(13)
Disposals	1,433	1,433
<b>At 31 March 2019</b>	<b>(884)</b>	<b>(884)</b>
<b>Carrying amount at 31 March 2019</b>	<b>-</b>	<b>-</b>
Carrying amount at 31 March 2018	13	13

## 06. Trade and other receivables

	31 March 2020 £'000	31 March 2019 £'000
Amounts falling due within one year:		
Trade receivables	115	87
Other receivables	21	22
Prepayments	1,485	1,290
Recoverable VAT	257	325
	<b>1,878</b>	<b>1,724</b>

There were no receivable amounts falling due after more than one year.

## 07. Cash and cash equivalents

	2020 £'000	2019 £'000
Balance at 1 April	292	73
Net change in cash and cash equivalent balances	(232)	219
<b>Balance at 31 March</b>	<b>60</b>	<b>292</b>
The following balances at 31 March were held at:		
Government Banking Service	44	204
Commercial banks and cash in hand	16	88
<b>Balance at 31 March</b>	<b>60</b>	<b>292</b>

## 08. Trade payables and other current liabilities

	31 March 2020 £'000	31 March 2019 £'000
Amounts falling due within one year:		
VAT	15	15
Other taxation and social security	805	773
Trade payables	1,083	735
Accruals	1,913	3,114
Amounts due to the Welsh Consolidated Fund	60	292
	<b>3,876</b>	<b>4,929</b>

There were no payable amounts falling due after more than one year.

## 09. Provisions for liabilities and charges

	MS Pension Scheme £'000	Dilapidation Provision £'000	2019-20 Total £'000	2018-19 Total £'000
<b>Balance at 1 April</b>	<b>18,028</b>	<b>120</b>	<b>18,148</b>	<b>15,099</b>
(Decrease)/increase in provision	(159)	51	(108)	1,631
Pension finance cost	1,562	-	1,562	1,418
<b>Balance at 31 March</b>	<b>19,431</b>	<b>171</b>	<b>19,602</b>	<b>18,148</b>

Under IAS 19, a liability of £19.431 million is recognised for the Members of the Senedd Pension Scheme. Further information is provided on this in Note 02.A. Additional information on the dilapidation provisions can be found within the provisions section of Note 01 – Statement of accounting policies.

From the total provision of £19.602 million (2018-19, £18.148 million), no amount is expected to crystallise within one year (2018-19, £0 million).

## 10. Commitments under leases

### (a) Operating leases

Commitments under operating leases to pay rentals during the year following the year of these accounts are given in the table below, analysed according to the period in which payments are incurred.

Category	31 March 2020 £'000	31 March 2019 £'000
Land and buildings:		
Not later than one year	2,796	2,777
Later than one year but not more than five years	11,156	11,040
Later than five years	19,389	22,149
	<b>33,341</b>	<b>35,966</b>
Other – car, printers and copiers:		
Not later than one year	14	31
Later than one year but not more than five years	9	6
	<b>23</b>	<b>37</b>

### (b) Finance leases

There are no current obligations under finance leases.

## 11. Capital and other commitments

There were no contracted capital commitments at 31 March 2020 and 31 March 2019.

## 12. Other financial commitments

The Commission has contracts that make reference to early termination but do not quantify charges for such an event. Early termination would be a breach of contract and the contractor would be entitled to damages representing the loss of profit on the work which would have been done under the contract if it had run its full course. As this figure is variable for each contract, such contracts have not been included in this note.



### 13. Financial instruments

The Commission does not issue or trade in financial instruments such as loans and has no borrowings. It relies primarily on funding from the Welsh Consolidated Fund for its cash requirements, and is therefore not exposed to liquidity risks. It also has no material deposits, and all material assets and liabilities are denominated in sterling, so it is not exposed to interest rate risk or currency risk.

### 14. Related-party transactions

The Commission has a number of transactions with the Welsh Government and with other government departments and public bodies, including HM Revenue and Customs. Additionally, regular transactions take place with the Members' of the Senedd Pension Scheme (see Remuneration and staff report, page 121). Standing Orders of the Senedd require the Senedd, on a motion proposed by the Commission, to elect Trustees to the Members' of the Senedd Pension Scheme.

The Senedd may give special or general directions to the Commission for the purpose of, or in connection with, the exercise of the Senedd Commission's functions.

