



Ein cyf/Our ref: RE/688/2022

Peredur Owen Griffiths MS  
Chair, Finance Committee  
Senedd Cymru

25 March 2022

Dear Peredur,

As part of the scrutiny of the 2022-23 Draft Budget I welcomed the interest of the Committee in the work of the reformed Budget Improvement Impact Advisory Group (BIAG) and how the committee could be more closely involved.

As I have previously outlined the new group is being established to play a key role in supporting our wider work on reforming budget and process tax processes through delivery of the Budget Improvement Plan. The group will act as a collaboration between those officials leading Welsh Government budget improvement work, representative stakeholders from across Wales and historically underrepresented groups, and expert policy-makers from across the Trade Union and wider Public Sector, to ensure those impacted by budget decisions are involved in the improvement of those processes.

In line with my commitment to providing further information in advance of the group meeting formally, please find attached the group's Terms of Reference and work plan.

The first meeting of the group is on the afternoon of the 30<sup>th</sup> of March, from 1pm to 3pm. While Ministers will not routinely attend the event, the Minister for Social Justice and myself will be attending the beginning of the inaugural meeting to demonstrate our support and thank attendees for their time and effort. I wish to extend the same invite to you as the Chair of the Finance Committee, providing an opportunity for you to meet the group at its inception.

In terms of the committee's involvement this is a matter I asked my officials to engage with your officials to explore the issue further. As a result, I wish to propose the following to enable us to work together in our mutual interest to improve the Welsh budget processes.

To enable the committee to understand and explore in more detail the actions within Budget Improvement Plan and to influence the activity we are undertaking in advance of the 2023-24 Draft Budget I would be happy to offer a technical briefing with officials prior to June 2022.

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Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

To ensure the committee has more regular updates on BIIAG, I have instructed my officials to meet regularly and routinely with the clerks of the Finance Committee. Alongside providing updates on the Budget Improvement Plan, this will provide an opportunity to review and explore collective separate improvements to the Welsh Budget processes.

As we begin to plan our respective engagement activity for 2022, I would also be happy to explore how we can undertake collective engagement to improve public understanding and engagement with the Welsh Budget process. In particular, I am interested in how we can engage with children and young people.

It is my hope this will help align our mutual understanding of ongoing activity and facilitate the best possible engagement with the Finance Committee's engagement with our ongoing work and reduce any duplication of efforts and best achieve our shared goals. I would also be happy to discuss this matter further.

Yours sincerely,

A handwritten signature in black ink that reads "Rebecca Evans". The signature is written in a cursive, flowing style.

**Rebecca Evans AS/MS**

Y Gweinidog Cyllid a Llywodraeth Leol  
Minister for Finance and Local Government

# Terms of Reference for the Welsh Government Budget Improvement and Impact Advisory Group (BIIAG)

## Purpose of BIIAG

The role of the group will be to provide advice, feedback and evidence from an equalities and inclusion perspective, to Welsh Government, to ensure that budget and tax processes improve over the longer term to better align funding to outcomes including:

- informing reforms to the way impact assessments are undertaken on strategic spending decisions to better embed all areas of impact including equality, socio economic disadvantage and the way nature and carbon impacts are considered;
- ensuring that budget engagement and impact assessments fully consider lived experiences, maximise civic participation and engage with relevant partners, to ensure the social partnership duty is fulfilled where reasonably practical.
- taking a comprehensive approach to mainstreaming equalities and human rights objectives into budget and tax processes and decisions, including ensuring that the Programme for Government commitment to implementing targets around Gender Budgeting is achieved, to understand the intersectional nature between social, cultural, economic and environmental impacts and fully consider intended and unintended impacts;
- embedding the five ways of working as defined in the Well Being of Future Generations Act, in addition to the Sustainable Development principle, in any spending decisions;
- ensuring processes and documentation are fully transparent and clearly communicate the expected impacts of spending decisions;
- contributing to Welsh Government's well-being objectives to create a more equal Wales by ensuring social, environmental and economic justice at the heart of all Welsh Government spending decisions to improve the well-being of everyone in Wales. This is in addition to supporting our natural environment in a sustainable way and create an economy that tackles inequality and poverty in all its forms.

