



**Y Gwir Anrhydeddus Elin Jones AS**

Llywydd, Senedd Cymru

**Right Honourable Elin Jones MS**

Llywydd, Welsh Parliament

**Senedd Cymru**

Bae Caerdydd, Caerdydd, CF99 1SN

Llywydd@senedd.cymru

0300 200 6565

**Welsh Parliament**

Cardiff Bay, Cardiff, CF99 1SN

Llywydd@senedd.wales

0300 200 6565

All members

Via email

1 Rhagfyr 2022

Dear Member,

### **Prioritising Committee Business**

At recent meetings of the Chairs' Forum some concerns have been raised that a minority of committee members are prioritising other commitments over committee business, at times.

Guidance on Virtual and Hybrid Proceedings, including Committee proceedings was issued recently. I would like to remind members also of the importance of making time for committee business.

Whilst occasional absence from committee meetings is anticipated in our procedures, it is expected that a substitute will be sent in place of an absent member to avoid disruption to committee business.

One issue, described by Chairs, is that some committee members routinely leave at the end of the public part of a meeting. This means they are not present for private agenda items that might be scheduled at the end of a meeting. This is disrupting the work of some committees.

The Chairs' Forum has endorsed the report by Professor Diana Stirbu: *Power, Influence and Impact of Senedd Committees: Developing a framework for measuring committees' effectiveness*.

As part of her work, Professor Stirbu considered the features of committee effectiveness. One feature arising from her research is:

*Effective committees have Members who are fully engaged and interested in their work. Members are prepared, are listening, and supporting each other in committee sessions.*

Committee Chairs expect members of their committees to be fully engaged with all aspects of a committee's work, and to prioritise committee work over other commitments for the full duration of committee meetings (including any private items scheduled). This is essential if committees are to be effective in the delivery of their objectives.

Of course, there are legitimate reasons why a member might not be able to engage fully with the work of a committee. In such circumstances, a Member should discuss this with the relevant committee Chair. The committee Chair can take account of this, from the perspective of supporting the Member, and delivering the committee's objectives.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Elin Jones', is positioned below the closing text.

**Rt. Hon. Elin Jones MS**

Llywydd

Croesewir gohebiaeth yn Gymraeg neu Saesneg / We welcome correspondence in Welsh or English