The Commission has not undertaken any material transactions directly with Commissioners, senior managers or their close family members nor with any organisations where Commissioners, senior managers or members of their close family hold positions of control or influence.

Caroline Jones, one of the Commissioners for the Fifth Senedd, was a trustee of the Members of the Senedd Pension Scheme from 25 January 2018. Caroline Jones resigned as a trustee on 5 June 2018.

Bob Evans, who is also an independent Adviser to the Senedd Commission's Audit and Risk Assurance Committee became the Commission representative to the Pension Board on 20 December 2018.

An independent Remuneration Board was established by the National Assembly for Wales Remuneration Measure 2010. The Remuneration Board determines the salaries and allowances of all Members of the Senedd and office holders. The Members may employ family members as their support staff. However, this is only permitted where the Member plays no part in the

fair and open selection process, which is conducted by Commission staff on their behalf.

The Commission decides the policies on salary and conditions for Commission staff. There are no restrictions in place relating to the employment by the Commission of family members of Commissioners or senior management.

Directors have declared that they hold no significant third party interests that may conflict with their duties. A Register of Financial and Other Interests of Members is available at [www.senedd.wales](http://www.senedd.wales) and [www.senedd.cymru](http://www.senedd.cymru).

## 15. Subsequent events

On 6 May 2020 the National Assembly for Wales became the Welsh Parliament or Senedd Cymru, commonly known as the Senedd. The legislation which introduced the new name also amended a number of other key terms including the Assembly Commission which, from 6 May 2020, became the Senedd Commission.

# Annex - Regularity Reporting

## Regularity Reporting

The Senedd Commission's budget is authorised by the Senedd via formal budget motions. These motions authorise the Commission's capital and revenue expenditure, as well as retainable income and the amount that may be drawn from the Welsh Consolidated Fund.

The Statement and supporting notes have been prepared in accordance with the 2019–2020 Government Financial Reporting Manual (FReM) suitably adapted for the constitution of the Senedd and the Commission as specified by the *Government of Wales Act 2006*.

### SOS 03 Reconciliation of Net Cash Requirement to (decrease) / increase in cash

	31 March 2020 £'000	31 March 2019 £'000
Net cash requirement	(53,482)	(50,156)
From the Consolidated Fund (supply) – current year	54,088	51,538
Amounts due from the Consolidated Fund not drawn	(546)	(1,090)
Amounts paid to the Consolidated Fund	(292)	(73)
<b>(Decrease)/increase in cash</b>	<b>(232)</b>	<b>219</b>

This table is subject to audit.

## SOS 04 Reconciliation of Net Resource Outturn to Net Cash Requirement 2019-20

	Note	Budget	Outturn	Net total outturn compared with budget: under spend/(excess)	Outturn 2018-19
		£'000	£'000	£'000	£'000
Net Resource Outturn	SOS 01	57,638	56,336	1,302	54,365
Accruals adjustments					
Non-cash items	See below	(3,900)	(3,775)	(125)	(3,737)
Changes in working capital other than cash		350	921	(571)	(472)
<b>Net cash requirement</b>		<b>54,088</b>	<b>53,482</b>	<b>606</b>	<b>50,156</b>

<i>Non-cash items</i>	Note	Budget	Outturn	Outturn compared with budget 2019-20	Outturn 2018-19
		£'000	£'000	£'000	£'000
Depreciation and amortisation and de-recognition	4 and 5	(2,250)	(2,213)	(37)	(2,319)
IAS 19 Pension finance cost and other provision movements		(1,650)	(1,562)	(88)	(1,418)
		<b>(3,900)</b>	<b>(3,775)</b>	<b>(125)</b>	<b>(3,737)</b>

This table is subject to audit.

**SOS 05 Analysis of income payable to the Welsh Consolidated Fund**

	<b>Budget 2019-20 £'000</b>	<b>Outturn 2019-20 £'000</b>	<b>Outturn 2018-19 £'000</b>
Retainable operating income	220	220	181
Subtotal	220	220	181
Amount retained	220	220	181
<b>Amount payable to the WCF</b>	-	-	-

There has been no other operating income in 2019–20 (2018-19, nil).

This table is subject to audit.



**Senedd Cymru**  
**Welsh Parliament**