This work will strengthen and improve the advice given to Ministers when making spending and tax decisions with the aim of this leading to improved outcomes.

Primarily the group is intended to support delivery of the Welsh Government Budget Improvement Plan which is updated annually and provide the group with opportunities to input and influence the work outlined within the plan. The 2022-23 plan can be found [here](#).

The group's annual work plan can be found in Annex 2 (subject to agreement at the first meeting).

The Group will not

- Provide a forum for discussion of or influencing specific funding decisions or allocations unless in relation to the work of the Budget Improvement Plan
- Be a mechanism for seeking funding, other than for providing appropriate budget engagement
- Be directly linked to specific budget years/rounds

## Membership

The membership of the group will ensure the involvement and collaboration of stakeholders who will bring expertise and experience from a range of areas to support a more integrated approach in reviewing these processes. Alongside expertise in particular techniques this group is also intended to cover representatives of key areas of impact that are considered as part of budget processes, to ensure those impacted by budget decisions are involved in the improvement to these processes while avoiding unintended impacts.

It will work to remove silo thinking where possible and allow a more holistic discussion to take place when considering how impact is assessed and communicated.

The membership will seek to be formed to ensure representation covering each of the following areas:

Children and Young people	Health
Older People	Future Generations Representative
Disability	Trade Union and Social Partnership
Gender	Local Government
Race	Local and Regional Intermediaries
Asylum Seekers and Refugees	Third Sector Partnership Council
Faith	Welsh Language
LGBTQ+	Welsh Government Treasury
Transgender	Welsh Government Equalities Team
Environment	Welsh Government Communities Team
Poverty	

In addition to the core membership a representative of the Statutory Commissioners offices will be offered a place to attend on a rotational basis, if they should wish to do so.

The Equality and Human Rights Commission will be offered a place to attend in observer status.

Experts, academics and other Welsh Government representatives can be invited into meetings where the membership feel it is of relevance.

A full list of members can be found in Annex 3.

The group will periodically review the membership to ensure it is sufficiently representative to achieve its aims.

Members will be asked to agree to a list of expectations in relation to their participation in the group (detailed in Annex 1) and also detail other fora they will link with to share information and gain feedback from their specific area of representation.

## **Roles and responsibilities**

The secretariat for the group will be provided by Welsh Governments Budget Improvement team within Welsh Treasury and will be chaired by the Head of Budget Policy and Delivery.

A nominated representative from the non- statutory sector can provide additional support and advice as required or raise any issues from the group as a collective to the chair outside of the core meeting timetable. This could include deputising for the chair in the case of any absence. All members are encouraged to engage with the Welsh Government Budget Improvement Team outside of the scheduled meetings to progress any areas of specific interest.

The group will report to the Minister for Finance and Local Government and the Minister for Social Justice. It is intended there will be direct Ministerial engagement with the group once per year as appropriate.

This group has been purposely designed to fit within a landscape of other networks and forums and avoid duplication while adding value. Where possible, relevant links will be made to facilitate information sharing between groups to avoid unnecessary duplication. This could be done through membership links of more informal communication. A list of these groups can be found in Annex 4. This list is not exhaustive and will be updated periodically as appropriate.

## **Frequency of meetings**

The Group will meet formally at least four times per year. It is anticipated that meetings will last no more than two hours.

Where required formal meetings will be supplemented with focussed workshops on specific topics, as set out in an agreed work programme. Members' attendance at these meetings will be optional subject to members' interest and expertise. It is anticipated that meetings will last no more than two hours.

The meeting formats (commencing in 2022) will be virtual initially; it is anticipated that a 'blended' approach (both virtual and in-person) could be adopted when social restrictions ease in the future and subject to the agreement of the group recognising the advantages and disadvantages to the different methods of communication to ensure an inclusive environment.

## Annex 1

### Budget Improvement and Impact Advisory Group membership agreement

<b>Name:</b>	
<b>Organisation:</b>	
<b>Email address:</b>	
<b>Area of representation:</b>	
<b>Preferred language of communication:</b>	
<b>Accessibility preferences/needs:</b>	

**Please list any relevant forums/networks that you will utilise to maximise the engagement in this group:**

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**Are you happy for your email address to be shared with other members within this group?**

Yes/No

**We intend to publish Terms of Reference including the full membership list and minutes for meetings on the Welsh Government website. Are you happy for your details to be included?**

Yes/No

### Expectation of members

- As well as providing representation from a particular area of interest/organisation/forum/network members will also provide their personal expertise
- Strive to attend all meetings and send apologies prior to meetings they are not able to attend and where possible provide appropriate deputation
- Be acquainted with the agenda and prepared to contribute to agenda items in each meeting
- Be willing to complete tasks between meetings in line with agreed actions
- Engage in consultation and communication between meetings via email
- Be willing to lead discussions on agenda items in areas of particular expertise or engage in breakout work streams as required to further specific actions
- Ensure relevant feedback and links are made between wider groups and forums being represented (both in and out)
- Comply with confidentiality requirements as required
- Respect the principles of equality, diversity and inclusion and ethical code of conduct

### **Expectation of secretariat**

- Provide papers and agendas at least 5 working days prior to any meeting.
- Where it is not possible to provide full papers in advance of a meeting an explanation will be provided and time given to members to review and feedback appropriately following the meeting.
- Summary minutes with key action points will distributed no longer than 3 weeks after each meeting.
- Ensure all action points are followed up
- Secure experts, academics and other Welsh Government representatives as required for meetings.
- Ensure that all meetings (virtual and in person) encourage full participation from all members and address any specific accessibility requirements.

<b>Signed:</b>	
<b>Date:</b>	

### **PRIVACY NOTICE:**

#### **Background**

The Welsh Government Budget and Government Business team have established the Budget Improvement and Impact Advisory Group (BIIAG). Personal contact details for representatives of organisations and individuals are held to allow us to maintain contact with external stakeholders about the arrangements for the BIIAG meetings.

The Welsh Government is the data controller for information collected by Budget and Government Business.

The lawful basis for collecting this information under Article 6(1) of the General Data Protection Regulations is article 6(1)(a) the individual has given clear consent for their personal data to be processed for a specific purpose.

#### **What do we do with your information?**

In our remit as the data controller, the Welsh Government uses the information received for the below purposes.

- To contact group members to inform them of meetings and/or events in relation to the Budget Improvement and Impact Advisory Group.
- To share information in relation to BIIAG meetings and specific linked work streams e.g. minutes, agendas, work plans.

#### **Who do we share your information with?**

Information will be shared with the membership of BIIAG including relevant Welsh Government officials.

Information held by Budget and Government Business Budget Improvement Team is only accessed by staff members of Budget and Government Business division.

Any information provided is stored on a protected area of IShare (internal document management system).

### **How long will we keep your information?**

Budget and Government Business will keep this information on our database for a maximum of 120 months.

### **Your rights in relation to your information.**

You have the right to:

- Access to the Personal data that we are processing about you;
- require us to rectify inaccuracies in that data;
- The right (in certain circumstances) to object to processing;
- The right for your data to be 'erased' (where consent is the lawful basis);
- lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

**For further information** about the information which Welsh Governments holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

[BudgetImprovementTeam@gov.wales](mailto:BudgetImprovementTeam@gov.wales)

Data Protection Officer  
Welsh Government  
Cathays Park  
CARDIFF  
CF10 3NQ  
Email: [Data.ProtectionOfficer@gov.wales](mailto:Data.ProtectionOfficer@gov.wales)

The contact details for the Information Commissioner's Office are:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: [www.ico.gov.uk](http://www.ico.gov.uk)



## Annex 2

### Annual work plan: January 2022 – December 2022

Meeting date	Focus	Outcome
1 (Feb)	<b>Purpose and focus of group</b>	Agreement of: <ol style="list-style-type: none"> <li>1. TOR and membership</li> <li>2. Work plan</li> <li>3. Process to elect non-statutory representative</li> </ol>
<b>2 (Mar)</b>  <b><i>Ministerial attendance confirmed - (Minister for Finance and Local Government and Minister for Social Justice)</i></b>	<b>Understanding the budget process as it currently exists including:</b> <ul style="list-style-type: none"> <li>• the role of evidence, data and impact assessment in the budget process</li> <li>• the budget documentation including the Budget Improvement Plan, distributional impact model and SIIA</li> <li>• current budget literacy engagement</li> <li>• An external picture</li> </ul> <b>Budget engagement – who, when, why?</b> <ul style="list-style-type: none"> <li>• Civic Participation and the lived experience</li> </ul>	<ul style="list-style-type: none"> <li>• An increased understanding within the membership of the current budget and tax processes and documentation</li> <li>• An opportunity to ask questions</li> <li>• An increased understanding of WG officials of the current external perception and challenges when engaging with the budget process.</li> <li>• A plan for wider communication and increased budget literacy – Who, when, why?</li> <li>• An understanding of the needs of stakeholders and officials in budget engagement and the channels this can and should be happening – development of plan</li> </ul>

<p><b>3 (Apr – Jun)</b></p>	<p><b>Strategic Integrated Impact Assessment</b></p> <ul style="list-style-type: none"> <li>• Stakeholder views on purpose (work conducted in advance to collect feedback – polling etc)</li> <li>• Historical story of the SIIA</li> <li>• Myth busters – what it is and isn't</li> <li>• How do we effectively use the SIIA in showing how budget decisions are made</li> <li>• The relationship between the IIA and SIIA</li> </ul>	<ul style="list-style-type: none"> <li>• An increased understanding of the current SIIA approach and how this is separate to IIA</li> <li>• Recommendations for improvement</li> <li>• Identification of further areas for exploration <ul style="list-style-type: none"> <li>- Key challenges for government in producing SIIA</li> <li>- Key challenges for stakeholders when considering the effectiveness of the SIIA</li> </ul> </li> <li>• Possible identification of breakout sessions to look at specific work plan if deemed appropriate</li> </ul>
<p><b>4 (Jul – Sept)</b></p>	<p><b>Different ways to assess impact</b></p> <ul style="list-style-type: none"> <li>• How to more effectively and visibly demonstrate the WFG Act as the underpinning framework for all other duties</li> <li>• How could we improve it – <ul style="list-style-type: none"> <li>- Gender/Equality Budgeting,</li> <li>- Distributional Impact assessments</li> <li>- Carbon Impact assessments</li> <li>- Nature impact assessments</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• An increased understanding of different approaches to impact assessment and how they could be utilised in relation to the SIIA</li> <li>• Identification of further areas for exploration</li> </ul>

	<ul style="list-style-type: none"> <li>• Ways of balancing long-term versus short-term goals and impacts of spending decisions.</li> <li>• The international picture</li> </ul>	
<b>5 (Oct – Dec)</b>	<p><b>Review meeting (<i>possible Ministerial attendance</i>)</b></p> <ul style="list-style-type: none"> <li>• Feedback on work and achievement to date (including any sub groups)</li> <li>• Review of membership and TOR</li> <li>• Work planning 2023</li> </ul>	<ul style="list-style-type: none"> <li>• Ministerial update provided</li> <li>• Update provided for Budget Improvement plan</li> <li>• Changes to TOR/Membership agreed</li> <li>• Work plan agreed for 2023</li> </ul>

## Annex 3:

### Membership

No.	Area	Organisation	Name
1.	Children and Young people	Children in Wales	Sean O'Neill
2.	Older People	Age Cymru	Ceri Cryer
3.	Disability	Disability Wales	Rhian Davies
4.	Gender	Women's Equality Network Wales Wales Women's Budget group	Catherine Fookes Cerys Furlong
5.	Race	Show Racism The Red Card	Dean Pymble
6.	Asylum Seekers and Refugees		
7.	Faith		
8.	LGBTQ+	Stonewall Cymru	Davinia Green
9.	Transgender		
10.	Environment	Wales Environment Link (WEL)	Michelle Hunt (RSPB) Annie Smith (RSPB) Tabea Wilkes (RSPB)
11.	Poverty	Bevan Foundation Child Poverty Action Group	Steffan Evans Ellie Harwood
12.	Health	NHS Equality Leadership Group	Rebecca Fogarty (PHW)
13.	Future Generations representative		
14.	Trade Union and Social Partnership	TUC	Rhianydd Williams
15.	Local Government	WLGA	Daniel Hurford
16.	Local and Regional Intermediaries	Cardiff Third Sector Partnership Council	Sheila Hendrickson-Brown
17.	Third Sector Partnership Council	WCVA	David Cook
18.	Welsh Language	Prosiect 2050	Dr Jeremy Evas
19.	Welsh Government	Welsh Treasury	Matt Wellington (Chair) Lisa Daniels-Griffiths
20.	Welsh Government	Communities Division	Chris Buchan
21.	Welsh Government	Equalities Division	

## Annex 4

**Other networks and forums of relevance** – this list is not exhaustive but provides an overview of the range of forums/stakeholders which may have a shared interest in the work of this group.

- **Funding and Compliance Sub Committee** – Welsh Government Official Led (Third Sector Unit) with an External Chair. Reports to the Minister for Social Justice. To assist Welsh Government in ensuring compliance with the third sector scheme.
- **[Third Sector Partnership Council \(TSPC\)](#)** – Chaired by the Minister for Social Justice this biannual meeting is a key mechanism for Voluntary organisations to talk and hear from Welsh Government. This group that the principles set out in [the Third Sector Scheme](#) are put into practice. It also provides an opportunity for the sector to raise issues of interest or concern. The membership consists of 27 elected representatives from across the sectors areas of interests.
- **Third Sector Ministerial meetings** – Chaired by each individual Welsh Government Minister. These biannual meetings are part of the statutory legislation which ensures that the sector have a formal route to talk and raise issues with each Welsh Government Minister.
- **[Wales Women's Budget Group](#)** – an independent, not for profit organisation whose aim is to work with government and civil society in pursuit of a more prosperous and equal Wales by ensuring that the impact of taxation and spending in Wales is fair and gender equal.
- **Equality and Human Rights Coalition** – A sub group of the TSPC structure this group has an elected chair and the secretariat is provided by WCVA. It is a network of over 60 individual members from a variety of third sector organisations that work across the fields of equality and human rights. The network meets quarterly and usually has representation from WG and the equality and human rights commission.
- **Wales Civil Society Human Rights Stakeholder Group** – Led by Simon Hoffman (Swansea University)
- **Disability Forum** – Welsh Government
- **Disability taskforce on the locked out** report – Welsh Government
- **Gender Equality Subgroup** – Welsh Government
- **Race Equality Action Plan accountability group** – Welsh Government

- **Race Forum** – Welsh Government
- **Refugee and Asylum Seekers taskforce** – Welsh Government
- **Welsh Refugee Coalition** – Welsh Refugee Council
- **Faith Forum** – Welsh Government
- **LGBTQ+ expert panel** – Welsh Government
- **Anti- Poverty Coalition** – Bevan Foundation
- **Strengthening and Advancing Equality and Human Rights** – Welsh Government
- **Ministerial Advisory Forum on Aging** – Welsh Government
- **Net Zero Expert Panel** - Welsh Government
- **Welsh Government Children’s Rights Advisory Group** – overseen by the Children’s Rights branch of Welsh Government which provides external advise to officials on all matters pertaining to children’s rights.
- **Wales UNCRC Monitoring Group** - The Wales UNCRC Monitoring Group (est. 2002) is a national alliance of non-governmental and academic agencies, tasked with monitoring and promoting the United Nations Convention on the Rights of the Child (UNCRC) in Wales and is facilitated by Children in Wales. Further information on the work of the Wales UNCRC Monitoring Group can be found here <http://www.childreninwales.org.uk/our-work/rights/wales-uncrc-monitoring-group/>